

**Barberton Public Library**  
**Regular Board of Trustees Meeting, February 24, 2022**

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**MEMBERS PRESENT**

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

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**MEMBERS EXCUSED**

Terri Masich

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

Hutchison reported that the Friends of the Library Membership Committee is planning a Get to Know Your Friends Day on Tuesday, June 14, 2022 from 3:00 to 7:00 p.m. in the hopes of attracting new members. The Library is planning a Volunteer Tea on Thursday, April 21, likely to be held in the evening, to show appreciation to the Friends of the Library, as well as other Library volunteers. Hutchison plans to request a \$4,000.00 donation from the Friends for 2022, to be used for additional lightweight tables for the meeting room and to start a Library of Things. If the FOL elect to donate less than the requested amount, their donation will likely still be split between the two projects.

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

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reminded the Board that the Library building was closed to the public from December 4, 2020 through February 1, 2021, with contact-free and curbside services available, and noted the impact of this when comparing circulation figures from January 2021. January 2022 circulation was 20,517, up 10.4% from January 2021, and down just slightly from December 2021. eMedia circulation through Overdrive was 5,800 in January 2022, up 1.6% from January 2021. An additional 345 eMedia titles were borrowed through Hoopla in January 2022, up 50.7% from last January. Circulation of audiovisual materials was 5,175, up 32.1% from January 2021, and accounting for 25.2% of the month's total circulation.

In January 2022, 5,320 people visited the Library, up 238.4% from January of 2021. Of those visitors, 240 received curbside service and 118 visited the Community Health Library. Staff issued 94 new patron cards, up 95.8% from January 2021, answered 2,934 reference questions, and made 44 homebound deliveries. The Library's website was visited 2,867 times, there were 2,031 wireless sessions, and 689 computer-use sessions. In January, 732 items were added to the collection and 423 items were withdrawn.

Hutchison informed the Board that due to continued uneven and inconsistent delivery service to libraries across the state of Ohio, Priority Dispatch will replace STAT Courier as the statewide delivery service used by Ohio libraries on April 18, 2022. BPL experienced a significant decrease in circulation in July and August of 2021 due to an inability to fill patron holds with interlibrary loan materials because of delivery delays during the transition from Priority Dispatch to STAT Courier, though the service has since stabilized. This contract is awarded through a competitive bid process and is negotiated by the State Library of Ohio and OhioLINK on behalf of all public and university libraries in the state.

**Programs & Publicity:** Hutchison distributed the January 2022 publicity packet. In January 2022, 593 people attended 34 live programs and outreach events, either in person or via Zoom and Facebook Live, showing an increase of 6.3% in the number of programs and 90.7% in attendance as compared to January 2021. An additional 616 people participated in or viewed 22 passive and recorded programs and outreach events in January, for a total of 1,209 participants at 56 events. Additionally, 179 people attended 41 non-Library programs in January 2022.

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Hutchison shared that the Children's Department staff interacted with over 300 children last week while conducting programs and outreach planned around the rental of an Arnie the Doughnut costume. Throughout the week, Arnie visited Barberton Preschool, Head Start, and Van Buren Homes, and participated programs and storytimes at BPL.

**Donations:**

Anonymous - \$5,000, to be used for children's programming  
- \$20.00  
- 248 books  
- 3 magazines

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

**Mission Moment:** Hutchison shared that the Reference Department collected 179 cards during their Valentine's for Seniors campaign, which invited community members to donate hand-made or store-bought Valentine's cards which were then distributed to residents in local assisted living facilities. Reference Services Librarian Glennis Siegfried delivered the cards on February 14 and arrived at Pleasant Pointe Assisted Living during their holiday party, allowing the cards to be immediately passed out and enjoyed. The Reference Department has also begun sending birthday cards to Homebound Services customers on behalf of the Library and received a call from one recipient stating that though she didn't know everyone who signed the card, she really enjoyed each message as they "brought her a little bit of joy this winter."

**Other:** Hutchison shared with the Board that she intends to add a Library of Things to BPL's collection in 2022, which is a collection of non-traditional items available for circulation to customers. Such collections can include a multitude of items, such as mobile hotspots, musical instruments, tools, zoo passes, traffic cones, kitchen utensils or appliances, and fishing or birdwatching equipment. Hutchison plans to ask the FOL to donate \$2,000.00 to help launch the collection.

Hutchison informed the Board that the Library's annual Staff Development Day was held on Monday, February 21, 2022, and was well-received by the 25 staff members in attendance. Five staff members received service recognition awards: Maggie Rose, Public Relations Associate, for 5 years; Alison Huey, Children's Services Manager, for 10 years; Carie Stansky-Hunter, Library Assistant, for 20 years; and John Jenny, Facilities Services Assistant, and Jenny Ray, Page, for 35 years. Activities for the day included an all-staff strategic planning session with Betsy Lantz and Melissa Lattanzi of NEO-RLS, DEI training with Dr. Fedearia Nicholson-Sweval of Stark State University, and Q.P.R suicide prevention training with Daniel Bennett of Greenleaf Family Center.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of February 2022 for the Barberton Public Library was \$108,252.32.

