

**Barberton Public Library**  
**Regular Meeting Board of Trustees, January 27, 2022**

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**MEMBERS PRESENT**

Caroline Brindo  
Kenneth Cheatham  
Jennifer Doll  
C. Racyne Leskanic  
Terri Masich

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
State Representative Bill Roemer  
Josie Roemer

President Brindo called the meeting to order at 6:30 p.m.

**RESOLUTION 1-2022** - Moved by Masich, seconded by Leskanic to appoint Michael DeSan full-time Fiscal Officer and Melissa Futrell full-time Deputy Fiscal Officer at their current compensation. Both appointments are to be for one year, and the Fiscal Officer is to be bonded for \$75,000. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

Roemer administered the oath of office to DeSan.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio and impartially discharge your duties as Fiscal Officer and Deputy Fiscal Officer of the Barberton Public Library, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is selected and qualified?" His reply was "I do."

As Futrell was unable to attend this meeting, Mayor William Judge administered the oath of office to her at the Library on January 20, 2022. Her response was "I do."

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Michael DeSan, Fiscal Officer

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Melissa Futrell, Deputy Fiscal Officer

Hutchison reported that the Friends of the Library met last Wednesday, January 19, and that Public Relations Associate Maggie Rose is the Library's liaison to the group. At the time of the meeting, the Friends had \$5,114.48 in their checking account, \$3,033.04 in savings, and \$2,000.00 earmarked for two new Little Free Libraries, for a total balance of \$10,147.52. The FOL will not award a scholarship in 2022 due to a lack of applicants and agreed to donate \$287.50 toward a performance by Mo Mojo, a zydeco band, on the condition that the money be reimbursed to them if the Library receives grant funding for the program. After discussion, the Friends determined that they will only donate to the Library's Levy Committee fund during levy years rather than annually, as was customary in the past. The Friends had hoped to open the book room for browsing several days per week in early 2022 but have decided to postpone due to the COVID-19 pandemic, but a second donation cart has been installed, located in the Library's lobby. The FOL will host a Valentine's Day book sale on Saturday, February 14, with romance book bundles for sale in the lobby and a raffle basket. The book room will be open for the event as well.

President Brindo called for the nomination of officers.

**Moved** by Masich, seconded by Leskanic, to nominate Brindo as President, Doll as Vice President, and Miller as Secretary. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

**Moved** by Cheatham, seconded by Doll, to close the nominations. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

**RESOLUTION 2-2022** – Moved by Cheatham, seconded by Leskanic, to accept the slate of officers as follows: Brindo as President, Doll as Vice President, and Miller as Secretary. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

President Brindo appointed the following committees for 2022:

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Building and Equipment – Miller (Chair), Cheatham, and Leskanic  
Finance and Audit – McMullen (CH), Cheatham, and Masich  
Personnel – Doll (CH), Leskanic, and Masich  
Summit County Trustees Council – Brindo (delegate) and Doll (alternate)

**Moved** by Masich, seconded by Leskanic, **to schedule all regular Board meetings for 2022** at 6:30 p.m. on the following dates: January 27, February 24, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, November 17, and December 15. The Public Records Commission will meet prior to the June meeting. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

**Moved** by Doll, seconded by Masich, **to accept the minutes** of the December 2021 Board meeting. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

**DIRECTOR’S REPORT**

**Circulation:** December 2022 circulation was 20, 870, down 19.6% from December 2019 and 0.9% from December 2020, and down just slightly from November 2021. Year to date, circulation is 266,109, up 10.7% over 2020. eMedia circulation through Overdrive was 5,163 in December 2021, up 14.8% from December 2019 and down 4.4% from last December. An additional 285 eMedia titles were borrowed through Hoopla in December 2021, up 29% from December 2020. Circulation of audiovisual materials was 5,818, down 41% from December 2019 and 13.7% from December 2020, and accounting for 27.9% of the month’s total circulation.

