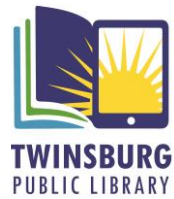


Twinsburg Public Library  
Board of Trustees Meeting  
December 17, 2025 5:30 pm



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

**Absent:** Suzanne Hawthorne-Clay

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

**Call to Order:** Vice President Matt Cellura called the meeting to order at 5:30 p.m.

**Minutes of Last Meeting:** Mark Durbin moved to approve the October 15, 2025 regular meeting minutes. Becki Kovach seconded the motion. The motion was approved.

**Audience Participation:** Eve Fenn, ALIS Associate, was introduced. Shaun Castillo, Twinsburg Council Person At-Large joined the meeting at 6:00.

**President's Report:** Vice President Matt Cellura talked about the Open House on December 14<sup>th</sup> that was very well attended, despite the bad weather. Both staff and visitors were very enthusiastic and happy.

**Fiscal Officer Kile Byington Reported:**

- PLF is expected to be about 3% shy of forecasted totals. This puts the Library at about \$15k-\$20k above 2024 final PLF receipts, approximate increase of 1%.
- The cost of the Library's liability insurance was not available by the time of this meeting. Since the amount will be under \$20,000, the Fiscal Officer will renew the contract, and the motion will be available for approval at the January meeting.
- 2026 will be an audit year.

**November 2025 Fund Balances**

|                          |                            |
|--------------------------|----------------------------|
| General Fund             | 1,158,764.65               |
| Friends Fund             | 24,399.22                  |
| Building and Repair Fund | 511,134.81                 |
| Technology Fund          | 49,841.75                  |
| <b>Total All Funds</b>   | <b><u>1,744,140.43</u></b> |

**Sam Taylor moved to approve the November 2025 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken and passed:**

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

Absent: Dr. Hawthorne-Clay

**Director Laura Leonard Reported:**

- The construction is fairly complete, apart from the punch list items. The Makerspace/Media Lab and Library of Things are getting their finishing touches, including working on guidelines for use.
- A couple of sound level meters have been added to the Circulation and Reference Desks near the commons area to encourage patrons and staff to use more considerate voice levels in the Library.

- We have partnered with the Ohio Persistent Cyber Improvement (OPCI) organization to provide free cyber security training to staff and board members. An email will be sent out with instructions and must be completed by March 17, 2026.
- Attended some exhibits and a workshop at the Ohio Library Council Convention in Cleveland. Other staff members also attended the convention throughout the week.
- Through our membership of the Ohio Schools Council, we have contracted with Waste Management for our trash removal and recycling. Republic Services will be removing their bin by 12/31. We will be looking into a single-stream recycling solution with Waste Management once Royal Oak removes their bin in January.
- In addition to their normal yearly pledge, the Friends have donated an additional \$10,000 to be used for furniture and equipment. Team members will be making decisions on what it will be spent on.

#### **Assistant Director Cari Dubiel Reported:**

- Two job postings have been posted, full time ALIS Librarian and part time Children's Associate.
- Added new assisted living stop to bookmobile outreach, Canterbury of Twinsburg. Monthly visits began December 4<sup>th</sup>.
- CLEVNET making changes to their ecard registration. They will also begin allowing patrons to renew their accounts online after the 3 year expiration date.

#### **Committee Reports:**

##### **Building and Grounds:** None

**Personnel:** Met with Director and Fiscal Officer on December 15<sup>th</sup> to discuss their evaluations. Director Laura Leonard will retire on October 31, 2026. Will start advertising for the job sometime in March 2026. Currently reviewing search firms to help look for Director's replacement.

##### **Finance:** None

**Friends of the Library:** Holiday luncheon for volunteers and sorters was well attended. Tabby has been collaborating with Cari Dubiel and Kaitlin Walker to get donated books added to the Library's collection, including the Bookmobile.

**Library Foundation:** Total raised from the Experience was \$7,921. Several people have expressed interest in joining the Foundation. The Mini Golf event will be April 25 and 26, 2026.

**New Business:** Becki Kovach has reached out to all current slate of officers and they have all agreed to keep their same positions for 2026.

#### **Consent Agenda**

- 2025-46 Approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of \$100,000 each from the Edward H. Sutton Insurance Agency, Inc. for the period of January 1, 2026 through December 31, 2026 (Continuation Certificates attached).
- 2025-47 Approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000 per claim from the Edward H. Sutton Insurance Agency, Inc. for the period of January 1, 2026 through December 31, 2026.

- 2025-48 Accept a restricted donation from the Friends of the Twinsburg Public Library for \$10,000 to be used in the new makerspace.
- 2025-49 Accept a restricted donation from Robert Voytas for \$800 to be used on staff appreciation.
- 2025-50 Allow disposal of assets as presented.

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

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

Absent: Dr. Hawthorne-Clay

**Mary Johnson moved** to adjourn at 6:12 p.m. Becki Kovach seconded. The motion was passed.

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President

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Secretary