

Twinsburg Public Library
Board of Trustees Meeting
July 17, 2024, 6:00pm



Present: President Mark Durbin, Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Mary Johnson, Sam Taylor.

Absent: Walter Hoffmann and Holly Toth

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

Call to Order: President Mark Durbin called the meeting to order at 6:01 p.m.

Minutes of Last Meeting: Approval of the June 19, 2024 minutes was postponed as members that were present at that meeting were not present at this evenings meeting to vote. The minutes will be on the agenda for the August 21, 2024 meeting for approval.

President's Report: President Durbin announced that Walter Hoffmann will not be renewing his 7-year term for the Board of Trustees at the end of 2024. The position will be posted, and candidates interviewed some time later in the year. The Foundation is having a picnic in August and has invited the Friends and Board of Trustees members.

Fiscal Officer Kile Byington Reported:

- PLF for June was 2% below expected. Compared to last year at this time, we have received about 10% less in PLF revenue. General Fund expenditures have also increased, most likely the result of inflation. Will remain observant for the remainder of this year.
- A benefits survey was sent out to staff to see what was important to them when it came to their employee benefits. Will send out a work culture survey by the end of the month.
- Met with ADP, an HR and payroll solutions company, and they offered to do a free benchmark analysis for us. They also provided information on their services.
- Reminder: staff picnic is August 4, 2024 12:00 – 3:00 pm. Thanks to the Friends for donating prizes for games/contests.

June 2024 Fund Balances

General Fund	1,255,749.01
Friends Fund	15,764.50
Building and Repair Fund	834,874.30
Technology Fund	81,540.38
Total All Funds	<u>2,187,928.19</u>

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

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Johnson, Dr. Taylor,

No: None

Absent: Mr. Hoffmann, Mrs. Toth

Director, Laura Leonard Reported:

- Dr. John Humphries from the KSU Architectural School came to the Library to work on the space planning issues in the Children's Department office. He will send over some options for review.
- There was a small leak in the ceiling near the Bissell Local History Room. It turned out to be condensation from the HVAC system. Wadsworth Solutions is working on fixing it.
- Leah Nolan, Children's Associate, has resigned. The position has been posted and interviews are being conducted.
- We have served over 1,300 meals to families at the bookmobile stops. We will continue to do this through the first full week in August. We also used donation money to buy fruit to supplement the meals which was a big hit with the kids. Girl scout cookies have also been donated and handed out.
- Presented an update to the Expected Patron Behavior Policy. The new Library Use Policy is a more thorough policy to help meet the needs of our patrons and staff.
- On July 25th, Laura Leonard, Kevin Kelly, Jimmy Cucuzza, and Alex O'Sullivan will visit the Case Western Reserve University think[box], an innovation center that studioTECHNE designed.
- There has been a delay in the renovation project due to a change in consultants. Construction documents were expected July 1st. The deadline is now August 5th.
- Kevin Kelly has updated the meeting room wireless system to Airtame.

Assistant Director, Cari Dubiel Reported:

- Job description updates have been given to managers for review. After that, the staff will receive theirs individually.
- Interviewing potential Children Associate candidates with Melissa Tallis.
- Spoke with Tanisha Taylor, new member of Twinsburg JEDI (Justice, Equity, Diversity, Inclusion) Committee about ways to partner with them in the future. They are planning a diversity gathering on Twinsburg square next summer.
- Discussed Battle of the Books with Beth Slade on Community Focus. Spoke to Dr. Constance Longmire's life skills group via Zoom about how to become a writer.

Committee Reports:

Building and Grounds: No Report

Personnel: Will schedule a meeting to discuss Director and Fiscal Officer evaluations.

Finance: No Report

Friends of the Library: Mary Johnson reported: New member of the board in charge of publicity is Rick Hood who also volunteers in the shop. Considering creating a monthly newsletter for members. Currently at 130 members total. Next meeting, August 28, 2024 at 5:30 pm.

Library Foundation: Suzanne Hawthorne-Clay reported: The Foundation will be purchasing a free standing Square terminal to accept credit card donations. The Handel's fundraiser was very busy. Waiting for final numbers. The four trips for the Foundation Experience, November 14th have been chosen: Jackson Hole, WY; Lynchburg, TN; Boulder, CO; New Orleans, LA; and a cash option equivalent to \$2,500. The Foundation is hoping to raise \$100,000 by the end of 2025 for their Legacy Tree project.

Unfinished Business: None

New Business: Legislative breakfast at Akron-Summit County Main Library on August 20, 2024 at 8:00 am.

CONSENT AGENDA: None

Mary Johnson moved to adjourn at 7:12 p.m. Suzanne Hawthorne-Clay seconded. The motion was approved.

President

Secretary

The next meeting is scheduled for Wednesday August 21, 2024, at 6:00 p.m.
in the Bissell Local History Room.