

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
June 16, 2021  
Meeting Room 1 - 6:00 pm**

**Members Present:** President Holly Toth, Vice President Mark Durbin, Secretary Walter Hoffmann, Sam Taylor, Matt Cellura, and Suzanne Hawthorne-Clay

**Members Absent:** Mary Johnson

**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 6:00 p.m.

**Minutes of Last Meeting:** Sam Taylor moved to approve the May 19 , 2021 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** Holly Toth discussed her virtual Trustee Town Hall meeting that she attended on May 20<sup>th</sup> with Ohio Senator Jerry Cirino .

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

General Fund	1,365,121.70
Friends Fund	31,165.01
Coronavirus Relief Fund	4,503.77
Building and Repair Fund	162,450.20
Technology Fund	92,432.60
<b>Total All Funds</b>	<b><u>1,656,673.28</u></b>

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

Roll Call:      Matt Cellura – yes                              Mary Johnson – absent  
                    Mark Durbin – yes                                     Sam Taylor – yes  
                    Suzanne Hawthorne-Clay – yes      Holly Toth – yes  
                    Walter Hoffmann – yes  
                    The motion was approved unanimously.

**Allison Chance Reported:**

- PLF for May was up 37%. This larger increase was likely due to the delay in income tax filings from April to May.
- House Bill 110 contains an amendment to raise the PLF percentage from 1.66% to 1.7%. However, there was no language included that would hold libraries harmless to the proposed income tax cut.
- The Board of Education passed the 2022 Tax Budget on June 14, 2021.

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

**Laura Leonard Reported:**

- Attendance at the Library has increased since the mask mandate was lifted with many more families and children coming in.
- Having issues with some of the valves and actuators around the building. Eventually all will have to be replaced.
- Cari Dubiel is writing a grant proposal, with the help of Katie Johnson, on replacing the Bookmobile. There are grants available for outreach services through the American Rescue Plan Act of 2021, with potential of up to \$100,000. The Library is looking at the Ford Transit.
- Our current strategic plan is ending in 2022. We would like help from NEORLS with creating a new strategic plan. Their customers are solely libraries and they recognize those individual needs. Several libraries have used this service provided from NEORLS. The cost is \$5,000, which includes a discount, as we are gold members.
- Cari Dubiel will be sending the Board of Trustees invites to Niche Academy, an online learning platform made for libraries to be used as a teaching tool using webinars and tutorials. The staff and board both have access to this information.
- The Board also has access to Ease at Work, the Library's Employee Assistance Program. Information will be sent to each board member with how to sign up.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:**

- Some things discussed at the July 15<sup>th</sup> meeting:
  - Wording changes for Deputy Fiscal Officer. Laura Leonard will be the emergency Deputy Fiscal Officer.
  - Consent agenda / Roll call votes.
  - Additions to Staff Handbook regarding remote working in emergency/disaster.
  - Vacation accruals.
  - Staff cell phone use guidelines.
- Next meeting is Monday, June 21, 2021 at 7:15 pm.

**Finance:** None

**Friends of the Library:**

Laura Leonard Reported:

- Donations allowed in shop/drop slot. Large donations, over 3 boxes/bags, continue to bring on Thursdays 3:00-7:30 to back door.
- Has stopped accepting weeded/removed CDs or DVDs from the Library collection, for now, as they have not been selling well at the Shop.
- Next meeting is June 23, 2021.

**Library Foundation:**

Suzanne Hawthorne-Clay Reported:

- At last meeting, discussed possibility of installing charging stations in the Reading Garden.
- Will have contests during the Mini Golf event in October. One option may be a hole in one contest on the front lawn of the Library.

**Unfinished Business:** None

**New Business:** None

**MOTIONS:**

**Matt Cellura moved** to approve a depository agreement with Huntington Bank and First Federal of Lakewood for the period of July 1, 2021 through June 30, 2026. Walter Hoffmann seconded the motion. A Roll call vote was taken.

Roll Call:	Matt Cellura – yes	Mary Johnson – absent
	Mark Durbin – yes	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	
	The motion was approved unanimously.	

**Walter Hoffmann moved** to dispose of surplus equipment no longer needed as presented in the attachment. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

**Walter Hoffmann moved** to adjourn at 6:49 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, July 21, 2021 at 6:00 pm in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: June 16, 2021 Meeting Agenda; May 19, 2021 Meeting Minutes; Financial Reports as of May 31, 2021; May 2021 Department Managers' Report; May 2021 Circulation Statistics; Circulation Comparison Chart for May 2021 for all Clevnet Libraries; NEORLS Strategic Planning Information, Asset Disposal Forms.