

**Barberton Public Library**  
**Regular Meeting Board of Trustees, January 19, 2023**

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**MEMBERS PRESENT**

Caroline Brindo  
Kenneth Cheatham  
Jennifer Doll  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Cathryn Humes, Reference Services Librarian  
William Judge, Mayor of Barberton  
Katie DeSan  
Baby Michael DeSan

President Brindo called the meeting to order at 7:00 p.m.

Hutchison introduced new staff member Humes to the Board. Humes brings experience from Reed Memorial and Akron Summit County Library and completed her practicum at BPL in 2018.

Humes left the meeting at 7:02 p.m.

**RESOLUTION 1-2023** - Moved by Masich, seconded by Miller 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, Masich, and Miller. Nays: None. Resolution adopted.

McMullen entered the meeting at 7:19 p.m.

Judge administered the oath of office to DeSan and Futrell.

"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?" Their reply was "I do."

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Michael DeSan, Fiscal Officer

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Melissa Futrell, Deputy Fiscal Officer

Judge left the meeting at 7:05 p.m.

Hutchison reported that the Friends of the Library met last evening and approved a donation not to exceed \$900.00 to be used for a new staff room refrigerator. Hutchison requested that the FOL donate annually to the Library's levy campaign, which will be voted on at their March meeting. The Friends currently have \$533.20 in their savings account and \$10,156.67 in checking, which they intend to combine into just a checking account going forward. The Friends' next book sale will be held on February 4, 2023 and will include raffle baskets.

There was a discussion regarding how the Friends will donate going forward. The current FOL Board would prefer to donate toward specific requests from the Library, rather than donating a lump sum percentage annually. Hutchison will compile a wish list for 2023 so that donation requests can be made on a regular basis.

President Brindo called for the nomination of officers.

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

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

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

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

**RESOLUTION 2-2023** – **Moved** by Masich, seconded by Leskanic, **to accept the slate of officers** as follows: McMullen as President, Miller as Vice President, and Cheatham as Secretary. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

President McMullen appointed the following committees for 2023:  
Building and Equipment – Miller (Chair), Masich, and Leskanic  
Finance and Audit – Doll (CH), Brindo, and Leskanic  
Personnel – Cheatham (CH), Brindo, and Masich  
Summit County Trustees Council – Doll (delegate) and Masich (alternate)

**Moved** by Doll, seconded by Leskanic, **to schedule all regular Board meetings for 2023** on the following dates: January 19, February 23, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 16, and December 21. All meetings will start at 6:30 p.m. except the January meeting, which will begin at 7:00 p.m. The Public Records Commission will meet prior to the June meeting. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

**Moved** by Miller, seconded by Leskanic, **to accept the minutes** of the December 2022 Board meeting. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

**DIRECTOR’S REPORT**

**Circulation:** December 2022 circulation was 22,799, up 9.2% from December 2021 and down slightly from November 2022. Year to date, circulation is 276,283, up 3.8% from 2021. eMedia circulation through Overdrive was 5,248 in December 2022, up 1.7% from December 2021. An additional 419 eMedia titles were borrowed through Hoopla in December 2022, up 47% from last December. Circulation of audiovisual materials was 7,153, up 23% from December 2021, and accounting for 23% of the month’s total circulation.

In December 2022, 5,717 people visited the Library, down 10.3% from December 2021. Of those visitors, 50 received curbside service and 80 visited the Community Health Library. Staff issued 76 new patron cards, down 25.5% from December 2021, answered 1,452 reference questions, made 31 home deliveries, and distributed 287 Covid test kits. The Library’s website was visited 2,614 times, and there were 822 computer-use sessions and 2,167 wireless sessions. In December, 640 items were added to the collection and 792 items were withdrawn.

Library staff processed 26 passport applications and took 24 passport photos in December 2022, grossing \$1,198.00. After postage, the Library’s net income was \$1,063.75 for the month. Since passport services were introduced in July, staff have processed 113 applications and taken 88 photos, grossing \$5,011.00 in income for the Library in 2022.

