

Twinsburg Public Library  
Board of Trustees Meeting  
March 20, 2024, 6:00pm



**Present:** President Mark Durbin, Secretary Matt Cellura, Mary Johnson, Sam Taylor, and Holly Toth.

**Absent:** Suzanne Hawthorne-Clay, Walter Hoffmann

**Also Present:** Director Laura Leonard, Fiscal Officer Kile Byington, Assistant Director Cari Dubiel, and Administrative Assistant Jill Liepins

**Call to Order:** President Mark Durbin called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting:** Matt Cellura moved to approve the February 21, 2024, regular meeting minutes. Mary Johnson seconded the motion. The motion was approved.

**Special Meeting Minutes:** Mary Johnson moved to approve the February 27, 2024 special meeting minutes. Holly Toth seconded the motion. The motion was approved.

**Audience Participation:** Rachel Beaty, Children's Services Associates, and Donna Bartolovich, Circulation Clerk, were introduced.

**President's Report:** President Durbin expressed his enjoyment of the three board meeting on February 27<sup>th</sup>. He specifically enjoyed listening to the history of the Library presentation and mingling with the other members of all boards. He also attended the Bookmobile stop at Pinewood Gardens and was very pleased with the participation and fun the children were having. Looking forward to attending PLA on April 4, 2024 with Laura Leonard and Kaitlin Walker.

**Fiscal Officer Kile Byington Reported:**

- PLF for March about 2% over estimate.
- The two coin changing machines at our public printers are currently not working. The vendor that manages the hardware and software is having trouble sourcing new boxes for both. Working on finding a solution.
- The auditor has most of our information needed to perform our audit. This is the same auditor we have worked with in the past from Charles Harris and Associates.
- Presented and discussed 2024 Permanent Appropriations.
- Exploring new products through Paylocity, including staff reimbursement for travel, scheduling software, and HR related software (i.e., surveys and analytics.)
- Will attend Local Government Officials Annual Conference in Columbus March 26-28.
- Officially chosen as a member of Leadership Ohio. The first session starts April 19<sup>th</sup> in Licking County.

**February 2024 Fund Balances**

General Fund	1,000,346.62
Friends Fund	20,611.88
Building and Repair Fund	861,603.64
Technology Fund	80,158.29
<b>Total All Funds</b>	<b><u>1,962,720.43</u></b>

**Sam Taylor moved to approve the February 2024 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken and passed:**

Yes: Mr. Cellura, Mr. Durbin, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Dr. Hawthorne-Clay, Mr. Hoffmann

### **Director, Laura Leonard Reported:**

- The Lepper Library has picked up the old meeting room table and chairs.
- Posted a job position for a maintenance assistant to help Mike Dixon with projects and building upkeep.
- Suntrol will be installing tinting on the French doors in the Children's Department to help with the effect of UV rays and heat on the materials and the glare for patrons and staff.
- Two men stole books from the Friend's Shop on February 27<sup>th</sup>. A police report was entered.
- The Children's Hunger Alliance will donate shelf-stable breakfast and lunch meals. We will have to fill out an application that will be available in late April or early May to finalize. Currently working on a plan and stop schedule to distribute.
- Kaitlin Walker was at the Community Expo on March 9<sup>th</sup>, and Erica Chapman and Mark Simon set up a table at the E-Fair at the High School.
- The Library is working with the Community Center to hold photography classes there.
- The new electric sign should be here by the end of March.

### **Cari Dubiel Reported:**

- Ingram's professional librarians conducted a collection audit. This is a great resource for us as they analyze our collection, find gaps, and suggest books to purchase.
- Working on the state report that is due April 1<sup>st</sup>.
- The beginning of April will be very busy. Many members of staff will be attending PLA in Columbus, along with several programs and the eclipse on April 8<sup>th</sup>.
- Hosting author Amanda Flower on April 13<sup>th</sup> for the release of her new book, *To Slip the Bonds of Earth*.
- Conducting interviews with Melissa Tallis for the open Children's Associate position.
- Presented and discussed statistics regarding correlation of attendance and circulation.

### **Committee Reports:**

**Building and Grounds:** No Report

**Personnel:** No Report

**Finance:** No Report

**Friends of the Library:** Mary Johnson reported: The Friend's Shop has implemented a new policy of leaving all bags at the counter when entering the shop. This came after the theft of several books a few weeks prior. Next meeting will be April 24<sup>th</sup>.

**Library Foundation:** Laura Leonard reported: Still have 3 more sponsorship holes left to fill for mini golf. All of the Gold sponsorships have been filled. There is also a signup on the Foundation website asking for students to volunteer their time to help set up and take down for both days. The Foundation also hosted a fund raiser through City Barbeque in Solon. For every person that dined in or ordered take out, a part of the proceeds went to the Foundation.

**Unfinished Business:** None

**New Business:** OLC Legislative Day, April 24, 2024 Columbus, Ohio; OLC Trustee Dinner, May 2, 2024 Embassy Suites Independence, Ohio. Board members are invited to attend both.

**CONSENT AGENDA:**

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

- 2024-09 Motion to approve the 2024 Permanent Appropriations for the General Fund, Friends Fund, Building and Grounds Fund, and Technology Fund.**
- 2024-10 Motion to accept a \$300 donation from Agape World and Worship Center for use of the Library's meeting rooms.**

**Matt Cellura moved, Holly Toth seconded.** A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Dr. Hawthorne-Clay, Mr. Hoffmann

**Mary Johnson moved** to adjourn at 6:50 p.m. Holly Toth seconded. The motion was approved.

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President

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Secretary

The next meeting is scheduled for Wednesday April 17, 2024, at 6:00 p.m.  
in the Bissell Local History Room.