

**The Twinsburg Public Library
Board of Trustees Regular Meeting
January 15, 2020
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, ALIS Manager Cari Dubiel and Administrative Assistant Jill Liepins

Call to Order: President Mary Johnson called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Don Spice moved to approve the December 18, 2019 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced the following new employee:

- Sonal Shah, Circulation Clerk
- Gregg Lancione, Public Service Assistant
- Karen Brooks, Public Service Assistant

President's Report: Mary Johnson thanked all that attended the building walkthrough the morning of Saturday, January 20, 2020.

The Nominating Committee presented the slate of officers for 2020.

President – Mary Johnson
Vice President – Holly Toth
Secretary – Mark Durbin

Nominations from the floor were requested three times and hearing none, the nominations were closed.

Sam Taylor moved to accept the slate of officers as presented by the Nominating Committee. Don Spice seconded the motion. The motion was approved unanimously.

Committees for 2020 were set as follows:

Building and Grounds	Don Spice, Holly Toth, Walter Hoffmann
Finance	Holly Toth, Sam Taylor, Walter Hoffmann
Foundation Liaison	Suzanne Hawthorne-Clay

Friends Liaison	Mary Johnson
Personnel	Mark Durbin, Sam Taylor, Suszanne Hawthorne-Clay
Summit County Trustee	Sam Taylor

Oath of Office: Board of Trustee member Suszanne Hawthorne-Clay (seven-year term) and Fiscal Officer Allison Chance took the oath of office for their respective positions as notarized by Cari Dubiel.

Fiscal Officer’s Report: The Board reviewed the December 2019 Financial Report. The balances for the December report are:

General Fund	526,122.08
Friends Fund	20,730.12
Building and Repair Fund	210,126.78
Technology Fund	91,749.20
Total All Funds	<u>848,728.18</u>

Mark Durbin moved to approve the December 2019 Financial Report. Sam Taylor seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- Year-end unencumbered balance was slightly higher than projected.
- Interest rates have declined an average of 10 basis points.
- Temporary budget has been entered for 2020.
- Will be scheduling audits for 2018 and 2019 with Charles E. Harris Associates. This will be the last year of the contract with them for audit services. The State will dictate whether they will conduct the audit, or if the audit can go out for bid. We should hear that in 2021.

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

Laura Leonard Reported:

- Circulation was 99,175, up 4% for December, finishing the year at 1,374,806 (up 5% from 2018).
- Clevnet Director’s meeting on January 31st. Still waiting to see if Cleveland Public Library will go on strike and how that will affect CLEVNET. We send approximately 3300 a month to CPL and its branches.
- The thieves that have been using fake library cards are now using stolen ones. Many libraries have had to change some of their policies on lending to help prevent the theft.
- The Teen After School Snack Program will begin January 27th.
- Coffee for a Cause will be earlier than usual, Saturday, February 22, 2020 at 6:45 pm.
- Laura will be on vacation February 1-14, returning to the Library on February 17th. Have met with staff to discuss any possible issues that may arise. Cari Dubiel will be in charge and she has been instructed to contact the Board President with any serious issues.

Committee Reports:

Building and Grounds:

- Discussed building walkthrough from January 11th.

Personnel: None

Finance: None

Friends of the Library:

Mary Johnson Reported:

- Next meeting is January 22, 2020.

Library Foundation:

Suzanne Hawthorne-Clay reported:

- Continue to work on Mini Golf event.
- Next meeting January 20th at 7:00 pm.

Unfinished Business:

- Staff Appreciation Dinner is Friday, January 31, 2020 beginning at 6:30 pm.

New Business:

- Handed out Board of Trustee meeting schedule for review.

MOTIONS:

Don Spice moved to appoint Allison Chance as Fiscal Officer in 2020. Sam Taylor seconded the motion. The motion was approved unanimously.

Mark Durbin moved to approve the agreement with the Twinsburg Hilton Garden Inn for the Staff Appreciation Dinner not to exceed \$2,700.00. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Holly Toth moved to accept a donation of \$50 from Kenneth and Joan Bolz in memory of Ann Fetsko. Mark Durbin seconded the motion. The motion was approved unanimously.

Sam Taylor moved to accept a donation of \$10 from Clair and Patricia Dunegan in memory of Ann Fetsko. Don Spice seconded the motion. The motion was approved unanimously.

Sam Taylor moved to accept a donation of \$30 from Kathleen Cochran in memory of Robert Shebeck. Don Spice seconded the motion. The motion was approved unanimously.

Holly Toth moved to adjourn at 6:48 p.m. Don Spice seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday February 19, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: January 15, 2020 Meeting Agenda; December 18, 2019 Meeting Minutes; Financial Reports as of December 31, 2019; December 2019 Director’s Report; Department Managers’ Report; December 2020 Circulation Statistics; State Library of Ohio Monthly Report – December 31, 2019; Miscellaneous – Building walkthrough checklist; 2020 Board meeting calendar/schedule.