



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

Absent: Holly Toth

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: Mary Johnson moved to approve the December 20, 2023 regular meeting minutes. Walter Hoffmann seconded the motion. The motion was approved.

Items Too Late for the Agenda: None

Audience Participation: None

President's Report: The meeting, including a presentation on library history, with members of the three boards has been tentatively scheduled for February 27, 2024.

The Nominating Committee presented the slate of officers for 2024.

President – Mark Durbin
Vice President – Suzanne Hawthorne-Clay
Secretary – Matt Cellura

Nominations from the floor were requested three times and hearing none, the nominations were closed.

Walter Hoffmann moved to accept and elect the nominated officers. Matt Cellura seconded the motion. A roll call vote was taken and passed:

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

Absent: Mrs. Toth

Committees for 2024 were set as follows:

Building and Grounds	Matt Cellura, Holly Toth, 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

Mary Johnson moved to appoint Kile Byington as Fiscal Officer in 2024. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and passed.

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

Absent: Mrs. Toth

Suzanne Hawthorne-Clay moved to appoint Laura Leonard as Deputy Fiscal Officer in 2024. Matt Cellura seconded the motion. A roll call vote was taken and passed:

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

Absent: Mrs. Toth

Oath of Office: Board of Trustee member Sam Taylor (seven-year term), Fiscal Officer Kile Byington, and Deputy Fiscal Officer Laura Leonard took the oath of office for their respective positions as notarized by Cari Dubiel.

Fiscal Officer Kile Byington Reported:

- Presented comparison of 2022 and 2023 General Fund expenditures.
- Continuing work on Annual Financial Report. Will present at next meeting.
- PLF came in 3.4% over estimate for 2023.
- In contact with Harris and Associates regarding scheduling our 2022-2023 audit. Will inform board members once that is set.

December 2023 Fund Balances

General Fund	1,306,018.26
Friends Fund	17,732.19
Building and Repair Fund	861,321.17
Technology Fund	94,281.17
Total All Funds	<u>2,279,352.79</u>

Sam Taylor moved to approve the December 2023 Financial Report. Mary Johnson seconded the motion.

A roll call vote was taken and passed:

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

Absent: Mrs. Toth

Director, Laura Leonard Reported:

- Matt Cellura, Kile Byington, and I met on January 9, 2024, to review the Statement of Qualifications from three architect firms: StudioTechne, CBLH, and BSHM. StudioTechne received the highest score. Laura Bowman, from Bricker and Graydon, advised us on the entire process. Mr. Cellura noted that in reviewing the answers, 2 of the firms had not visited the Library and there was a significant difference in timeline and information. StudioTechne had the quickest timeline start to finish and had the ability to commit directly to the project.
- The security camera project is complete. All cameras are up and running. We were able to catch a theft in the Library using our new equipment and our ability to record items for evidence.
- Rachel Beaty and Katelynn Held have been hired in the Children’s Department to take the place of Kaitlyn Hazelton and Kaitlin Walker, respectively. Donna Bartolovich has been hired in the Circulation Department. Kevin Kelly will be on parental leave January 15th for several weeks.
- Looking into a program for computers that will allow patrons and staff to call for help directly from their desktop at Library computers. One option being reviewed is the Little Green Button.
- Our poverty simulation will be in October. Staff, board members and community partners will be invited once we have a date. It will also have to be offsite due to the number of participants expected.
- Total eclipse is April 8th. Looking at the possibility of closing for the day or part of the day. Schools are closed that day and some libraries have closed as well. Traffic and safety have been the main concern.
- Public Library Association in Columbus is April 3-5.

Cari Dubiel Reported:

- Held interviews and updated Paylocity with all of the new hires mentioned in the Director’s report. Created a manual for managers to help with the training process.

- Working with Carolyn Vana, Circulation manager, to update the Sirsi competencies for staff. Will have information put up on Niche Academy for all staff members that need to watch. Will work with Acquisitions manager, Heidi Brown-Beuck, for their department.
- I have begun to research new projects related to the strategic plan: building a new staff intranet (working directly with Kevin) and establishing a DEI committee. I also performed a very quick analysis on current library trends in hiring and pay rates.

Committee Reports:

Building and Grounds: No Report

Personnel: No Report

Finance: No Report

Friends of the Library: Mary Johnson reported: January 24th at 5:30 is the next meeting. New slate of officers will be presented.

Library Foundation: Suzanne Hawthorne-Clay reported: Lauri Doxsey, former president of the TPL Friends, has joined the Foundation. Terri Bissell is still the current president. Working on 2024 goals, including striving for diversity, promote events through community and media, and setting fundraising goals. The foundation added a new plaque for the Percy Family in the reading garden. Will contribute \$20,000 to the new front sign for the Library.

Unfinished Business: None

New Business: Presented draft of Video Surveillance Policy. Cameras and recordings are open to a public records request.

RESOLUTIONS:

- 2024-01 Authorization to rescind previous agreement; approve design professional as recommended by the Proposal Review Committee; approval of Architect Agreement.
Matt Cellura moved, Sam Taylor seconded. A roll call vote was taken and passed.
Yes: Mr. Cellura, Mr. Durbin, Mrs. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor
Absent: Mrs. Toth**
- 2024-02 Donation of a Samsung 55" TV from Suzanne Hawthorne-Clay valued at \$500.
Matt Cellura moved, Sam Taylor seconded. A roll call vote was taken and passed.
Yes: Mr. Cellura, Mr. Durbin, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor
Abstain: Mrs. Hawthorne-Clay
Absent: Mrs. Toth**

CONSENT AGENDA:

A consent agenda of 3 resolutions was presented to the Board:

- 2024-03 Allow Director to enter into purchase agreement with Ellet Signs for the purchase of a new electronic sign panel to replace the previous sign at a cost of \$29,765.**
- 2024-04 Accept donation of a cantilever mount for a 55" TV from Kevin Lowe of Lowe's Audio and TV.**
- 2024-05 Approve disposal of assets as presented.**

Suzanne Hawthorne-Clay moved, Matt Cellura seconded. A roll call vote was taken and passed:
Yes: Mr. Cellura, Mr. Durbin, Mrs. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor.
Absent: Mrs. Toth

Mary Johnson moved to adjourn at 7:03 p.m. Suzanne Hawthorne-Clay seconded. The motion was approved.

President

Secretary

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