

**The Twinsburg Public Library
Board of Trustees Regular Meeting
March 18, 2020
Bissell Local History Room - 6:00 p.m.**

Members Present: President Mary Johnson, Vice President Holly Toth (Via Teleconference), Secretary Mark Durbin, Sam Taylor, Suzanne Hawthorne-Clay (Via Teleconference), and Don Spice.

Members Absent: Walter Hoffmann

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

Call to Order: President Mary Johnson called the meeting to order at 6:05 p.m.

Minutes of Last Meeting: Don Spice moved to approve the February 19, 2020 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson asked Laura Leonard to convey to the entire library staff the Board's appreciation in how they have handled the current situation and changes during this pandemic.

Fiscal Officer's Report: The Board reviewed the February 2020 Financial Report. The balances for the February report are:

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| General Fund | 399,628.88 |
| Friends Fund | 15,915.49 |
| Building and Repair Fund | 200,847.49 |
| Technology Fund | 92,016.89 |
| Total All Funds | <u>708,408.75</u> |

Holly Toth moved to approve the February 2020 Financial Report. Sam Taylor seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- Still waiting for the audit report. Charles E. Harris and Associates cannot complete the report without the Auditor of State releasing the AUP shells
- Have been assessing procedures, processes, and daily tasks in the fiscal office since the retirement of Linda Weekley.

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

Laura Leonard Reported:

- The Library was closed to the public as of Monday, March 16, 2020. All employees have set parameters as to how many hours they will come in for work. The reference department will answer phone calls and questions and try and keep the public well informed. Hoopla is increasing their checkouts to 20 instead of 15 and some database vendors are

allowing access free for thirty days. People can access the free WiFi from the Library in our parking lot and Reading Garden. We will also continue to communicate through our Facebook page should any patrons need help or have questions.

- On Sunday, March 22nd, the Library will be treated with Enviroshield, a commercial disinfection system from Jan-Pro. You can view detailed information at the following: <https://jan-pro.com/commercial-disinfectant>.
- Circulation was 108,037, down only 155 from February 2019.
- Clevnet is confident that the transition from ATT to Spectrum will go smoothly.
- The bookmobile is being fixed again because it was not starting.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance:

- Met before tonight’s board meeting to discuss the permanent budget. A few minor changes from the Temporary Budget were presented and a final copy was distributed to each board member.

Friends of the Library: None

Library Foundation:

- Mini golf event postponed until October 2nd and 3rd. Sponsors will receive letters and donations will be put on hold.
- Foundation Experience tentatively set for Thursday, November 11, 2020.

Unfinished Business:

- OLC Trustee Dinner has been cancelled.

New Business: None

MOTIONS:

Holly Toth moved to approve the 2020 Permanent Budgets for the General Fund, Friends Fund, Building and Grounds Fund, Construction Fund and Technology Fund. Sam Taylor seconded the motion. The motion was approved unanimously.

Sam Taylor moved to convene an Executive Session at 6:55 pm to discuss personnel matters. Don Spice seconded the motion. A roll call vote was taken

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

The motion was approved unanimously.

Sam Taylor moved to come out of Executive Session at 7:19 p.m. Don Spice seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Sam Taylor moved to reconvene the regular meeting at 7:20 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

Sam Taylor moved to adjourn at 7:20 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday April 15, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: March 18, 2020 Meeting Agenda; February 18, 2020 Meeting Minutes; Financial Reports as of February 29, 2020; February 2020 Department Managers' Report; February 2020 Circulation Statistics; State Library of Ohio Monthly Report – February 29, 2020; Miscellaneous – 2020 Permanent Budget