**Programs & Publicity:** Hutchison distributed the December 2022 publicity packet. In December 2022, 1,184 people attended 42 live programs and outreach events, either in person or virtually, showing an increase of 27.2% in the number of programs and 49.7% in attendance as compared to December 2021. An additional 709 people participated in or viewed 13 passive or recorded programs and outreach events in December, for a total of 1,893 participants at 55 events. Additionally, 154 people attended 47 non-Library programs or meetings in December 2022.

Upcoming programs of note include Paws to Read on January 21, The Pout-Pout Fish Visits the Library on February 1, Women’s Self-Defense Class with the Summit County Prosecutor’s Office on February 2, and Winter Reading Challenge for all ages, which started on January 9 and concludes on February 28.

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**Donations:**

Friends of Barberton Public Library: \$50.00, in memory of Victor Myers  
Nora Odra: 42 books

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

**Mission Moment:** Hutchison shared a photo of a bulletin board at the Barberton Police Department promoting Got Game!, a quarterly program that allows children and teens the opportunity to interact and build positive relationships with Barberton police officers by providing a fun and relaxed environment in which the kids and officers can challenge each other to a variety of games and enjoy a slice of pizza together. Each child who attends also gets to pick out a book to keep.

**Department Update:** Hutchison informed the Board that they will receive department updates every other month in 2023 based on the following schedule: February, Reference; April, Public Relations; June, Children's; August, Technical Services; October, Customer Services; December, Facilities.

**Other:** Hutchison noted that an amendment to the 2023 Operating Calendar was necessitated by rescheduling the January Board Meeting.

**RESOLUTION 3-2023**-**Moved** by Masich, seconded by Cheatham **to approve the proposed changes to the Library's 2023 Operating Calendar.** Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

The Library's annual Staff Development Day is Monday, February 20. Confirmed activities for the day include a session on collection diversity presented by Cuyahoga County Public Library's Wendy Bartlett, Chair Yoga with Colleen Hohl, and a self-defense session presented by the Summit County Prosecutor's Office. McMullen will attend to present service recognition to employees with milestone anniversaries in 2023.

Hutchison presented the Board with a report of continuing education and professional development completed by Library staff in the fourth quarter of 2022.

Hutchison presented the Board with a timeline for the Strategic Plan, and there was a discussion regarding how the Board would like to receive progress updates going forward.

Hutchison presented the Board with the 10-Year Circulation Overview and 2022 Department Overviews.

Mrs. and Baby DeSan left the meeting at 7:32 p.m.

Hutchison attended her first Barberton Community Foundation Board meeting, held this afternoon at the Library.

Hutchison shared that former staff member Barbara Gercken, who served as Children's Services Manager from 1989 until her retirement in 2010, passed away on January 18.

**FISCAL OFFICER'S REPORT**

DeSan informed the Board that he has not yet received the Public Library Fund tax distribution for January.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of December 2022.

There was a discussion regarding the Library's certificates of deposit, and whether more money should be invested going forward.

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**Moved** by Miller, seconded by Masich, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of December 2022. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

**RESOLUTION 4-2023** – **Moved** by Masich, seconded by Miller, **to allow mileage reimbursement of Library-approved use of a private vehicle in 2023 at the rate of 65.5¢ per business mile driven**, as adopted by the Internal Revenue Service, effective January 1, 2023. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

DeSan informed the Board that the Auditor of State is eliminating 100 and 200 program codes in 2024, and the 2023 tax budget will include new codes.

Miller requested a list of prioritized building projects that will require bidding with a timeline from DeSan.

**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:** Library Legislative Day is Wednesday, April 26, 2023 at the Ohio Statehouse Atrium. 2023 is a state budget year, when the General Assembly determines how much state funding libraries across Ohio will receive through the Public Library Fund, making it critical that library advocates' voices are heard by legislators. Hutchison plans to attend Legislative Day and would welcome any available Trustees to join her.

**Community Correspondence:** Hutchison shared thank you letters from the Barberton City School District for BPL's participation in Hope for the Holidays and attending Benefest on December 16, 2022.

**OLD BUSINESS**

There was a discussion regarding the applicants for the vacant Trustee position, and the Board identified two candidates that they would like to interview. Hutchison will contact them to schedule interviews.

**NEW BUSINESS**

None.

**Moved** by Masich, seconded by Doll, **to adjourn** the meeting at 7:49 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary