

Twinsburg Public Library
Board of Trustees Meeting
May 15, 2024, 6:00pm



Present: President Mark Durbin, Secretary Matt Cellura, Suzanne Hawthorne-Clay (6:05 pm), Walter Hoffmann, Mary Johnson, and Holly Toth.

Absent: Sam Taylor

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

Call to Order: President Mark Durbin called the meeting to order at 6:02 p.m.

Minutes of Last Meeting: Mary Johnson moved to approve the April 17, 2024, regular meeting minutes. Holly Toth seconded the motion. The motion was approved.

Audience Participation: Kaitlin Walker, Bookmobile Associate, gave an update on outreach programming and stops she has been involved with and plans for the summer, including partnerships with the Reminderville Athletic Club and City of Twinsburg summer camp program.

President's Report: President Durbin attended the OLC Trustee dinner on May 2, 2024, and discussed some of the interesting presentations. He also clarified the times needed for Summer Reading Club volunteering from the Board of Trustees, Foundation and Friends.

Fiscal Officer Kile Byington Reported:

- As of April, PLF is down about 6% below estimate.
- The audit is nearly complete. There were no missing records and all balances were verified accurate. It should be submitted to the state this month.
- Presented and discussed the 2025 Tax Budget.
- The coin boxes are still in repair. The machines still collect coins but do not give change back.
- Attended Bricker and Graydon training on Construction Procurement for Public Entities. Very useful information, especially with the upcoming renovations.
- Discussed key points during OLC Legislative Day.

April 2024 Fund Balances

General Fund	872,155.33
Friends Fund	23,914.79
Building and Repair Fund	844,554.77
Technology Fund	80,891.17
Total All Funds	<u>1,821,516.06</u>

Matt Cellura moved to approve the April 2024 Financial Report. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Mrs. Toth

No: None

Absent: Dr. Taylor

Director, Laura Leonard Reported:

- Purchased a year long subscription for the Little Green Button. Kevin Kelly and Jimmy Cucuzza will give a demonstration at the next board meeting.
- Angela Whiteley will start on June 3rd as the new part time Children's Associate and Parisa Rezaee started May 14th as a part time Public Services Assistant.

- Applied for 75 shelf sustainable breakfast and lunches to be delivered weekly in the Bookmobile. Kaitlin Walker and Director Leonard will work on details of stops and volunteers to help.
- The Friends have agreed to give \$15,000 towards the Rose Garden renovation.
- The Bookmobile will participate in the Memorial Day Parade.
- Open Mic at the Historical Society Barn on May 1st was a success with 30 people in attendance.
- Mike Dixon is getting estimates from roofing companies on the life expectancy of the roof and quotes to repair/replace.

Committee Reports:

Building and Grounds: Matt Cellura reported: Met on April 30, 2024. The purpose of the meeting was to discuss the Library’s capital projects forecast over the next five years. Those projects include the ALIS renovation, roofing repairs/replacement, bookmobile garage, air handlers’ replacement, and parking lot repairs.

Personnel: No Report

Finance: Kile Byington reported: Met May 3, 2024, to discuss the 2025 Tax Budget. Presented to the board for approval.

Friends of the Library: Mary Johnson reported: Will split the cost of the rose garden upgrade with the Library. Currently have 181 members. Last meeting was April 24th and Beth Marlow, Foundation member, attended to talk about how the Friends can help promote Foundation fundraisers. Friends celebrating 30 years this year. October 20 – 26, 2024 is National Friends of the Library week.

Library Foundation: Suzanne Hawthorne-Clay reported: Met May 13, 2024. The next mini golf fundraiser will be in 2026. The Foundation will focus on the Legacy Wall project in 2025. Next Foundation Experience is November 14, 2024. Installed new memorial plaques in the reading garden.

Unfinished Business: None

New Business: Next Records Commission meeting will be Wednesday, July 17, 2024, at 5:30 pm.

RESOLUTIONS:

2024-12 Motion to approve the bid package for the ALIS renovation project, legal notice of bids for the work, and opening of bids following time fixed in the Legal Notice.

Matt Cellura moved, Mary Johnson seconded. A roll call vote was taken and passed:
 Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Mrs. Toth
 No: None
 Absent: Dr. Taylor

CONSENT AGENDA:

A consent agenda of three resolutions was presented to the Board:

2024-13 Motion to approve the 2025 Tax Budget.

- 2024-14 Motion to accept a gift of \$15,099.32 from the Twinsburg Public Library Foundation into the Technology Fund, towards the cost of the electronic sign.
- 2024-15 Motion to approve disposal of assets as presented.

~~Matt Cellura~~ **Holly Toth** moved, ~~Sam Taylor~~ **Walter Hoffmann** seconded. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Mrs. Toth

No: None

Absent: Dr. Taylor

Mary Johnson moved to adjourn at 7:21 p.m. Suzanne Hawthorne-Clay seconded. The motion was approved.

President

Secretary

Amended 6/19/2024

The next meeting is scheduled for Wednesday June 17, 2024, at 6:00 p.m.
in the Bissell Local History Room.