

**The Twinsburg Public Library
Board of Trustees Meeting
May 17, 2023
Bissell Local History Room - 6:00 p.m.**

Members Present: President Mark Durbin, Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Sam Taylor, Mary Johnson, Walter Hoffmann (6:04) and Holly Toth.

Members Absent: None

Also Present: Director Laura Leonard, Assistant Director Cari Dubiel, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins

Call to Order: President Mark Durbin called the meeting to order at 6:03 p.m.

Minutes of Last Meeting: Mary Johnson moved to approve the April 19, 2023 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously with the exception of Walter Hoffmann who was not present at time of voting.

Correspondence: Matt Cellura discussed OLC Legislative Day and the experience of watching the Budget Bill being passed in the House.

Remonstrance: Laura Leonard introduced Kathy Rainier, Outreach Assistant and Carol Kyle, Circulation Clerk.

President's Report: Mark Durbin discussed the OLC Trustee Dinner.

Fiscal Officer's Report: The Board reviewed the April 2023 Financial Report. The balances for the April report are:

General Fund	1,636,051.82
Friends Fund	25,261.73
Coronavirus Relief Fund	0
Building and Repair Fund	693,194.43
Technology Fund	63,419.03
Total All Funds	<u>2,417,927.01</u>

Sam Taylor moved to approve the April 2023 Financial Report. Matt Cellura 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:

- Still meeting with Paylocity on a weekly basis. Currently adding data into the new system that was unable to be extracted from our old system.
- As of this report, still waiting on Summit County revenue numbers to come in. Expecting around 13% less than May 2022 but still up around 2% for the year-to-date.
- Through Huntington Bank, I Invested in two \$150K CDARS (Certificate of Deposit Account Registry Service) These are similar to CDs but ensure FDIC coverage through exclusion of current utilized banks. These rates will be locked in for a period of 26 weeks (4.9%) and 52 weeks (4.85%). Currently STAR Ohio daily rate is 5.1%.
- Presented and discussed the 2024 Tax Budget.
- On vacation June 1-5 and 8-9.

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

Laura Leonard Reported:

- Waiting on a quote from Opening the Book for updating the Teen/Tween area.
- There is one more set of lockers in the lunchroom that we have decided to sell as we no longer have a need for them. There is a motion in the consent agenda.
- Did a walkthrough of the building with Mike Dixon pointing out areas that need more attention on cleaning.
- Hired Leah Nolan as Children Services Clerk, Jonathan Kim and Mags Granger as Public Service Assistants, and our IT intern, Jimmy Cucuzza, as part time IT Support Specialist. The Children Services Manager job has been posted.
- The Friends of the Library have approved \$8,745 in expenses for programming in April. A large portion of that is for performers and supplies for Summer Reading Club, which is a large boost in circulation and a great benefit and experience for the community.
- Twinsburg Police Department will provide two police officers to aid the Summit County Sheriff's Office on June 16, 2023 when the Justice Bus is at the Library. Currently there are no court cases on the docket for that day. Victim's Assistance Program and GASP (Guardians Advocating Child Safety and Protection) will be here. The TPD may also have a bicycle safety program.
- The Bookmobile will be in the Twinsburg Memorial Day Parade and the Fourth of July Parade in Reminderville.

Cari Dubiel Reported:

- Reviewing incoming Children Services Manager applications and resumes. Job posting is up until early June, will then begin setting up interviews.
- Attending weekly Paylocity meetings, focusing on Time/Labor and HR modules.
- Attended Summit County Youth Services Librarians meeting with Bonnie Berg-Simmons. Learned different ways libraries structure their departments.
- Presenting for NEO on Supervising Specialty Staff on May 11th.
- Previous TPL employee, Philip Shackelford, will be speaking at our Library in November and signing his new book, *Rise of the Mavericks: the U.S. Air Force Security Service and the Cold War*. He is currently the Library Director at South Arkansas Community College.

Committee Reports:

Building and Grounds: Next meeting Wednesday, June 14, 2023 at 6:00 pm.

Personnel: Next meeting Tuesday, June 20, 2023 at 8:00 am.

Finance: Recommended passing motion to accept 2024 Tax Budget.

Friends of the Library: None

Library Foundation: Suzanne Hawthorne-Clay reported the Foundation brought in over \$9,000 from the mini golf event. They are planning to host the event again in 2024.

Unfinished Business: None

New Business: None

MOTIONS:

A consent agenda of 2 item was presented to the Board:

Motion to approve the 2024 Tax Budget.

Motion to dispose of surplus equipment/furniture no longer needed as presented.

Sam Taylor moved to approve all consent agenda items as read. Matt Cellura 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	

Consent agenda passed by a roll call vote.

Mary Johnson moved to adjourn at 6:58 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday June 21, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary