

Twinsburg Public Library
Board of Trustees Meeting
February 19, 2025 6:00 pm



Present: President Suzanne Hawthorne-Clay, Vice President Matt Cellura (until 6:45), Secretary Sam Taylor, Mark Durbin, Becki Kovach, and Holly Toth

Absent: Mrs. Johnson

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

Call to Order: President Suzanne Hawthorne-Clay called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Mark Durbin moved to approve the January 15, 2025 regular meeting minutes. Holly Toth seconded the motion. The motion was approved.

Audience Participation: Megan Babin and Cheyenne Ward, Children’s Associates, were introduced.

President’s Report: Was unable to attend BLAX Museum but heard it was successful.

Oath of Office: New trustee, Becki Kovach, took the oath of office as notarized by Cari Dubiel.

Fiscal Officer Kile Byington Reported:

- Presented and discussed the draft of the annual financial report.
- February PLF revenue is up about 5% over projections. Received the Amended Certificate. Will have permanent appropriations at the March board meeting.
- Attended a seminar discussing HR practices. Interesting to hear HR topics that are not just library specific. Will attend again in the future.

January 2025 Fund Balances

General Fund	815,411.05
Friends Fund	19,338.89
Building and Repair Fund	1,075,670.77
Technology Fund	83,981.43
Total All Funds	<u>1,994,402.14</u>

Sam Taylor moved to approve the January 2025 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Kovach, Dr. Taylor, Mrs. Toth

Absent: Mrs. Johnson

Director, Laura Leonard Reported:

- New board trustee, Becki Kovach, will attend OLC virtual board training on March 8, 2025.
- Webjunction offers courses that board members have access to as Library volunteers. There is a webinar on hiring a new library director: <https://www.webjunction.org/events/webjunction/library-director-hiring-process.html>.
- Attending Computers in Libraries Conference in Washington D.C. with Kevin Kelly and Jimmy Cuccuzza March 24-28.
- Staff Training Day is February 24th. The Library will be closed to the public. Employee of the Year and staff anniversaries will be recognized during our lunch.
- Emily Warren was promoted to full time ALIS Librarian and Michael Doerge was hired as a part time ALIS Associate.
- The ALIS department continues to work hard with their weeding and moving of materials.

Committee Reports:

Building and Grounds: Matt Cellura and Laura Leonard presented and discussed in detail the revised drawings and changes to the rebid resolution for the ALIS renovation project. There are resolutions included in the consent agenda to accept these changes, including add alternates, and rebid package.

Personnel: None

Finance: None

Friends of the Library: Welcomed new Friends board members at last meeting. Vice President position still vacant.

Library Foundation: Holly Toth reported that the Foundation has the same slate of officers for this year. They are working on commemorative activities throughout the year to celebrate their 25 years. The current Non-Event Event will continue through February. Still promoting the Legacy Circle Giving Tree project.

Unfinished Business: None

New Business: None

CONSENT AGENDA:

2025-3 Approve changes and drawings of revised ALIS renovation project received from studioTECHNE Architects, including add alternates.

2025-4 Approve bid package for revised ALIS renovation project, legal notice of bids for the work, and opening of bids following time fixed in the Legal Notice. (Complete resolution enclosed).

Mark Durbin moved. Becki Kovach seconded. A roll call vote was taken and passed:

Yes: Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Kovach, Dr. Taylor, Mrs. Toth

Absent: Mr. Cellura, Mrs. Johnson

Mark Durbin moved to convene an Executive Session at 6:51 pm to discuss the employment status of a specific employee that includes matters required to be kept confidential by Federal and State laws. Holly Toth seconded. A roll call vote was taken and passed.

Yes: Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Kovach, Dr. Taylor, Mrs. Toth

Absent: Mr. Cellura, Mrs. Johnson

Came out of Executive Session at 7:09 pm.

Becki Kovach moved to adjourn at 7:09 p.m. Holly Toth seconded. The motion was approved.

President

Secretary