

**Barberton Public Library**  
**Regular Board of Trustees Meeting, January 25, 2024**

**MEMBERS PRESENT**

Kenneth Cheatham  
Jennifer Doll  
James Leonard  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
William Judge, Mayor, City of Barberton

**MEMBERS EXCUSED**

C. Racyne Leskanic  
Terri Masich

President McMullen called the meeting to order at 6:31 p.m.

**RESOLUTION 1-2024** - Moved by Miller, seconded by Doll 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, Leonard, and Miller. Nays: None. Resolution adopted.

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 6:35 p.m.

Hutchison reported that the Friends of the Library met on January 24, 2024 and approved the purchase of a book drop for donations to be placed in the Library's Lobby. The Friends' winter book sale will be held on February 10, 2024.

President McMullen called for the nomination of officers.

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

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

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

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

DeSan left the meeting at 6:36 p.m.

**RESOLUTION 2-2024** – Moved by Miller, seconded by Cheatham, to accept the slate of officers as follows: McMullen as President, Miller as Vice President, and Cheatham as Secretary. Ayes: Cheatham, Doll, Leonard, and Miller. Nays: None. Resolution adopted.

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**Moved** by Doll, seconded by Miller, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:38 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; aye; McMullen, aye; Miller, aye. Futrell and Hutchison left the meeting. The meeting returned to regular session and DeSan, Futrell, and Hutchison returned at 6:51 p.m.

President McMullen appointed the following committees for 2024:  
Building and Equipment – Miller (Chair), Masich, and Leskanic  
Finance and Audit – Leonard (CH), Doll, and Leskanic  
Personnel – Cheatham (CH), Doll, and Masich  
Summit County Trustees Council – Doll (delegate) and Masich (alternate)

**Moved** by Miller, seconded by Leonard, **to schedule all regular Board meetings for 2024** on the following dates: January 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 21, and December 19. All meetings will start at 6:30 p.m. The Public Records Commission will meet prior to the June meeting. Ayes: Cheatham, Doll, Leonard, and Miller. Nays: None. Motion carried.

**Moved** by Doll, seconded by Miller, **to accept the minutes** of the December 2023 Board meeting. Ayes: Cheatham, Doll, Leonard, and Miller. Nays: None. Motion carried.

**DIRECTOR’S REPORT**

**Circulation:** Hutchison reviewed the December 2023 statistics, highlighting several areas of growth. In December, staff processed 35 passport applications and sold 42 passport photos, notarized 28 documents, and distributed 212 Covid test kits to community members.

**Programs & Publicity:** Hutchison distributed the December 2023 publicity packet, noting that the Library has partnered with Project Learn of Summit County to provide GED Classes at BPL on Tuesdays and Thursdays throughout 2024, and will host a Barberton-Area Hiring Event in partnership with Ohio Means Jobs Summit County on Wednesday, February 7.

After discussion, it was requested that all Trustees be added to the mailing list for the Library’s digital newsletters.

**Donations:**

Mary Kay Ball: One-year subscription to Consumer Reports  
Tangela Barnette: Two commemorative plates, to Local History  
Doug & Carla McBain: \$250.00, to be used for Children's and Teen Services  
Shirley Bell: 1951-52 football programs, to Local History

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

**Mission Moment:** Hutchison shared the following from Reference Librarian Dia Thomas: “A patron brought me a card and box of cookies today. I helped him print the photos that he needed for his court case. I also helped him search for the business home and home address of the man he was suing. He thanked me for the help and encouragement I gave him...he came back in to let me know that he found the man he was suing, and they were able to meet and settle the matter out of court.”

**Strategic Plan:** Hutchison shared a progress report with the Board, including a 2024 facility maintenance plan. The Board requested that this be presented again in February, along with estimated cost and an indication of whether the work would be completed by staff or contracted.

It was suggested that the Library utilize project management software for the Strategic Plan so that the Board and key staff would be able to access the information. Hutchison or Futrell will investigate this further.

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There was a discussion regarding the first-floor renovation project. A Building Committee meeting will be held immediately before the February 22 Board meeting.

**Other:** The Library's annual Staff Development Day is Monday, February 19. Confirmed activities for the day include Active Threat Training with Marty Eberhart of the Barberton Police Department, Dementia Friends Training presented by Summit County Public Health, and a session on unconscious bias presented by Kastner, Westman, and Wilkins, LLC.

Per Board instructions, all staff members were asked to submit two programming ideas for six age groups. Hutchison and other key staff will pick the top two ideas from each category to be submitted to the Board at their March meeting.

Hutchison received a draft of the Employee Handbook on December 20, and has a call planned with Kaster, Westman, and Wilkins, LLC to discuss changes. She hopes to present the Board with a final draft of the handbook ahead of the March meeting.

Hutchison informed the Board that staff spirit days were held on January 5 and 6, 2024 to celebrate the Cleveland Browns being in the playoffs, with pizza provided for lunch on each day.

DeSan will attend Enneagram training in 2024.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for January 2024 for the Barberton Public Library was \$82,363.51.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of December 2023.

**Moved** by Miller, seconded by Doll, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of December 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

**RESOLUTION 3-2024** – **Moved** by Miller, seconded by Doll, **to allow mileage reimbursement of Library-approved use of a private vehicle in 2024 at the rate of 67¢ per business mile driven**, as adopted by the Internal Revenue Service, effective January 1, 2024. Ayes: Cheatham, Doll, Leonard, and Miller. Nays: None. Resolution adopted.

**COMMITTEE REPORTS**

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

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

**Personnel Committee:** No meeting held.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** Library Legislative Day is Wednesday, April 24, 2024 at the Sheraton on Capitol Square in Columbus. Legislative Day is an opportunity for Library staff and trustees to meet with legislators to advocate on behalf of Ohio's public libraries. Hutchison plans to attend and would welcome any available Trustees to join her.

OLC's Northeast Ohio Trustee Dinner will be held on May 2, 2024 at 6:00 p.m. at the Embassy Suites by Hilton Cleveland Rockside in Independence. The event is an opportunity for library trustees and administrators to discuss the

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challenges and opportunities ahead for Ohio's public libraries. Registration for this event begins in February 2024; trustees who would like to attend should notify Hutchison.

**Community Correspondence:** None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**Moved** by Miller **to adjourn** the meeting at 7:29 p.m. Ayes: Cheatham, Doll, Leonard, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary