

**The Twinsburg Public Library
Board of Trustees Regular Meeting
March 17, 2021
Meeting Room 1 and Via Zoom - 6:00 p.m.**

Members Present: President Holly Toth, Vice President Mark Durbin, Secretary Walter Hoffmann, Sam Taylor, Matt Cellura, Mary Johnson, 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 Holly Toth called the meeting to order at 6:03 p.m.

Minutes of Last Meeting: Mary Johnson moved to approve the February 17, 2021 regular meeting minutes as presented. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Holly Toth attended the virtual Covid Q&A program on March 8th. Very interesting and informative and answered a lot of questions.

Fiscal Officer's Report: The Board reviewed the February 2021 Financial Report. The balances for the February report are:

| | |
|--------------------------|----------------------------|
| General Fund | 954,077.81 |
| Friends Fund | 32,456.27 |
| Coronavirus Relief Fund | 4,532.51 |
| Building and Repair Fund | 194,008.85 |
| Technology Fund | 92,414.34 |
| Total All Funds | <u>1,277,489.78</u> |

Sam Taylor moved to approve the February 2021 Financial Report. Walt Hoffmann seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- PLF for March 2021 came in at almost 16% above what ODT estimated in December 2020. This is approximately 25% above total estimate so far for 2021.
- Met with Finance Committee on March 5th to discuss the 2021 Permanent Budget. Talked about the need for a fund balance policy to demonstrate good stewardship as well as control spending. The recommendation from the Governmental Finance Officers Association is to have your general fund balance at a level to cover 2-3 months of operating expenses.
- A Bill has been introduced to the US House of Representatives that would provide \$5 billion to support long term library facility improvements as well as pave the way for new and improved library facilities in underserved and disadvantaged communities.

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

Laura Leonard Reported:

- The State has purchased Abbott BinaxNOW rapid response at-home Covid 19 testing kits and has asked libraries to help distribute them for free. Persons coming for a test will have to have the NAVICA app on their phone and show their registration ID in order to get a test. The Circulation department will be distributing them at the front desk and drive up window.
- Stow Munroe Falls Public Library will be joining CLEVNET, once approved by CPL.
- Began putting some furniture on the floor this week. Will continue with cleanings with a more streamlined schedule throughout the Library.
- Personnel changes: Lynne Keith, Youth Services, is retiring at the end of May; Sarah Glessman, Circulation, is leaving the Library for a full time position; Lisa Ohanian, Circulation, will help in the ALIS department so they can open up passport reservations on Saturdays; Maria Waisala, Acquisitions and Processing, will not be returning after a leave of absence; and YS Manager, Maria Pioske, will be on maternity leave beginning April 5th.
- The part for the Air Handler Unit has been installed and is working properly. Currently waiting for quotes to repair a crack in the heat exchanger on one of the boilers.
- Waiting on clarification how libraries fit into the Mass Gathering Order of March 2nd. Physicians from the ALIS Covid 19 Q&A program did not recommend reopening the playrooms or meeting rooms yet.

Committee Reports:

Building and Grounds:

Chair Matt Cellura Reported:

- Laura and Mike are working on a facilities assessment. From a budget standpoint, this will help with any anticipated items or repairs needed.
- Discussed future of current bookmobile. The cost of repairs has outweighed the initial purchase price of \$8,000

Personnel:

Chair Suzanne Hawthorne-Clay Reported:

- The By-Laws were reviewed. One change that was suggested was Article 6, Section 6 appointing a Deputy Fiscal Officer annually. The committee proposed removing/rewording the language to read that the Deputy Fiscal Officer will only act in the absence of the Fiscal Officer. They also recommended that the Director can be appointed and bonded as Deputy Fiscal Officer.
- The committee recommended the use of a consent agenda for motions in order to ensure that all motions requiring a roll call vote are done correctly.
- Laura will send out a practice evaluation on Reviewsnap to see if the board feels comfortable using this method for Director and Fiscal Officer evaluations.
- Laura and Allison are reviewing the Staff Handbook and will make suggestions for changes and corrections. An attorney will also review this as well.
- Other items that were discussed: library issued cell phones for some staff members, online payroll, ways to celebrate staff, pandemic policies, and sick leave.

Finance:

Chair Sam Taylor Reported:

- Presented and discussed the 2021 Permanent Budget. There are very few slight changes from the Temporary Budget.

Friends of the Library:

Mary Johnson Reported:

- The Friends Shop reopened on March 13th after not having heat for several weeks. They had a lot of customers come in who were happy that the shop was back open.
- Next Friends meeting is Wednesday, March 24, 2021 at 5:30 pm.

Library Foundation:

Suzanne Hawthorne-Clay Reported:

- Meetings will now be on the fourth Tuesday of every month.
- The tentative date for the Foundation Experience is November 18, 2021.
- Mini Golf event will be October 1st and 2nd.
- The Foundation is still in discussion about the Library’s main entrance renovations.

Unfinished Business:

- Ad-hoc committee continued to provide updates on the board of trustee recognition project. They are currently waiting on quotes and will send out information when it comes in.

New Business:

- Legislative Day will be held online during the Ohio Library Week, April 5-9, 2021. Visit <http://olc.org/legislative-day> for details.

MOTIONS:

Mary Johnson moved to adjourn at 7:10 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, April 21, 2021 at 6 p.m. in Meeting Room 1.

President

Secretary

Mailing/Handouts: March 17, 2021 Meeting Agenda; February 17, 2021 Meeting Minutes; Financial Reports as of February 28, 2021; February 2020 Department Managers’ Report; February 2021 Circulation Statistics; 2021 Permanent Budget