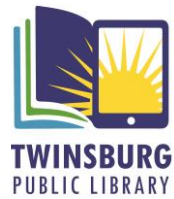


Twinsburg Public Library  
Board of Trustees Meeting  
November 19, 2025 6:00 pm



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

**Absent:** Becki Kovach

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

**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 October 15, 2025 regular meeting minutes. Mary Johnson seconded the motion. The motion was approved.

**President's Report:** Board President Suzanne Clay shared what a great evening she had attending the Foundation Experience.

**Fiscal Officer Kile Byington Reported:**

- PLF is expected to be 2-3% (approx. \$30k to \$40k) below what was anticipated from beginning of year.
- Presented and discussed 2026 Temporary Appropriations.
- Updated Holiday Pay and Bereavement policies presented to be voted on in consent agenda.
- Also presented and discussed 2026 Pay Scale.

**October 2025 Fund Balances**

General Fund	1,264,689.52
Friends Fund	15,567.03
Building and Repair Fund	661,730.07
Technology Fund	60,681.59
<b>Total All Funds</b>	<b><u>2,002,668.21</u></b>

**Matt Cellura moved to approve the October 2025 Financial Report. Holly Toth seconded the motion. A roll call vote was taken and passed:**

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

Absent: Ms. Kovach

**Director Laura Leonard Reported:**

- The renovation project is substantially complete. A punch list was done on November 7<sup>th</sup> and Lawler will be tending to the issues throughout the month of December.
- There will be a reduction in the final invoice from the architect after our meeting discussing some areas of concern.
- The cleaning company's insurance will cover the cost to replace the carpet by the Staff Entrance.
- The starter on the generator will have to be replaced.
- Michael Dober's last day in ALIS was November 7<sup>th</sup>. Interviews for his replacement are ongoing. Ali Rankin, part time Children's Associate, has left to take a full time position. A job ad will be posted soon. Darla Woods, part time Children's Associate, will become full time. She will continue part time in the Children's Department and part time helping Kaitlin Walker in Outreach.

- Staff Training Day is February 23, 2026 where the Employee of the Year will be announced. Details to follow.

Committee Reports:

**Building and Grounds:** None

**Personnel:** Executive Session at end of meeting.

**Finance:** Presented 2026 Temporary Appropriations.

**Friends of the Library:** The Friends Shop will be open during the Open House on December 14<sup>th</sup>. The slate of officers will remain the same for 2026. Donations in memory of Don Spice will be used towards the Makerspace. Currently at 182 members.

**Library Foundation:** Currently looking for a new board member. The Experience was successful, bringing in approximately \$7,000. Next meeting is December 8, 2026.

**New Business:** The nominating committee consists of Mary Johnson, Becki Kovach, and Holly Toth. The 2026 slate will be announced at the January organizational meeting.

**Sam Taylor moved** to add 2025-43 to the consent agenda. Matt Cellura seconded the motion. Motion passed.

#### Consent Agenda

2025-35	Approve the 2026 Temporary Appropriations for All Funds.
2025-36	Approve the 2026 Pay Scale as presented.
2025-37	Set the average percentage for staff salary increases not to exceed 3% for 2026 to be distributed at the discretion of the Director.
2025-38	Approve the updated Holiday Pay Policy.
2025-39	Approve the updated Bereavement Policy.
2025-40	Resolution authorizing advances of local taxes in 2026.
2025-41	Accept a \$400 unrestricted donation from Summit e-Waste Recycling Solutions.
2025-42	Allow the Director to enter into a contract with Jan-Pro Cleaning and Disinfecting for janitorial services at a cost of \$47,808 for 2026.
2025-43	Accept the donation of metal artwork by Steel Alive artists, Courtney and Rommel Ricaurte, from the family of Mike and Sue Molnar, in memory of their parents.

**Sam Taylor moved to approve. Mark Durbin seconded. A roll call vote was taken and passed:**

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

Absent: Ms. Kovach

**Matt Cellura moved** to convene an Executive Session at 6:51 pm to discuss the employment of a public official. Mary Johnson seconded. A roll call vote was taken and passed.

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

Absent: Ms. Kovach

Came out of Executive Session and returned to regular session at 7:25 pm.

- 2025-44      Accept the 2025 evaluations for the Director and Fiscal Officer and resolve to rehire both for 2026.  
2025-45      Set the 2026 salaries for the Director and Fiscal Officer to be the same as 2025. In lieu of a raise in 2026, the Director and Fiscal Officer will receive a bonus of 3% of their 2025 gross wages, to be paid in 2025.

**Matt Cellura moved to approve. Mark Durbin seconded. A roll call vote was taken and passed:**

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

Absent: Ms. Kovach

**Mary Johnson moved** to adjourn at 7:27 p.m. Holly Toth seconded. The motion was passed.

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President

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Secretary