

**The Twinsburg Public Library  
Board of Trustees Meeting  
March 15, 2023  
Bissell Local History Room - 6:00 p.m.**

**Members Present:** President Mark Durbin, Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Sam Taylor, Mary Johnson, and Holly Toth.

**Members Absent:** Walter Hoffmann

**Also Present:** Director Laura Leonard, Assistant Director Cari Dubiel, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins

**Call to Order:** President Mark Durbin called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting:** Holly Toth moved to approve the February 15, 2023 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** Mark Durbin thanked everyone for an enjoyable Staff Recognition dinner. Mr. Durbin also discussed a webinar he viewed from OLC regarding the Ohio Budgetary Status.

**Fiscal Officer's Report:** The Board reviewed the February 2023 Financial Report. The balances for the February report are:

General Fund	1,252,838.87
Friends Fund	22,179.35
Coronavirus Relief Fund	0
Building and Repair Fund	723,444.80
Technology Fund	75,683.56
<b>Total All Funds</b>	<b><u>2,074,146.58</u></b>

**Sam Taylor moved** to approve the February 2023 Financial Report. Mary 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 – absent	

The motion was approved unanimously by roll call vote.

**Kile Byington Reported:**

- March PLF about 5% above December 2022 estimates.

- Paylocity has been chosen as our new HR System for the Library. As previously discussed, this will be an all-in-one system for all things HR. We will implement first day of 3<sup>rd</sup> quarter, July 1, 2023.
- Presented and discussed the final draft of the Revenue and Appropriations budgets for board approval.
- Discussed the current banking crisis and proposed House Bill 1. Our investments in Star Ohio have no issues in the failed banks.
- Upcoming: 3/31 OLC State Budget Webinar; 4/11 and 12 CPIM Public Library Fiscal Officer Conference, Columbus; 4/13 Ohio Economic Forum, University of Akron.

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

**Laura Leonard Reported:**

- Mike Dixon continues to work with Wadsworth to figure out the heating and cooling issues in Story Room 2.
- Hudson Painters have completed the painting of the Administration office.
- Will work with Studio Techne for our space planning project. Received good references from other libraries they have worked with.
- Kathleen Rainier will start March 20, 2023 as the new Children's Outreach Associate.
- Jimmy Cucuzza, a student at Twinsburg High School and Cuyahoga Valley Career Center, will be doing a paid internship from April 3 – June 2, 2023 helping Kevin and Cari with various technical help.
- Meeting Room 4 will be closed as a public space for the next 3 months, at least. It will be used for various library projects and serving as a workspace for our intern.
- Working with ICEburg group (International Cultural Experience) at the High School having them help with immigrant support and Cultural Encounters. This includes a "Snowball" for young children on April 1<sup>st</sup>.

**Cari Dubiel Reported:**

- Executed 19 of the 96 passports at the Passport Fair on February 20<sup>th</sup>.
- Participated in webinar on best HR practices.
- Posted two employment opportunities on the website for Circulation and Outreach. Will be conduct interviews for the Circulation Clerk candidates with Carolyn Vana.
- Completed a portion of the state statistics report.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** None

**Finance:** None

**Friends of the Library:** Mary Johnson reported that the Friend's shop director, Connie Mack, has resigned and they are currently looking for a replacement. The next meeting is March 22, 2023.

**Library Foundation:** Suzanne Hawthorne-Clay reported the Foundation will need help setting up and taking down the mini golf equipment on Friday, April 28<sup>th</sup>. They have reached out to the schools to see if high school students may be able to help. The Mini Golf event has a Title Sponsor, BFG Federal Credit Union.

**Unfinished Business:** None

**New Business:** None

**MOTIONS:**

**A consent agenda of 3 items was presented to the Board:**

**Motion to approve the 2023 Permanent Budgets for the General Fund, Friends Fund, Building and Grounds Fund, and Technology Fund.**

**To accept a proposal from I2C for security cameras not to exceed \$30,000 to be expended from the Technology Fund (420).**

**To allow the Director to enter into a contract with Vizmeg Landscape for \$21,296 for Spring and Fall Clean Up and lawnmowing and pruning services.**

**Suzanne Hawthorne-Clay moved** to approve all consent agenda items as read. 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 – absent	

Consent agenda passed by a roll call vote.

**Mary Johnson moved** to adjourn at 6:54 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday April 19, 2023 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary