

**The Twinsburg Public Library
Board of Trustees Regular Meeting
July 20, 2022
Bissell Local History Room - 6:00 p.m.**

Members Present: President Holly Toth, Secretary Suzanne Hawthorne-Clay, Matt Cellura, Walter Hoffmann, Mary Johnson, and Sam Taylor

Members Absent: Vice President Mark Durbin

Also Present: Director Laura Leonard, ALIS Manager Cari Dubiel, Administrative Assistant Jill Liepins, and Dr. MaryAnn Harris from the East Cleveland Public Library Board of Trustees.

Call to Order: President Holly Toth called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Matt Cellura moved to approve the June 15, 2022 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced Phoeby Trask, Outreach Services Manager.

President's Report: Holly Toth attended the local author fair and enjoyed it.

Oath of Office: Fiscal Officer, Kile Byington, took the oath of office for her position as notarized by Cari Dubiel.

Fiscal Officer's Report: The Board reviewed the June 2022 Financial Report. The balances for June are:

General Fund	1,512,918.88
Friends Fund	25,049.44
Coronavirus Relief Fund	0
Building and Repair Fund	405,317.57
Technology Fund	74,029.81
Total All Funds	<u>2,017,315.70</u>

Matt Cellura moved to approve the June 2022 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes
 Mark Durbin – absent Sam Taylor – yes
 Suzanne Hawthorne-Clay – yes Holly Toth – yes
 Walter Hoffmann – yes

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- Spent most of the week reconciling April and May. Still off by a small amount but will work to have everything cleared up by the August board meeting.
- PLF came in above estimate by 7.1% this month.
- Will work with Laura and SEBO on the new onboarding software. Was able to test it out as a new employee and note its strengths and weaknesses.

Director's Report: Area Managers' reports included in packet.

Laura Leonard Reported:

- The Bookmobile arrived this morning, July 20th. Phoeby, Mike, and I will have a one hour training and Jodie will continue to work with VMS on wrapping the vehicle. Chad Welker is sending us the paperwork to allow us to purchase diesel fuel through the school transportation department, as recommended by Mr. Cellura. We will be billed quarterly.
- Jasmine Jones has been hired as an ALIS Associate and will start July 27th. Circulation is interviewing for part time clerk positions and Children's has hired a full time associate.
- The Children's and Teen Departments are functioning very well since splitting them into two departments.
- The Bureau of Workers Compensation audit went well and we received a refund of \$72.00.
- Ben Sutton has sent the bond for Kile Byington and most of the banking information has been changed.
- KGK has finished installing the phone chargers in the Reading Garden.
- We have decided that instead of having an e-recycle bin on the property, we may have a community day a few times per year, where an e-recycle truck would park in the lot and members of the community can bring their items. Besides permit issues with the City, there are concerns about people leaving TVs and other larger items outside of the bin that, as Mr. Hoffmann had seen in another location, pile up and become messy.
- Cari Dubiel and Carolyn Vana are preparing a proposal for the Board of Trustees for the Library to go fine free. It will be presented at the next board meeting in August.
- Cari Dubiel discussed the success of the Passport Fair last week. ALIS will have several throughout the year.

Committee Reports:

Building and Grounds: Matt Cellura reported:

- Met with Brandon Lawlor to discuss the building assessment and cost report. Because of the preventative maintenance completed throughout the years, the building is in good shape for its age. Will meet on August 19 at 9:00 am to prioritize items and discuss further.

Personnel: Suzanne Hawthorne-Clay reported:

- Working on the Director’s evaluation which will be sent to all board members with changes on Monday, July 25th to be completed by August 1, 2022.

Finance: None

Friends of the Library:

- Will be posting an opening for Treasurer.
- Next meeting will be August 24, 2022 at 5:30 pm.

Library Foundation: Next meeting, August 9, 2022 at 7:00 pm.

Unfinished Business: None

New Business: None

Mary Johnson moved to adjourn at 6:49 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday August 17, 2022 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: July 20, 2022 Meeting Agenda; June 15, 2022 Meeting Minutes; Financial Reports as of June 30, 2022; June 2022 Director’s Report; Department Managers’ Report; June 2022 Circulation Statistics.