

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
April 21, 2021  
Meeting Room 1 - 6:00 pm**

**Members Present:** President Holly Toth, Vice President Mark Durbin, Secretary Walter Hoffmann, Sam Taylor, Matt Cellura, Mary Johnson, and Suzanne Hawthorne-Clay (via telephone at 6:24 pm).

**Members Absent:** None

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

**Call to Order:** President Holly Toth called the meeting to order at 6:03 p.m.

**Minutes of Last Meeting:** Mary Johnson moved to approve the March 17, 2021 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** Holly Toth attended the virtual Local Government program and expressed how proud of the staff she is for all of the hard work they continue to do through the pandemic.

**Fiscal Officer's Report:** The Board reviewed the March 2021 Financial Report. The balances for the March report are:

General Fund	991,973.65
Friends Fund	36,582.49
Coronavirus Relief Fund	4,532.51
Building and Repair Fund	180,452.64
Technology Fund	92,420.67
<b>Total All Funds</b>	<b><u>1,305,961.96</u></b>

**Sam Taylor moved** to approve the March 2021 Financial Report. Mark Durbin seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

**Allison Chance Reported:**

- PLF for April 2021 came in at approximately 9% above what ODT estimated in December 2020.
- Completed and received certification from the Center for Public Investment Management for continuing education. This allows public fund investors to invest in instruments outside of Certificates of Deposit and the State sponsored Star Ohio program.
- The Ohio House Finance Committee's Sub House Bill 110 does not include an amendment to keep the PLF at 1.7%. There has also been a proposed 2% income tax cut for 2021. Both of these combined could result in a significant amount of revenue loss for the Library. People are encouraged to reach out to their legislators to encourage the PLF increase.
- The revenue projection for 2021 is on track from projected
- Finance Committee needs to meet in May to discuss the 2022 Tax Budget.

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

**Laura Leonard Reported:**

- Although attendance remains low, we are still circulating a similar number of items compared to years before automatic renewals in 2019.
- Met with Matt Cellura and Mike Dixon to discuss quotes for replacing the boilers, one of which is leaking. Continuing to discuss options.
- Davey Tree has removed 5 ash trees behind the Arbor Vitae - including the one a neighbor called about.
- Looking into what updates need to be done on the parking lot this year.
- On May 2, several library staff members will help clean out the garage.
- Looking at options of buying a tent to be used outdoors for future programs and activities. Will ask Friends to purchase this for the Library.
- Met with Senator Roegner and other library Directors via Zoom and discussed supporting the PLF to remain at 1.7%.
- Kayana Martin was hired to replace Lynne Keith in the Teen department. Sarah Glessman from Circulation and Sharon Barry, a Public Service Assistant, have resigned.

**Committee Reports:****Building and Grounds:**

Chair Matt Cellura Reported:

- Waiting on information regarding replacing the 5 boilers in the Library. One of the boilers is leaking. Have received three quotes to replace with new, high efficiency boilers. There is a possibility the Library may have to go to bid on the project. Will schedule a Building and Grounds committee meeting once all information, including final pricing, is in.

**Personnel:**

Chair Suzanne Hawthorne-Clay Reported:

- Suzanne met with Laura for an introduction to Reviewsnap, a web-based review program. Board members will receive a test email from the Personnel committee to review Laura Leonard and Allison Chance. After those are complete, the committee will review the results and see if will be possible to put this software in place for the Director's and Fiscal Officer's reviews for 2021. Currently the Library uses Reviewsnap for staff reviews. Laura Leonard will hold an in person and/or zoom session with instructions for any board member that may need additional help.
- Next meeting will be June 15, 2021 at 7:15pm.

**Finance:**

- Next meeting will be May 11, 2021 at 8:00am to discuss the 2022 Tax Budget.

**Friends of the Library:**

Mary Johnson Reported:

- Elected Debbie Kennamer as the new Friends Vice President at the last meeting on March 24, 2021. Next meeting is June 23, 2021.
- Adding another day to open schedule. New hours will be Friday 10:30am - 4:30 pm.

**Library Foundation:**

Suzanne Hawthorne-Clay Reported:

- Deciding what trips will be offered for the Foundation Experience.
- Will look into continuing the Waterway Carwash fundraiser in July.
- Continue to work on details of Mini Golf in the Library October 1 & 2.
- Next meeting, Tuesday, April 27, 2021 at 7:00pm.

**Unfinished Business:**

- Still waiting on quotes for the Board of Trustee recognition project.

**New Business:**

- Records Commission meeting May 19, 2021 at 5:45pm.
- Laura will send out information for Trustee Town Hall virtual sessions in lieu of the usual annual Trustee Dinner. Let her know which you which you would like to attend, and she will register you.

**MOTIONS:**

**Matt Cellura moved** to amend the Board of Trustee By-Laws Article VIII Section 1 from: Section 1. The Annual Board meeting, which shall be for the purpose of the election of officers, the adoption of the annual report and the formation of standing committees, shall be held in January, to: Section 1. The Annual Board meeting, which shall be for the purpose of the election of officers, the adoption of the annual calendar and the formation of standing committees, shall be held in January. Sam Taylor seconded the motion. A Roll call vote was taken.

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

The motion was approved unanimously.

Mary Johnson moved to authorize the Director to dispose of items deemed obsolete or of no value from the library storage shed on May 2, 2021 in an appropriate manner. Mark Durbin seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

**Mary Johnson moved** to adjourn at 7:03 p.m. Walter Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, May 19, 2021 at 6 pm in Meeting Room 1.

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 President

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 Secretary

Mailing/Handouts: April 21, 2021 Meeting Agenda; March 17, 2021 Meeting Minutes; Financial Reports as of March 31, 2021; March 2021 Department Managers’ Report; March 2021 Circulation Statistics; Circulation Comparison Chart for March 2021 for all Clevnet Libraries; 2019-2020 Annual Report; Reviewsnap Instructions