

**The Twinsburg Public Library
Board of Trustees Regular Meeting
December 21, 2022
Bissell Local History Room - 5:00 p.m.**

Members Present: President Holly Toth, Vice President Mark Durbin, Secretary Suzanne Hawthorne-Clay 5:07 PM, Walter Hoffmann, Mary Johnson, Matt Cellura and Sam Taylor.

Members Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Kile Byington.

Call to Order: President Holly Toth called the meeting to order at 5:03 p.m.

Minutes of Last Meeting: Mark Durbin moved to approve the November 16, 2022; regular meeting minutes as mailed. Mary Johnson seconded the motion. The motion was approved unanimously by voice vote.

Items too late for the Agenda.

1. Motion to accept a donation of \$3,000 from M&G Pools to be used towards Children's Services.
2. Motion to dispose of a Gaylord Brothers Card Catalog, to be auctioned off.

Correspondence: None

Remonstrance: None

President's Report: Attended the DNA Genealogy and Christmas Story programs and enjoyed them both.

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

General Fund	1,811,510.86
Friends Fund	16,341.39
Coronavirus Relief Fund	0
Building and Repair Fund	383,995.82
Technology Fund	74,849.64
Total All Funds	<u>2,286,657.71</u>

Sam Taylor moved to approve the November 2022 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes
 Mark Durbin – yes 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:

- All end of year ordering, checks, and electronic payments have been completed for 2022.
- PLF for was 13% above estimate for December.
- Medical Mutual was selected as our insurance provider as Anthem did not come back with a counteroffer. All employees have completed their forms. Wes from SEBO held a zoom meeting for employees, and Jerry Adamoski from AFLAC was present for information on the supplemental plans.
- Quotes are being received from new payroll companies. We likely will not change companies until July, 2023. The current company has made some mistakes with OPERS benefits.
- Motions to accept the bonds for the Fiscal Officer and Deputy Fiscal Officer and the Notary Errors and Omissions Policy are included in the consent agenda. There has been no increase in cost.
- There is an increase of 5% for the Ohio Plan at a cost of \$15,136 for the liability insurance renewal. This includes the addition of the bookmobile.
- Ben Sutton recommended that we increase the Cyber Coverage limit from \$500,000 to \$1,000,000. This will add to the cost. Kile and Laura will meet with Ben in the first quarter.

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

Laura Leonard Reported:

- Shared information regarding the English Language Program managed by Roula Braidy. Walter Hoffmann shared that there is an International Club at the High School.
- Shared information and catalog of the Library of Things. Recently several kitchen and cooking items were added. Board members were shown the area where the items are displayed and how they are organized.
- Briana Jones received a full-time job offer from her other employer, but remains on as a sub. Will be posting a Children's Outreach Assistant position and will offer to train. Rita Lewis and Sean Poland have started as public service assistants. Brittney Iskander will transfer completely in the Children's Department as a Library Associate I.
- We had a behavior issue with a TIKTOK challenger, playing a loud recording with profane language and subject matter. This has happened at other libraries. The staff managed the issue properly.
- The paper recycling company for the Library has failed to pick up the recycling for six weeks. They have claimed to be short staffed. We will be looking at a new provider in the future.
- The 5 Star Library report from Library Journal was released this week. We did not receive our usual four star rating, as Ohio Libraries were instructed not to enter attendance figures for the 2020 statistics.

Committee Reports:

Building and Grounds: None

Personnel: Suzanne reported that Mary Johnson shared previous contracts that are in place for the Director.

Finance: None

Nominating Committee: Sam Taylor reported that the slate will be:

Mark Durbin-President
Suzanne Hawthorne-Clay Vice President
Matt Cellura-Secretary

The vote will take place at the organizational meeting in January.

Friends of the Library: No meeting.

Library Foundation: The Foundation made a profit of \$5,080.30 from the Experience. Terri Bissell is the new president. Foundation meetings will now be held the second Monday of each month at 7:00 pm. They are focusing on the mini golf event in April.

Old Business:

- a. The annual board dinner will take place at Brewster’s following this meeting.
- b. The Staff Recognition will take place on March 10, 2023, at 6:30.

New Business: None

CONSENT AGENDA:

A consent agenda of 5 items was presented to the board.

- a) Motion to approve a resolution for fund transfer in the amount of \$350,000 from the General Fund to the Building and Repair Fund.
- b) Motion to approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of \$100,000.00 each from the Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2023 through December 31, 2023.
- c) Motion to approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000 per claim from Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2023, through December 31, 2023.
- d) Motion to accept liability insurance renewal for the coverage period of January 1, 2023-December 31, 2023 at a cost of \$15,136.
- e) Motion to allow the Director to enter into a one-year contract with Jan-Pro of Greater Cleveland for cleaning at a cost of \$2,943.99 per month.

Mark Durbin moved to approve all consent agenda items as read. Suzanne Hawthorne-Clay Johnson seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes
 Mark Durbin – yes Sam Taylor – yes
 Suzanne Hawthorne-Clay – yes Holly Toth – yes
 Walter Hoffmann – yes
 Consent agenda passed unanimously by roll call vote.

Additional Motions

Mary Johnson moved, and Mark Durbin seconded to accept a donation of \$3,000 from M&G Pools to be used towards Children’s Services.

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

The motion passed unanimously by roll call vote.

Walt Hoffmann moved and Sam Taylor seconded to dispose of a Gaylord Brothers Card Catalog, to be auctioned off.

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

The motion passed unanimously by roll call vote.

Mary Johnson moved to adjourn at 5:50 p.m. Matt Cellura seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday January 18, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: December 21, 2022 Meeting Agenda; November 16, 2022 Meeting Minutes; Financial Reports as of November 30, 2022; The Annual Renewal Premium for the Ohio Plan program; November 2022 Director’s Report; Department Managers’ Report; November 2022 Circulation Statistics: Library of Things Catalog.