In December 2021, 6,369 people visited the Library, down 27.6% from December 2019 and up 263.1% over December 2020. Of those visitors, 743 received curbside service and 97 visited the Community Health Library. Staff issued 102 new patron cards, down 20.9% from December 2019 and up 142.9% from December 2020, answered 3,516 reference questions, and made 67 homebound deliveries. The Library’s website was visited 2,351 times, there were 2,388 wireless sessions, and 771 computer-use sessions. In December, 790 items were added to the collection and 1,861 items were withdrawn.

**Programs & Publicity:** Hutchison distributed the December 2021 publicity packet. In December 2021, 791 people attended 33 live programs and outreach events, either in person or via Zoom and Facebook Live, showing a decrease of 2.9% in the number of programs and 26.7% in attendance as compared to December 2019, and an increase of 10% in the number of programs and 93.4% in attendance over December 2020. An additional 1,137 people participated in or viewed 25 passive and recorded programs and outreach events in December 2021, for a total of 1,928 participants at 58 events. Additionally, 146 people attended 32 non-Library programs in December 2021.

Hutchison highlighted several upcoming programs of note, including Valentines for Seniors, which invites community members to drop off hand-made or store-bought Valentine’s cards before February 12 that will then be distributed to residents in local assisted living facilities and homebound Library patrons. A limited number of craft kits for the program will be available February 1. This program was popular when introduced in 2021, with 180 cards collected and delivered to Barberton’s senior citizens. Also of note is Opera: it’s not just old...or Italian, which will be held in the Spillette Meeting Room this Saturday, January 29 at 11:00 a.m., and a Mardi Gras Mini-Float contest, with craft kits available on February 1 and entries on display beginning February 22.

Hutchison shared index cards that were created at the Guerilla Kindness Notes program, which was held on January 18 and was also available as a take and make craft kit. The program invited teens to decorate index cards with notes of support and kindness, which will be hidden in books throughout the Library for patrons to find.

Hutchison shared that the Reference Department received a large donation of crafting materials, including stamps, ink, paper, and colored pencils, from patron and FOL President Janet Ehrich, who stated that the Library’s take and make craft kits and online craft programs have helped her get through the COVID-19 pandemic.

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**Donations:**

Barbara Kirbawy - \$100

Magic City Kiwanis - \$300, in support of Craft Connections

Magic City's Remarkable Diner - \$55.35

Anonymous - 319 books, 8 computer games, 121 DVDs

**Moved** by Masich, seconded by Doll, **to accept the donations.** Ayes: Doll, Cheatham, Leskanic, and Masich. Nays: None. Motion carried.

**Mission Moment:** Hutchison shared canvas paintings that each staff member in the Children's Department received from the Romig family, who regularly attend storytimes and other children's programming.

**Other:** Hutchison presented the Board with several hiring recommendations.

**RESOLUTION 3-2022** – **Moved** by Masich, seconded by Leskanic, **to hire Lindsey McCallum** as a part-time Library Assistant in the Customer Services Department, regularly scheduled 20 hours per week at \$9.43 per hour, effective January 3, 2022. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 4-2022** – **Moved** by Cheatham, seconded by Doll, **to hire Robin Storad** as a part-time Library Assistant in the Customer Services Department, regularly scheduled 20 hours per week at \$9.43 per hour, effective January 3, 2022. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 5-2022** – **Moved** by Masich, seconded by Cheatham, **to hire Andrew Weaver** as a part-time Library Assistant in the Customer Services Department, regularly scheduled 20 hours per week at \$9.43 per hour, effective January 3, 2022. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

Hutchison informed the Board that the Library's annual Staff Development Day will be held on Monday, February 21, 2022. Activities for the day will include department meetings, a strategic planning session, and training sessions on diversity, equity, and inclusion and suicide prevention.

Hutchison shared that former Reference Services Manager Paula Wagner applied for and received \$10,872.00 in Emergency Connectivity Grant funding, to be used for new laptops and Chromebooks. DeSan will oversee the remainder of the grant process in Wagner's absence.

