

**The Twinsburg Public Library
Board of Trustees Regular Meeting
April 29, 2020
Meeting Room 1 - 6:30 p.m.**

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

Members Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance and Administrative Assistant Jill Liepins. Viewing via Zoom: Cari Dubiel, Lori Holmes, Sam Bell, and Dara Gilger.

Call to Order: President Mary Johnson called the meeting to order at 6:31 p.m.

Minutes of Last Meetings:

- Mark Durbin moved to approve the March 15, 2020 special meeting minutes as mailed. Don Spice seconded the motion. The motion was approved unanimously.
- Don Spice moved to approve the March 18, 2020 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.
- Suzanne Hawthorne-Clay moved to approve the April 1, 2020 special meeting minutes as mailed. Holly Toth seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson thanked Laura Leonard and Allison Chance for their hard work on different scenarios for reopening the Library.

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

General Fund	418,745.57
Friends Fund	20,662.29
Building and Repair Fund	200,915.48
Technology Fund	92,120.23
Total All Funds	<u>732,443.57</u>

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

Allison Chance Reported:

- Real estate property taxes have come in.
- Interest rates are down.

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

Laura Leonard Reported:

- Is monitoring laws, insurance questions, and any related information as it is reported.
- The Akron Summit County Directors have been holding meetings via phone with area directors. The Summit County Department of Health has been giving very helpful information. They may be able to provide thermometers to our library.
- Clevnet has been sending ideas about reopening. One idea is that patrons can only hold/pick up materials from their own library.
- ALIS has been posting different topics and help for patrons on our Facebook page. Youth Services has daily storytimes posted as well. Kaitlin Walker has come up with very creative and entertaining videos to share.
- The Twinsburg Schools now have Tiger Tuesdays and, to show support, have asked businesses to post tigers in their windows. Our tiger will be on the electronic sign.
- The Foundation has donated \$3,200 to cover the cost of masks, sneeze guards, thermometers, signage, and computer hardware/software for attendance to have when staff returns, and we reopen to the public.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: None

Friends of the Library: None

Library Foundation:

- Foundation Experience tentatively set for Thursday, November 11, 2020. Trips will be offered in US and Canada only. There will be a cash option.
- Purchased Zoom account for Library use only.

Unfinished Business: None

New Business:

- Laura Leonard discussed the three phases of reopening. These were based on guidelines from the Ohio Governor's plan for Consumers, Retailers, and Services to open May 12, 2020. Staff was concerned about allowing minors in the building due to their inability to social distance. When the Library opens, initially adults 18 and older will be allowed in the building.
- Holly Toth suggested some additional ideas to help with keeping safe, such as limiting lunchroom occupancy, no sharing items, prop open restroom doors so after hands are washed you do not have to touch the handles, and no personal fan use at desks so as not to spread droplets.

- There are concerns that libraries might not be included in the May 12th reopening plan for Ohio. We are still waiting for guidance from Ohio Library Council.
- Allison Chance reviewed Permanent Budget pre-pandemic.
- Discussed decrease in PLF, which will be approximately 20%, according to State Auditor Keith Faber.
- Fiscal Officer and Director are researching SharedWork Ohio, which is a program that provides eligible individuals an unemployment insurance proportionate to their reduced hours. If TPL qualifies, and the Library is forced to reduce employee hours, this could protect staff from too severe a financial impact.
- 8:00 – 8:19, took a break as there were technical difficulties displaying spreadsheets.
- Allison Chance presented a spreadsheet with scenarios dealing with potential 10%, 20%, or 30% loss of revenue.
- The Board agreed that rather than dictate how the Director and Fiscal Officer should make expense cuts and reductions, that a dollar amount would be recommended.

MOTIONS:

Sam Taylor moved to recommend that the Director and Fiscal Officer make necessary adjustments to ensure the General Fund Balance does not go below \$450,000. Don Spice seconded the motion. The motion was approved unanimously.

Sam Taylor moved to convene an Executive Session at 8:50 pm to discuss the continued employment of a staff member. Mark Durbin 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 – yes

The motion was approved unanimously.

Mark Durbin moved to come out of Executive Session at 9:11 p.m. Holly Toth 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 – yes

The motion was approved unanimously.

Sam Taylor moved to reconvene the regular meeting at 9:11 p.m. Don Spice seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 9:13 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday May 20, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: April 29, 2020 Meeting Agenda; March 15, 2020 Special Meeting Minutes; March 18, 2020 Meeting Minutes; April 1, 2020 Special Meeting Minutes; Financial Reports as of March 31, 2020; March 2020 Circulation Statistics