The Twinsburg Public Library Board of Trustees Regular Meeting July 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 Suszanne Hawthorne-Clay

### 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 6:05 p.m.

**Minutes of Last Meeting**: Walter Hoffmann moved to approve the June 16, 2021 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

**Items Too Late for the Agenda:** 1.) A reference to changes to the Staff Handbook regarding online payroll verbiage was added to the consent agenda. 2.) A motion regarding the Legacy Wall project was added to the consent agenda.

**Correspondence**: Letter from Library staff thanking board for 2<sup>nd</sup> Quarter Staff Appreciation.

Remonstrance: None

President's Report: None

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

| General Fund             | 1.315.727.14        |
|--------------------------|---------------------|
| Friends Fund             | 34.375.39           |
| Coronavirus Relief Fund  | 4,503.77            |
| Building and Repair Fund | 162,460.90          |
| Technology Fund          | 92,438.69           |
| Total All Funds          | <u>1,609,505.89</u> |

**Sam Taylor moved** to approve the June 2021 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken.

Roll Call:Matt Cellura – yesMary Johnson – yesMark Durbin – yesSam Taylor – yesSuszanne Hawthorne-Clay – yesHolly Toth – yesWalter Hoffmann – yesThe motion was approved unanimously.

# **TPL Board Meeting Minutes – July 21, 2021 (continued)**

## Allison Chance Reported:

• Presented financial information for June 2021.

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

## Laura Leonard Reported:

- The Library received its second consecutive perfect score from the Department of State: National Passport Center for our services. Thanks to facilitator Lori Holmes and the Adult Learning and Information Services librarians for their hard work.
- Lisa Ohanian (Circulation), Jessica Szczecinski (Circulation), and Megan Abate (Page) have resigned.
- The grant information has been submitted for the American Rescue Plan Act Outreach Grant. We hope to be announced the winning recipient in September.
- The new statewide delivery service is catching up with deliveries. They currently do not have a hub in Cleveland, so it has been a slow transition. The State Library negotiates the contracts for state delivery.
- Kathy Powers, Superintendent Twinsburg Schools, is planning a 20<sup>th</sup> anniversary of the events of 9/11.
- Meeting room bookings have started. The Library is being cautious to approve requests. Some groups are requesting recurring bookings, some weekly. However, we need to make sure Library programs have rooms available as they become scheduled.
- Youth Services will request funds from the Friends to redo the children's playroom. The request will be for new educational toys/equipment.

# Committee Reports:

### Building and Grounds: None

### Personnel:

Suszanne Hawthorne-Clay Reported:

- Next meeting is Monday, June 21, 2021 at 7:15 pm.
- Links have been emailed for the Director and Fiscal Officer evaluations. All evaluations are due by July 30<sup>th</sup>. These will be reviewed at the next Personnel meeting on August 3, 2021 at 7:15 pm.

Finance: Next Meeting, August 10, 2021 at 8:00 am.

### Friends of the Library:

Mary Johnson Reported:

- Christmas in July Buy One Get One in the shop.
- Had a reception on July 14<sup>th</sup> to celebrate Fran Nugent, the first President of the Friends.
- Currently, there are 241 members.

## **TPL Board Meeting Minutes – July 21, 2021 (continued)**

• Next meeting is August 25, 2021 at 5:30 pm.

### Library Foundation:

Suszanne Hawthorne-Clay Reported:

- The Foundation will have a table two of the upcoming Twinsburg Rock the Park concerts to promote/sell tickets for Foundation Experience in November.
- Waterway Car Wash vouchers on sale for \$22, half which goes to the Foundation.

### **Unfinished Business:**

• Ad Hoc Committee discussed the quotes given for the Legacy Wall project. Motion to proceed with project below.

# New Business: None

### MOTIONS:

A consent agenda of six items was presented to the Board. Matt Cellura requested to remove item d.ix. to be read separately from the consent agenda.

Motion to accept a handmade onyx chess set from Carol Hufschmidt.

Motion to amend the Board of Trustee By-Laws Article 6, Section 6 to read "The Deputy Fiscal Officer shall be an employee of the Board appointed on an annual basis. The Deputy Fiscal Officer only acts in the absence of the Fiscal Officer and assumes the roles and responsibilities thereof. The Deputy Fiscal Officer shall be bonded in an amount determined by the Board."

Motion to appoint Laura Leonard as interim Deputy Fiscal Officer for the period of August 2021-December 2021.

Motion to approve additions and corrections to the Staff Handbook as presented in Exhibit A addressing

- i. Emergency Closings and Disasters
- ii. Paid Administrative Leave
- iii. Remote Work
- iv. Cellular and Mobile Communication Device Policy including adding it to handbook
- v. Problem Resolution
- vi. Disciplinary Action
- vii. Disciplinary Appeal
- viii. Staff Recognition

### ix. Vacation Accrual and Payout (under review-new information provided at meeting)

- x. Definition of excessive sick leave
- xi. Online Payroll Changes

Motion to allow the Director to enter into a contract with NEO-RLS for the purpose of strategic planning for 2023-2026 at a cost not to exceed \$5,000.

## **TPL Board Meeting Minutes – July 21, 2021 (continued)**

Motion to proceed with the Legacy Wall project not to exceed \$4,000 using funds from the Bissell Account.

Matt Cellura moves to approve all motions above as read. Walter Hoffmann seconded the motion. A roll call vote was taken.

Roll Call:Matt Cellura – yesMary Johnson – yesMark Durbin – yesSam Taylor – yesSuszanne Hawthorne-Clay – yesHolly Toth – yesWalter Hoffmann – yesConsent agenda passed by roll call vote.

Matt Cellura moved to table item d.ix, Vacation Accrual and Payout, until the Personnel and Finance Committees meet and have new information to present at the next Board Meeting. Sam Taylor seconded the motion. A roll call vote was taken.

Roll Call:Matt Cellura – yesMary Johnson – yesMark Durbin – yesSam Taylor – yesSuszanne Hawthorne-Clay – yesHolly Toth – yesWalter Hoffmann – yesMotion approved unanimously by voice vote.

Mary Johnson moved to adjourn at 6:50 p.m. Matt Cellura seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, August 18, 2021 at 6:00 pm in the Meeting Room 1.

President

Secretary

Mailing/Handouts: July 21, 2021 Meeting Agenda; June 16, 2021 Meeting Minutes; Financial Reports as of June 30, 2021; June 2021 Department Managers' Report; June 2021 Circulation Statistics; Changes to Staff Handbook