

**The Twinsburg Public Library  
Board of Trustees Meeting  
August 16, 2023  
Bissell Local History Room - 6:00 p.m.**

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

**Members Absent:** None

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

**Call to Order:** President Mark Durbin called the meeting to order at 6:01 p.m.

**Minutes of Last Meeting:** Suzanne Hawthorne-Clay moved to approve the July 19, 2023 regular meeting minutes as mailed. Mary Johnson seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** Laura Leonard introduced Jimmy Cucuzza, IT Support Specialist.

**President's Report:** Mark Durbin will attend the Summit County Legislative breakfast on August 17<sup>th</sup> with Laura Leonard and Kile Byington. Mr. Durbin also thanked staff for being open on Twins Day and working in the building as well as participating with the Bookmobile in the parade. He also enjoyed watching the teen summer play. On September 14<sup>th</sup>, Mr. Durbin will meet with Lauri Doxsey, Friends president, and Terri Bissell, Foundation president to collectively discuss our mission and support to the Library.

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

General Fund	1,597,927.51
Friends Fund	20,750.25
Coronavirus Relief Fund	0
Building and Repair Fund	678,520.63
Technology Fund	64,277.28
<b>Total All Funds</b>	<b><u>2,361,475.67</u></b>

**Sam Taylor moved** to approve the July 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:**

- Paylocity process has been running smoothly. Currently drafting payroll procedures that incorporates HR onboarding.
- We received an amended certificate for 2023 that is a slight increase over the one to create the permanent appropriations. Have also received the 2024 Official Certificate of Estimated Resources. A resolution will be presented in September to accept levy rates as determined by the County Budget Commission.
- Presented fiscal analysis to address the current janitorial concerns. The first recommendation would be a blended option: hiring a part-time maintenance assistant while keeping our current cleaning services. Secondary recommendations include taking the next lowest bid and not hiring in-house or moving services in-house and hiring two part-time staff.

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

**Laura Leonard Reported:**

- Shelving for the Tween department will arrive September 18, 2023.
- Looking at options for new computer lab and meeting room furniture.
- The walls between the women's bathrooms and Children's Manager's office will need insulation as the sound from the doors closing is disruptive. The entire administrative wing has poor soundproofing between offices.
- Met with Derek Kuryla from KGK and hope to have drawings and cost estimate for the new Children's garden at the next board meeting. A Zoom meeting will be held with interested stakeholders.
- Currently reviewing and updating collection development and meeting room policies.
- Paula Miller will be presenting at the Leadership meeting on September 14<sup>th</sup>.
- A patron came to complain about fines he received for an overdue tech item. Offered to wave some of the fines but he was not happy that he would still owe the remaining amount and stated that he will never come back to the Library and handed me his library card, which is now barred. He also said he would bad mouth the Library on social media. Staff were informed that if he chose to return to the Library as a user, he needed to have a meeting with the Director.

**Cari Dubiel Reported:**

- Continue to work on Paylocity, including uploading job descriptions for upcoming reviews.
- Staff Training Day will be October 16, 2023. We will have a speaker in the morning and employee led afternoon. Planning a workshop based on the Gallup StrengthsFinder.
- Presented attendance report with comparisons from July 2022 v July 2023.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** Will meet in executive session to discuss reviews of the Director and Fiscal Officer.

**Finance:** None

**Friends of the Library:** Next meeting is August 23, 2023.

**Library Foundation:** Laura Leonard reported: Tickets are now on sale for the Foundation Experience, November 17, 2023. There are four trip options as well as a cash option.

**Unfinished Business:** None

**New Business:** Included in the board packet was a draft of the updated Nepotism Policy for the Board to review. It will be on the next board meeting agenda for approval.

**MOTIONS:**

**A consent agenda of 1 item was presented to the Board:**

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

**Sam Taylor moved** to approve all consent agenda items as read. Suzanne Hawthorne-Clay 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.

**Suzanne Hawthorne-Clay moved** to convene an Executive Session to discuss the evaluation of the Director and Fiscal Officer at 6:43 pm. Mary Johnson 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	

Motion approved unanimously by roll call vote.

**Walter Hoffmann moved** to come out of Executive Session at 7:31 pm. Mary Johnson 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	

Motion approved unanimously by roll call vote.

**Walter Hoffmann moved** to reconvene the regular meeting at 7:31 pm. Sam Taylor seconded the motion. The motion was approved unanimously.

**Mary Johnson moved** to adjourn at 7:32 p.m. Walter Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday September 20, 2023 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: August 16, 2023 Meeting Agenda July 19, 2023 Meeting Minutes; Financial Reports as of July 31, 2023; July Director’s Report; Assistant Director’s Report; Department Managers’ Report; Circulation Statistics; Draft of the updated Nepotism Policy.