

**The Twinsburg Public Library
Board of Trustees Regular Meeting
May 20, 2020
Bissell Local History Room / Zoom Videoconference - 6:00 p.m.**

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

Members Absent: None

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 6:03 p.m., stated availability of meeting via Zoom, and Library staff were waiting at the door for any in-person attendees.

Minutes of Last Meetings: Sam Taylor moved to approve the April 29, 2020 regular meeting minutes as mailed. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson, once again, thanked Laura Leonard, Allison Chance, and the entire staff for all their hard work in planning for reopening. Mary was here our first day open to the public, May 20, 2020, and said it went smoothly and a lot of people were happy the Library was open again.

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

General Fund	705,519.59
Friends Fund	20,338.56
Building and Repair Fund	200,960.68
Technology Fund	92,188.94
Total All Funds	<u>1,019,007.77</u>

Holly Toth moved to approve the April 2020 Financial Report. Mark Durbin seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- Attended an online meeting with Michelle Francis from OLC regarding updates to guidelines that are being put in place. PLF income is behind 35% what was estimated for May. State income tax filing was moved from April to July and we will not see revenue from that until August. The June and July PLF will not see as severe reduction as in May.

- The Library has applied for SharedWork Ohio. The State will let us know if we qualify.
- As of now, five employees have applied for unemployment.
- We have begun ordering materials such as books, DVDs, and CDs. There have been few other expenses.

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

Laura Leonard Reported:

- The Library was the first in Clevnet to reopen to the public on Wednesday, May 20, 2020. We have been providing curbside pickup since May 13th which has been very successful.
- Upon entering the Library, patrons have been greeted and given a sheet on our new guidelines in case they were not familiar or have not checked on our website. Everyone seemed glad we were open even if it was for limited services.
- Kevin was able to install the counting software on Monday, May 18th, and there are two TV screens when you walk in to show how many people are in the building.
- Clevnet delivery may begin June 1st, we are still waiting to hear.
- As per recommendations from the Summit County Health Department, which have been very communicative and helpful through all of this, returned library materials will be quarantined for five days. Originally, we were following a three-day quarantine.
- The Library has all PPE supplies, but there is still a lack of hand sanitizer available. Staff are being asked to use the soap in restrooms.
- According to OLC, who consulted with the Attorney General, Zoom meetings will be allowed until the State of Emergency order is removed, not the Stay at Home order.
- The Staff has been incredible going above and beyond handling all the changes that have been made.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance:

- Meeting held May 18, 2020.
- Discussed Alternative Tax Budget as presented.

Friends of the Library: None

Library Foundation: None

Unfinished Business: None

New Business:

- Will need to set up a personnel committee meeting to discuss the issue of staff maxing out their vacation accrual due to reduction in employees.

MOTIONS:

Sam Taylor moved to approve the 2021 Tax Budget. Don Spice seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 6:38 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday June 17, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: May 20, 2020 Meeting Agenda; Financial Reports as of April 30, 2020; Director’s Report; Department Manager’s Reports; April 2020 Circulation Statistics