

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
August 17, 2022  
Bissell Local History Room - 6:00 p.m.**

**Members Present:** President Holly Toth, Vice President Mark Durbin, Secretary Suzanne Hawthorne-Clay, Matt Cellura, Walter Hoffmann, Mary Johnson, and Sam Taylor

**Members Absent:** None

**Also Present:** Director Laura Leonard, Fiscal Officer Kile Byington, ALIS Manager Cari Dubiel, Administrative Assistant Jill Liepins.

**Call to Order:** President Holly Toth called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting:** Suzanne Hawthorne-Clay moved to approve the July 20, 2022 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** Laura Leonard introduced Asia Wilson, Children’s Associate and Merlynn Hancock, Circulation Clerk.

**President’s Report:** None

**Fiscal Officer’s Report:** The Board reviewed the July 2022 Financial Report. The balances for July are:

General Fund	1,500,097.10
Friends Fund	22,385.44
Coronavirus Relief Fund	0
Building and Repair Fund	405,894.80
Technology Fund	74,134.08
<b>Total All Funds</b>	<b><u>2,002,511.42</u></b>

**Mark Durbin moved** to approve the July 2022 Financial Report. Sam Taylor seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

**Kile Byington Reported:**

- PLF for August is up 6.88% more than estimated.
- Officially reconciled for April, May, June and July with no outstanding adjustments.
- Interest rates have been up.
- Revenue was down from July 2021 due to less advance on the property tax levy.
- Will begin to meet with department managers to talk about policies and procedures and any concerns they may have.

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

**Laura Leonard Reported:**

- Public Service Assistant Ritika Chavan, Circulation Clerk Merlynn Hancock, and Children's Associate Asia Wilson have all started their employment in August.
- The Library will have a kickoff event for the Bookmobile on Friday, October 7<sup>th</sup> at 4:00-7:00pm. There will be ice cream, music, alpacas and more along with a chance to tour the Bookmobile. Phoeby and Jodie continue to work with VMS on wrapping the vehicle.
- Received a lot of positive feedback for being open on Twins Days this year. Will look into being an information spot next year for those unfamiliar with the day's activities, events, parking and locations as well as possibly helping attendees to get back to the square after the parade.
- Presented and discussed the Strategic Plan.
- Cari Dubiel presented and discussed a report that she and Carolyn Vana worked on to propose going fine free on overdue items. There still would be fines on lost and damaged items as well as the Library of Things items (hotspots, Rokus, board games, etc.) Amnesty month would be September, to encourage patrons to bring back late items, with hopes to be fine free for overdue items beginning in October.

**Committee Reports:**

**Building and Grounds:** Next meeting August 19, 2022 at 9:00 am.

**Personnel:** Will meet in Executive Session at the conclusion of regular business.

**Finance:** Will schedule a time to meet in October.

**Friends of the Library:** Next meeting is August 24, 2022 at 5:30 pm.

**Library Foundation:** Suzanne Hawthorne-Clay reported:

- Wines and Wills program postponed.
- 10 tickets sold so far to Foundation Experience.
- Will purchase DipJar, a device which allows donors to use credit cards to donate.
- Will register for Amazon Smile, where Amazon will donate 0.5% of eligible purchases to the Foundation. Shop at smile.amazon.com and choose the Foundation. No extra costs or fees.
- Next meeting, August 23, 2022 at 7:00 pm.



**Matt Cellura moved** to reconvene the regular meeting at 7:58 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

**Matt Cellura moved** to approve the annual review for Director Laura Leonard as submitted. Walter Hoffmann seconded the motion. The motion was approved unanimously.

**Mary Johnson moved** to adjourn at 8:04 p.m. Walter Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday September 21, 2022 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: August 17, 2022 Meeting Agenda; July 20, 2022 Meeting Minutes; Financial Reports as of July 31, 2022; July 2022 Director’s Report; Department Managers’ Report; July 2022 Circulation Statistics.