

**The Twinsburg Public Library
Board of Trustees Regular Meeting
August 19, 2020
Meeting Room 1 6:00 p.m.**

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

Members Absent: None

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: Don Spice moved to approve the July 15, 2020 regular meeting minutes as mailed. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

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

General Fund	715,638.07
Friends Fund	24,887.64
Building and Repair Fund	201,185.71
Technology Fund	92,327.25
Total All Funds	<u>1,034,038.67</u>

Mark Durbin moved to approve the July 2020 Financial Report. Holly Toth seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- As expected, the PLF for August came in above what was projected (up 27%) due to the State income tax filing deadline being moved to July 15th. September will be more accurate in showing the financial impact of the pandemic.
- If everything remained the exact same through the end of the year, the General Fund could potentially have an ending balance of \$605,000.
- Carolyn Dubiel applied and received the CARES Act Mini-Grant from the State Library of Ohio for \$3,000. The grant will cover the cost of PPE and other related equipment for the Library.

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

Laura Leonard Reported:

- Six staff members from ALIS, Circulation and Pages are returning from furlough this month. Two more staff members will be returning September.
- Due to the impossibility of enforcing social distancing for school aged kids, the Twinsburg Schools superintendent, Kathy Powers, sent a statement from the Library to parents. It read: *Due to social distancing and mass gathering orders, the Twinsburg Public Library only has "Browse and Go" services. Students are able to choose materials for checkout, but there is no furniture available for group meetups, projects or long stays. Library staff is available to help with research both in person and through email at librarian@twinsburglibrary.org. These procedures will be in place for the foreseeable future. Library Hours are Mondays, Wednesdays, Fridays, and Saturdays 10:00 am to 6:00 pm and Tuesdays and Thursdays 12:00 pm to 8:00 pm. Vulnerable hours are 11:00 am to 12:00 pm on Tuesdays and Thursdays. For more information visit: <https://www.twinsburglibrary.org/open-limited-services>.*
- The League of Women Voters will have a voter registration drive in the Library on Tuesdays 11:00 am to 2:00 pm on August 25th, September 8th, September 22nd, and September 29th.
- Under the CARES Act, all Ohio libraries will receive a \$25,000 grant to help libraries run safely during the COVID-19 public health emergency. This should be used to cover all necessary costs to comply with public health order, local health department recommendations and best practices. We are waiting to hear if previous purchases from earlier this year may be used by this grant as well. This funding is coming through the State's Office of Budget and Management.
- Julia Fisher was asked to teach a Webinar for NEORLS on her experience with creating her online play, *Skyler's Storybook Adventure*.
- Met with Wadsworth Solutions to see about making the air cleaner in the building. They have already increased the amount of fresh air coming into the building by 35%. Fortunately, this has not caused any humidity issues.

Committee Reports:

Building and Grounds: None

Personnel:

- Executive Session after meeting to discuss Director and Fiscal Officer evaluations.

Finance: None

Friends of the Library:

- The Friends Shop opened last week to its members and will be open to public beginning August 18th. Hours are Tuesdays 11:30 am – 7:30 pm and Saturdays 10:30 am – 4:30 pm. Donations are still only being accepted during donation hours Mondays 10:00 am – 2:00 pm and Thursdays 3:00 pm – 7:30 pm. There are also carts in the Library by the Computer Lab which patrons can purchase books.

Library Foundation:

- Waterway Carwash vouchers still on sale through the Library website for \$20, available to pick up at the drive-up window.
- Foundation Experience tickets are for sale online. The event will be November 19, 2020.

Unfinished Business: None

New Business:

- The OLC Trustee Dinner will be a virtual event on September 17, 2020 6:00-7:00 pm. There are other sessions if you cannot attend this North/Northeast Ohio session.

MOTIONS:

Holly Toth moved to amend the 2020 Permanent Budget to receive and expend \$3,000 in grant money. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Holly Toth moved to accept an unrestricted donation of \$2,961.06 from the Citizens Supporting the Twinsburg Public Library. Sam Taylor seconded the motion. The motion was approved unanimously.

Sam Taylor moved to go into Executive Session to discuss the evaluations of the Director and Fiscal Officer at 6:35 p.m. Don Spice seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Sam Taylor moved to come out of executive session at 7:42 p.m. Walter Hoffmann seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Walter Hoffmann moved to reconvene the regular Board Meeting at 7:42 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 7:43 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday September 16, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: August 19, 2020 Meeting Agenda; Meeting Minutes July 15, 2020; Financial Reports as of July 31, 2020; Director’s Report; Department Manager’s Reports; July 2020 Circulation Statistics