

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
March 16, 2022  
Bissell Local History Room - 6:00 p.m.**

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

**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 6:00 p.m.

**Minutes of Last Meeting:** Mary Johnson moved to approve the February 16, 2022 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

**Correspondence:** The following correspondences were received:

- Resignation letter from Fiscal Officer, Allison Chance. Her last day of employment will be April 8, 2022.
- Letter from a patron thanking the Library for providing Coronavirus At Home Test Kits.

**Remonstrance:** None

**President's Report:** None

**Fiscal Officer's Report:** The Board reviewed the February 2022 Financial Report. The balances for the February report are:

General Fund	1,111,278.03
Friends Fund	30,669.59
Coronavirus Relief Fund	4,379.27
Building and Repair Fund	436,683.79
Technology Fund	73,868.60
<b>Total All Funds</b>	<b><u>1,656,5879.28</u></b>

**Sam Taylor moved** to approve the February 2022 Financial Report. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

**Allison Chance Reported:**

- March PLF came in 15.82% higher than December 2021 estimates.
- 2021 financial statements have been sent to the office of the Ohio Auditor of State.
- Discussed details of the 2022 Permanent Budget that the Finance Committee met to review on March 8, 2022. The Finance Committee has recommended approving the 2022 Permanent Budget.
- Wes Campbell of SEBO is working on details of the onboarding software.
- The bi-annual audit will take place in the next few weeks. This audit is based on Agreed Upon Procedures as previously discussed. The next audit, in 2024, will be a full audit, not using AUP.

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

**Laura Leonard Reported:**

- Circulation for February was down almost 3% from February 2021.
- The newly formed Outreach Committee met to discuss concerns and desires with the new bookmobile. The bookmobile will be completed by April 1<sup>st</sup>. Jodie and I working with VMS designer, Eric Hummel, on the wrap design.
- Betsy Lantz of NEO submitted a ~~deff~~ *draft* of the work from the Board retreat. Next, the administration team will meet with her on March 17<sup>th</sup> to work on objectives for our goals.
- Brandon Lawlor of the company &estimates will begin our facilities condition assessment in late March, early April. Mike Dixon is working on getting Youth Services painted, and quotes for the story room doors and French doors.
- Hilary Prisbylla, the Director of Clevnet, has resigned. Proposed projects may be delayed.
- Currently working on the annual state statistics report. The annual report will be completed shortly.
- Allison Chance, Fiscal Officer, and Julia Fisher, Special Projects Coordinator, have resigned.
- The Request for Reconsideration Committee recommended that the book in question remain on our shelves. A letter has been sent to the patron. We will be updating the Request for Reconsideration forms and Collection Development policies.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** None

**Finance:** None

**Friends of the Library:**

Mary Johnson Reported:

- Next meeting March 23<sup>rd</sup> at 5:30 pm.

**Library Foundation:**

Suzanne Hawthorne-Clay Reported:

- Trip options for the 2022 Foundation Experience: Disney, Lake Tahoe, Key West and ~~Sanoma~~ *Sonoma*.
- Summer wine tasting fundraiser will include discussion with local attorneys regarding estate planning and financial donations. Will be invite only.

**Unfinished Business:**

- OLC Legislative Day: Wednesday, April 6, 2022, Columbus, OH. Matt Cellura and Mark Durbin will attend with Laura Leonard and Allison Chance.
- OLC Trustee Dinner: Thursday, May 12, 2022, Holiday Inn Cleveland South, Independence, OH. Board members should let Jill know if they are interested in attending if they have not already done so.
- The Legacy Wall is complete and was installed on Tuesday, March 15, 2022.

**New Business:** None

**CONSENT AGENDA:**

**A consent agenda of 2 items was presented to the Board:**

**Motion to approve the 2022 Permanent Budget for the General Fund, Friends Fund, Coronavirus Relief Fund, Building and Grounds Fund, and Technology Fund.**

**Motion to accept a gift of up to \$750 from the Foundation of the Twinsburg Public Library for the purchase of patio heaters.**

**Holly Toth moved** to approve all consent agenda items as read. Matt Cellura seconded the motion. A roll call vote was taken:

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

**Mark Durbin moved** to convene an Executive Session to discuss the resignation of an employee at 6:55 pm. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

**Mary Johnson moved** to come out of Executive Session at 7:41 pm. Matt Cellura seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

**Mary Johnson moved** to reconvene the regular meeting at 7:42 pm. Matt Cellura seconded the motion. The motion was approved unanimously.

**Suzanne Hawthorne-Clay moved** to accept the resignation of current Fiscal Officer, Allison Chance and appreciates her 10 years of service to the Library and community and wishes her well on her future endeavors. The Personnel Committee will meet on Friday, March 18, 2022 at 2:00 pm to head the search for a Fiscal Officer. Mark Durbin seconded the motion. The motion was approved unanimously. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

**Mary Johnson moved** to adjourn at 7:49 p.m. Matt Cellura seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday April 20, 2022 at 6 p.m. in the Bissell Local History Room.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Mailing/Handouts: March 16, 2022 Meeting Agenda; February 16, 2022 Meeting Minutes; Financial Reports as of February 28, 2022; February 2022 Director’s Report; Department Managers’ Report; February 2022 Circulation Statistics; 2022 Permanent Budget; Strategic Plan Mission/Goals Draft

*Amended 4/20/2022*