

**The Twinsburg Public Library
Board of Trustees Regular Meeting
July 15, 2020
Meeting Room 1 6:00 p.m.**

Members Present: President Mary Johnson, Vice President Holly Toth, Secretary Mark Durbin, Suzanne Hawthorne-Clay (via Zoom), Don Spice, and Walter Hoffmann (via Zoom).

Members Absent: Sam Taylor

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance and Administrative Assistant Jill Liepins.

Call to Order: President Mary Johnson called the meeting to order at 6:00 p.m.

Minutes of Last Meetings: Mark Durbin moved to approve the June 17, 2020 regular meeting minutes as mailed. Don Spice seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson reiterated that she has been in the Library several times and the Staff is doing a great job with helping patrons, who seem happy.

Fiscal Officer's Report: The Board reviewed the June 2020 Financial Report. The balances for the June report are:

General Fund	615,979.04
Friends Fund	25,333.60
Building and Repair Fund	201,107.82
Technology Fund	92,291.50
Total All Funds	<u>934,711.96</u>

Holly Toth moved to approve the June 2020 Financial Report. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- The Twinsburg Board of Education approved the Library's 2021 tax budget at their June 3, 2020 meeting.
- The Library's PLF distribution came in at 2.58% less than projected. This is good news considering almost everyone expected a 20% reduction July 2020. Compared to July 2019, this distribution is an *increase* of 4.58%.

- If everything remained the same with operations as of today, the Library would carry a \$605K end of year General Fund balance, which is well above the Board's approved \$450K minimum balance.
- Unemployment bill for May came in at around \$3,000. That should decrease with staff coming back from furlough and going on SharedWork Ohio (SWO).

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

Laura Leonard Reported:

- Although circulation is down as expected, Twinsburg Public Library is in the top three CLEVNET libraries for sent items and top six for circulation.
- Kanopy launched July 13th. This service provides up to 5 movie downloads, including documentaries, foreign and independent films.
- As of July 6, patrons are able to place CLEVNET items system wide holds again.
- Allison has been helping Chris locate alternative suppliers for PPE supplies. Hand sanitizer and disinfecting wipes have been difficult to find.
- The Library has ordered a Victory Hand-held Electrostatic Sprayer to use with Vital Oxide Disinfectant, an EPA registered disinfectant that meets EPA criteria for use against SARS-CoV-2, the coronavirus that causes Covid-19. We will be able to use this every night.
- Hoping to move forward with the return of use of the Creative Lab, study rooms, and laptops on July 20, 2020. We will also add another senior/vulnerable hour on Tuesday mornings 11:00am – noon.
- Looking at the financial viability of bringing back furloughed employees.
- Some concern from staff regarding kids coming here once school starts and the procedures that will be in place. There is a draft plan for the Twinsburg schools reopening, including high school students attending in person 3 days a week and no bussing. Students in the Library will have to follow social distancing and mask requirements.
- Julia Fisher has been rehearsing with the teens for the summer play. Skylar's Storybook Adventure (written by Julia) will be live on the Library's YouTube page, Friday, July 24th at 12:00 noon.

Committee Reports:

Building and Grounds: None

Personnel:

- Handed out Director and Fiscal Officer evaluations, due back July 25, 2020.

Finance: None

Friends of the Library:

- Accepting donations at the back door of shop beginning Monday, July 20th on Monday 10:00 am – 2:00 pm and Thursday 3:00 – 7:30 pm. Items will be quarantined for 3 days.
- Do not have a plan to open the shop yet but thinking about possibly Tuesday and Saturdays to start.

Library Foundation:

- Working on three fundraisers:
 - a. Waterway Carwash vouchers on sale July 15th on website to be picked up at drive up window. \$20 each (½ of which goes to the Foundation)
 - b. Foundation Experience, November 19th, will be prepared for in person or virtual event.
 - c. Mini Golf event rescheduled for May 21st and 22nd, 2020.
- Next meeting, July 27th at 7:00 pm.

Unfinished Business: None

New Business:

- In order to maintain budget expectations, Laura would like to keep the current limited hours as is until the end of 2020. The other option would be to open on Sundays and close Fridays. Typically, Sunday gets more traffic in a smaller number of open hours but may not be worth changing the way hours are currently, especially with limited staff.

MOTIONS:

Holly Toth moved to accept a \$50 donation from the Prime Timers Cleveland in memory of James Williams. Don Spice seconded the motion. The motion was approved unanimously.

Mark Durbin moved to accept a \$25 donation from William and Carol Rosenberg in memory of James Williams. Don Spice seconded the motion. The motion was approved unanimously.

Don Spice moved to accept a \$25 donation from Elaine Ames in memory of James Williams. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Don Spice moved to accept a \$100 donation from Access to Independence in memory of James Williams. Holly Toth seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 6:41 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday August 19, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: July 15, 2020 Meeting Agenda; Meeting Minutes June 17, 2020; Financial Reports as of June 30, 2020; Director’s Report; Department Manager’s Reports; June 2020 Circulation Statistics