

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
January 19, 2022  
Bissell Local History Room - 6:00 p.m.**

**Members Present:** President Holly Toth, Secretary Walter Hoffmann, Suzanne Hawthorne-Clay, Sam Taylor, Mary Johnson and Matt Cellura.

**Members Absent:** Vice President Mark Durbin

**Also Present:** Director Laura Leonard, Fiscal Officer Allison Chance, ALIS Manager Cari Dubiel 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:** Mary Johnson moved to approve the December 15, 2021 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** IT Manger, Kevin Kelly, demonstrated the new Multifunction Printers at the Library.

**President's Report:** Holly Toth attended the 50 Book Challenge Kick-Off Party via Zoom and said it was well attended. She will be absent from the next board meeting on February 16, 2022.

The Nominating Committee presented the slate of officers for 2022.

President – Holly Toth  
Vice President – Mark Durbin  
Secretary – Suzanne Hawthorne-Clay

Nominations from the floor were requested three times and hearing none, the nominations were closed. Sam Taylor moved to accept and elect the nominated officers. Matt Cellura seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously.

Committees for 2022 were set as follows:

Building and Grounds	Matt Cellura, Mark Durbin, Walter Hoffmann
Finance	Walter Hoffmann, Mary Johnson, Sam Taylor
Foundation Liaison	Suzanne Hawthorne-Clay
Friends Liaison	Mary Johnson
Personnel	Matt Cellura, Suzanne Hawthorne-Clay, Sam Taylor
Summit County Trustee	Sam Taylor

**Sam Taylor moved** to appoint Allison Chance as Fiscal Officer in 2022. Mary Johnson seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously.

**Matt Cellura moved** to appoint Laura Leonard as Interim Deputy Fiscal Officer in 2022. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously.

**Oath of Office:** Board of Trustee member Holly Toth (seven-year term), Fiscal Officer Allison Chance and Interim Deputy Fiscal Officer Laura Leonard took the oath of office for their respective positions as notarized by Cari Dubiel.

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

General Fund	1,187,466.28
Friends Fund	34,759.18
Coronavirus Relief Fund	4,379.27
Building and Repair Fund	436,584.68
Technology Fund	73,853.19
<b>Total All Funds</b>	<b><u>1,737,042.60</u></b>

**Sam Taylor moved** to approve the December 2021 Financial Report. Walter Hoffmann seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously.

**Allison Chance Reported:**

- The ending General Fund balance for 2021 with carryover encumbrances was \$1,008,793.24. This was after the \$350,000 transfer was made to the Building & Repair Fund.

- The PLF for 2022 was posted and came in at 11.20% above estimate. If using the average PLF estimate from 2021, 11.78%, and applying it to 2022, there would be an additional increase of \$160,000 added to the General Fund.

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

**Laura Leonard Reported:**

- Circulation was up by 11.46% (110,351) for 2021, finishing at 1,073,133.
- We have hired Ella Polen, ALIS Associate, Kaitlyn Hazelton, Circulation Clerk, Carlina Sweigert, Assistant Manager of Circulation, and Ann Wymer, Public Service Assistant.
- The Board retreat for the Strategic Plan will be February 23<sup>rd</sup> from 5:00 - 9:00 at Brewsters in Twinsburg. The community survey was put out January 3<sup>rd</sup> and there will be a community focus group on January 18<sup>th</sup>.
- The Animals in the Library policy was emailed to all board members for review.
- We will be receiving more Covid at home tests. I am working with the CERT team to help us with handing them out at a specific time.
- The contract for the Bookmobile has been signed. Farber will begin working on the Sprinter 3500 in April. A similar vehicle going to a library in Buffalo will make a stop at our library on January 25<sup>th</sup> so staff may take a look at it.
- Met with Cari and APG Office Furnishings to help find ways to best arrange the Adult section. We are hoping to make better use of space to promote our Library items all while maintaining a clean and easy to use space.
- Mike is working with Hudson Painters to have the entire Youth Services department painted. The Friends have agreed to pay for the work.

**Cari Dubiel Reported:**

- Met with Jeff Corbett, Librarian and Academic Success Coordinator at KSU in Twinsburg. They will have an area there for a small collection of ours. Shared Library information with students.
- Hoopla adding services. Patrons can now borrow items without being put into any queue to wait. One copy per customer. Also, patrons can check out a Binge Pass, unlimited borrows for one week.
- TPL will be a demo library for the Palace Project, an app that delivers digital content from various sources, including Amazon Prime.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:**

Suzanne Hawthorne-Clay

- Will review Staff Handbook recommendations then present to the board for approval.
- Working with Laura to make the necessary changes to the board evaluation process.

**Finance:** None

**Friends of the Library:**

Mary Johnson Reported:

- Friends will have “Theme of the Month” sales. January’s theme is Resolution Reading. All books with green stickers will be buy one, get one free.
- Next meeting is January 26<sup>th</sup>.

**Library Foundation:** None

**Unfinished Business:**

- The Staff Dinner has been moved to Friday, March 4, 2022.
- The Animals in the Library policy was presented. No animals in outdoor programs will be added to the policy.
- Strategic Plan update meeting set for February 23, 2022.

**New Business:**

- The 2022 Board of Trustees Calendar was presented.

**MOTIONS:**

**A consent agenda of 3 items was presented to the Board:**

**Motion to accept the Animals in the Library Policy as presented.**

**Motion to dispose of surplus equipment/furniture no longer needed as presented.**

**Motion to accept a \$125 anonymous donation.**

**Mary Johnson moved** to approve all consent agenda items as read. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – yes	Mary Johnson – yes
	Mark Durbin – absent	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	
	Consent agenda passed by a roll call vote.	

**Mary Johnson moved** to adjourn at 7:22 p.m. Walter Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday February 16, 2022 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary