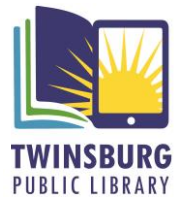


Twinsburg Public Library
Board of Trustees Meeting
September 17, 2025 6:00 pm



Present: President Suzanne Hawthorne-Clay, Vice President Matt Cellura, Secretary Sam Taylor, Mark Durbin, Mary Johnson, Becki Kovach, and Holly Toth.

Also Present: Director Laura Leonard, Assistant Director Cari Dubiel, and Fiscal Officer Kile Byington.

Call to Order: President Suzanne Hawthorne-Clay called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Sam Taylor moved to approve the August 20, 2025 regular meeting minutes. Mark Durbin seconded the motion. The motion was approved.

Audience Participation: Melissa Faluhelyi, Circulation Clerk, and Alli Rankin, Children's Associate, were introduced. Walter Hoffmann was in attendance.

President's Report: None

Fiscal Officer Kile Byington Reported:

- Discussed PLF and 2026 budget numbers.
- Presented two policy draft updates for the board to review. One policy offers part time staff vacation pay. The other policy would offer part-time staff bereavement leave. These benefits are offered to part-time staff by libraries of similar size and resources to ours.
- A representative from the painter's union contacted the Fiscal Office to ensure that the Library is meeting its obligations under the prevailing wage laws. We have been in discussions with our construction counsel and are providing the information as requested by the painter's union representative.

August 2025 Fund Balances

General Fund	937,279.28
Friends Fund	14,159.58
Building and Repair Fund	821,641.61
Technology Fund	60,243.93
Total All Funds	<u>1,833,324.40</u>

Matt Cellura moved to approve the August 2025 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken and passed:

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

Absent: None

Director Laura Leonard Reported:

- Discussed the progress of phase two of the renovation. There have been several change orders due to lack of direction in the construction drawings. The largest is the changing of an open ceiling concept to a drop ceiling. The contractor has substantial completion still planned by the end of October. Laura and Kile Byington have discussed the lack of communication with the architect with legal counsel. The contractor has spoken about his frustrations as well.
- On September 1, 2025, the cleaning company employee left water running in the janitorial closet which resulted in a flood near the employee entrance. The results were damage to carpet, paper products and some items in Acquisitions. We are looking into recovering the cost, including replacing the carpet.

- Libraries will be checked for cybersecurity compliance by July 1, 2026. We are in the process of developing our program.
 1. Beginning September 30, 2025, Cybersecurity incidents must be:
 - Reported to OCIC within 7 days (Ohio Cyber Integration Center-"Ohio National Guard Cyber Reserve Response)
 - Reported to the Auditor of State within 30 days
 2. Ohio local government districts cannot pay a ransomware demand unless their legislative body has formally approved the payment and the resolution must state why the payment is in the best interest of the local government.
- The committee that reviewed the book challenge we received has decided to remove the book from our collection as it does not fit in with our Collection Development Policy.
- The bookmobiles electrical problems have been solved with the help of Farber.

Committee Reports:

Building and Grounds: Matt Cellura discussed the change order for the ceilings for Phase 2 of the renovation from an open ceiling concept to a drop ceiling. This was in large due to lack of direction from the construction drawings.

Personnel: Mark Durbin discussed the Director and Fiscal Officer self evaluations that were emailed to board members. All board members should submit reviews and comments to him by the end of September.

Finance: None

Friends of the Library: Next meeting is September 24, 2025 at 4:30 pm.

Library Foundation: Holly Toth reported that 46 tickets have been sold for the Foundation Experience. The background circle for the Legacy Tree has been installed and the tree has been delivered and is waiting install.

Unfinished Business: None

New Business: Trustee Council Meeting October 9, 2025 at 7:00 pm via Zoom. Dr. Taylor will attend on behalf of the board.

Consent Agenda

- 2025-25 Motion to approve a change order request not to exceed \$12,000 to install a drop-in acoustical ceiling in the Phase 2 area of the project, rather than the planned open ceiling concept.
- 2025-26 Approve disposal of assets as presented.
- 2025-27 Motion to accept the restricted donation of \$4,000 to the Building and Repair Fund, from the Twinsburg Public Library Foundation towards the purchase of a board game table for the new "commons" space.

Sam Taylor moved to approve as amended. Holly seconded. A roll call vote was taken and passed:

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

Absent: None

Mary Johnson moved to adjourn at 7:00 p.m. Becki Kovach seconded. The motion was passed.

President

Secretary