Hutchison noted that the Library's Collection Development policy was included in this month's Board packet due to the recent increase in book challenges in school libraries nationwide, and that she was contacted this week by a reporter from the Akron Beacon Journal for information regarding BPL's procedures for challenged materials. She reviewed the policy, which includes a Request for Reconsideration form for challenged materials, as well as the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

Hutchison reviewed a report of continuing education completed by Library staff in 2021.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of January 2022 for the Barberton Public Library was \$96,459.44.

DeSan reviewed the financial reports, bank reconciliations, and bills paid for the month of December 2021.

**Moved** by Masich, seconded by Leskanic, **to accept the financial report, bank reconciliations, and bills** paid for the month of December 2021. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

**RESOLUTION 6-2022** – **Moved** by Doll, seconded by Cheatham, **to allow mileage reimbursement of Library-approved use of a private vehicle in 2022 at the rate of 58.5¢ per business mile driven**, as adopted by the Internal

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Revenue Service, effective January 1, 2022. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

**COMMITTEE REPORTS**

**Finance and Audit Committee:** No meeting held.

**Personnel Committee:** No meeting held.

**Building and Equipment Committee:** No meeting held.

**Summit County Library Trustees Council:** No meeting held.

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** Hutchison informed the Board that the Ohio Library Council's annual Library Trustee Workshop will be held on Saturday, March 12, 2022 in Dublin, Ohio, with a virtual option available as well. Topics include Boardmanship, library finances, legislative and legal issues, and the importance of diversity, equity, and inclusion in public libraries. The deadline to register is March 4, and the Library will register and pay for any interested Board members.

Hutchison shared that House Bill 51 would permit public bodies to hold virtual meetings. The Ohio Senate has passed the bill, which would go into effect immediately if approved by the House and signed by the Governor.

**Community Correspondence:** Hutchison shared that Reference Department prepared Christmas care packages for the Library's homebound patrons, as well as details of a phone call from one of the patrons thanking them for the gift.

**OLD BUSINESS**

**COVID-19 Updates:** Hutchison informed the Board that 2,153 COVID-19 rapid test kits were distributed by Library staff in December 2021, with a total of 7,627 being distributed to community members since the service was launched in September 2021. The Ohio Department of Health announced on January 12 that they would be adjusting their COVID-19 test kit allocation strategy to ensure that public schools receive an adequate supply of tests and will be suspending shipments to other community partners, including libraries and local health departments. Since then, the Library has not received any test kits, and Hutchison is unsure when distribution to libraries will resume.

Hutchison reminded the Board that their Strategic Plan Goal Setting Retreat is scheduled for Thursday, February 17 from 5:00 to 9:00 p.m., and that all Board members are encouraged to attend. The session will be facilitated by Northeast Ohio Regional Library System Director Betsy Lantz.

The Board scheduled a Personnel Committee Meeting for Thursday, February 24, 2021 at 5:30 p.m. to discuss salaries. DeSan will provide the Board with information and recommendations in advance of the meeting.

**NEW BUSINESS**

Hutchison presented the Board with a liquor permit request from Casa Del Ranchero, located at 564/566 West Tuscarawas Avenue. The Board had no opposition to the request.

**Moved** by Masich, seconded by Leskanic, **not to contest Casa Del Ranchero's liquor permit request.** Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

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Hutchison provided the Board with information on the Peggy Barber Tribute Grant, available through the American Library Association. If awarded, the \$2,500.00 grant would be used to support New Orleans themed programming in August 2022.

**RESOLUTION 7-2022** – Moved by Masich, seconded by Leskanic, **to apply for the American Library Association’s Peggy Barber Tribute Grant**. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Resolution adopted.

Moved by Masich, seconded by Cheatham, **to adjourn** the meeting at 7:23 p.m. Ayes: Cheatham, Doll, Leskanic, and Masich. Nays: None. Motion carried.

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Caroline Brindo, President

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Jennifer Doll, Vice President