

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
October 20, 2021  
Meeting Room 1 - 6:00 pm**

**Members Present:** President Holly Toth, Secretary Walter Hoffmann, Mary Johnson, Matt Cellura, Sam Taylor, and Suszanne Hawthorne-Clay.

**Members Absent:** Vice President Mark Durbin

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

**Call to Order:** President Holly Toth called the meeting to order at 6:02 p.m.

**Minutes of Last Meeting:** Sam Taylor moved to approve the September 15, 2021 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** Mrs. Toth reported that she attended the Foundation's Mini Golf fundraiser and really enjoyed it. She said it seemed that everyone had a lot of fun and hopes it's possible to do it again.

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

General Fund	1,839,491.41
Friends Fund	32,909.60
Coronavirus Relief Fund	4,379.27
Building and Repair Fund	135,125.89
Technology Fund	92,456.55
<b>Total All Funds</b>	<b><u>2,104,362.72</u></b>

**Suszanne Hawthorne-Clay moved** to approve the September 2021 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken.

Roll Call:      Matt Cellura – yes                      Mary Johnson – yes  
                     Mark Durbin – absent                     Sam Taylor – yes  
                     Suszanne Hawthorne-Clay – yes        Holly Toth – yes  
                     Walter Hoffmann – yes

The motion was approved unanimously.

**Allison Chance Reported:**

- PLF for September came in above estimate by \$14,775.71.
- Staff training day was well planned and enjoyable.

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

**Laura Leonard Reported:**

- Dwight Meyer, ALIS Librarian and Melissa Herman, PSA, have resigned. Ashley Sroka has become a full time Librarian.
- Circulation continues to be stagnant. There was actually a decrease from September 2020. Will focus on partnering with the schools to help boost e-Media use as well as highlight all of the items that patrons have access to on our mailer that is sent out to all homes within the school district in 2022.
- According to OLC, 1.6 million Covid at home test kits have been distributed by the state of Ohio, over 700,000 of those to libraries.
- OPLIN, the provider of broadband internet to libraries, has been awarded a grant from the State Library of Ohio to provide statewide access at public libraries to a digital literacy training program. Representatives will be meeting Laura and Kevin on Tuesday, October 29, 2021.
- Cari will give the new supplemental services coordinator at Kent State Geauga/Twinsburg a tour of the Library and discuss ways we can work together.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** None

**Finance:**

Sam Taylor reported:

- Discussed the information from the Summit County Library Trustees Council meeting. The Library's PLF distribution is 7.07438% for 2022.
- Next meeting is Monday, November 1, 2021 at 7:00 pm.

**Friends of the Library:**

Mary Johnson reported:

- Closed for large donations on Thursday, October 21<sup>st</sup>. Will resume October 28<sup>th</sup> thru November 18<sup>th</sup>. Will then stop Thursday donation drop off until the beginning of next year, possibly February.
- Next meeting is Wednesday, October 27, 2021 at 5:30 pm.

**Library Foundation:**

Suzanne Hawthorne-Clay reported:

- Mini Golf fundraiser raised over \$4,000. Will discuss doing it next year. A Survey was sent out to guests and sponsors who gave very good feedback.
- The Foundation Experience on November 18<sup>th</sup> will be in person and live streamed. The live stream will not be interactive.
- Car wash vouchers sold thru October 31.
- Continued discussions at previous meeting regarding the Percy Memorial Entranceway and the Reading Garden charging stations.

**Unfinished Business:** None

**New Business:** None

**MOTIONS:**

**A consent agenda of 6 items was presented to the Board:**

Motion to adopt a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. The estimate for tax year 2021/ collection year 2022 is set at the 2020 tax collection year amount of \$1,685,659.00.

Motion to approve the Summit County Library Trustees Council consensus of Public Library Fund distribution of 7.07438% for 2022.

Motion to accept a \$25.00 donation from Diane Peterson and friends in memory of Candy Jones.

Motion to accept a \$50.00 donation from Cynthia Simenc in memory of Candy Jones.

Motion to allow the Library to enter into a contract with NEO-Think for the purchase of hardware related to the new printing system at a cost not to exceed \$30,000 to come from the Technology Fund.

Motion to allow the Library to enter into a lease agreement with Graphic Enterprises for three multi-function printers at a term of 60 months at \$460/month from the General Fund.

**Matt Cellura moved** to approve all motions above as read. Sam Taylor seconded the motion. A roll call vote was taken.

Roll Call:	Matt Cellura – yes	Mary Johnson – yes
	Mark Durbin – absent	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	

Consent agenda passed by roll call vote.

**Mary Johnson moved** to adjourn at 7:11 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, November 17, 2021 at 6:00 pm in Meeting Room 1.

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President

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Secretary

Mailing/Handouts: October 20, 2021 Meeting Agenda; September 15, 2021 Meeting Minutes; Financial Reports as of September 30, 2021; September 2021 Department Managers' Report; September 2021 Circulation Statistics; October 14, 2021 Summit County Library Trustees Council Draft