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

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

DeSan reviewed the 2021 Annual Financial Report, which has been submitted to the Auditor of State and advertised in the Barberton Herald. Overall, the Library had receipts of \$1,855,836.00 and disbursements of \$1,509,595.00, creating a net position of governmental activities increase of \$346,241.00 during 2021. DeSan attributed the positive cash flow to an increase in public library funding and prudent management of expenses. Key highlights from 2021 included the hiring of a new Fiscal Officer in February, and the addition of an Adult Services Outreach Librarian as well as the reinstatement of separate full-time Deputy Fiscal Officer and Customer Service Manager positions in September.

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**RESOLUTION 8-2022** – Moved by Miller, seconded by Cheatham, to **accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2022 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Cheatham, Doll, Leskanić, McMullen, and Miler. Nays: None. Resolution adopted.

**COMMITTEE REPORTS**

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

**Personnel Committee:**

**RESOLUTION 9-2022** – Moved by Cheatham, seconded by Leskanić, **to accept the updated Starting Salary Ranges** as presented, effective April 1, 2022. See attached page 2489. Ayes: Cheatham, Doll, Leskanić, McMullen, and Miller. Nays: None. Resolution adopted.

**RESOLUTION 10-2022** – Moved by Doll, seconded by Cheatham, **to grant a one-time pay increase** to employees currently earning less than the updated minimum starting salary for their positions. Additionally, all employees will be granted a one-time increase of 3% of the new minimum starting salary for their position for each year that they have held that position, up to a maximum of seven (7) years. These changes will take effect in the pay period including April 1, 2022. Ayes: Cheatham, Doll, Leskanić, McMullen, and Miller. Nays: None. Resolution adopted.

The Board expressed interest in hearing staff feedback regarding the updated starting salaries and pay increases.

**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 will 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 to attend. Cheatham will be attending virtually.

Hutchison informed the Board that OLC’s annual Legislative Day will be held on Wednesday, April 6 in Columbus, Ohio, and invited any interested Board members to attend with her. Brindo expressed an interest in attending if her schedule allows.

**Community Correspondence:** None.

**OLD BUSINESS**

**COVID-19 Updates:** Hutchison informed the Board that 631 COVID-19 test kits were distributed by Library staff in January 2022. 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 test kits, and that shipments to other community partners, including libraries and local health departments, would be suspended. BPL has since received several shipments of test kits, which have included both over the counter “peace of mind” tests as well as un-proctored tests that provide official results. Public interest in the kits has declined significantly since proctored tests providing official results have become unavailable.

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Hutchison informed the Board that masks are now recommended for those attending in-person Library programming, rather than required.

Hutchison shared that House Bill 51, which permits public bodies to hold virtual or hybrid meetings, was approved by the House and signed by Governor DeWine. Board members need not be physically present in the meeting to be considered “in-person” for the purposes of a quorum or voting, but members of the public must be given the opportunity to join meetings virtually as well.

**Strategic Plan Updates:** Hutchison distributed a document that included a mission, vision, values, and strategic goals drafted by NEO-RLS after the Board goal setting retreat held on February 17. The next step in the strategic planning process will be a leadership team retreat on March 9, where supervisors and other key staff will create action items based on the presented goals. Hutchison also shared that staff from NEO-RLS complimented BPL’s Board, staff, and community as being some of the most engaged groups that they have worked with for strategic planning.

**NEW BUSINESS**

**Moved** by Miller, seconded by Leskanic, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:07 p.m. Roll call: Brindo, aye; Cheatham, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison, DeSan, and Futrell left the meeting.

**Moved** by Miller, seconded by McMullen, **to end executive session** and return to regular meeting at 7:27 p.m. Roll call: Brindo, aye; Cheatham, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison, DeSan and Futrell returned to the meeting.

There was a discussion regarding upcoming building projects, particularly roof repairs, as well as the need for competitive quotes. Miller requested that a committee meeting be held to address the issue, as well as to discuss a policy regarding when and how a competitive bid process be utilized by the Library.

**Moved** by Doll, seconded by Leskanic, **to adjourn** the meeting at 7:30 p.m. Ayes: Cheatham, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

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Caroline Brindo, President

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Holly Miller, Secretary

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<b>Starting Salary Ranges Effective April 1, 2022</b>				
<b>POSITION</b>			<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>Librarian</b>			<b>\$ 18.11</b>	<b>\$ 25.41</b>
<b>Library Assistant</b>			<b>\$ 13.50</b>	<b>\$ 17.20</b>
<b>Page</b>			<b>\$ 9.30</b>	<b>\$ 12.06</b>
<b>Department manager w/ Master's degree</b>			<b>\$ 24.00</b>	<b>\$ 27.51</b>
<b>Department Manager w/o Master's degree</b>			<b>\$ 17.50</b>	<b>\$ 21.60</b>
<b>Marketing / Public Relations Associate</b>			<b>\$ 16.70</b>	<b>\$ 25.05</b>
<b>Facility Services Manager</b>			<b>\$ 20.00</b>	<b>\$ 27.50</b>
<b>Facility Services Assistant</b>			<b>\$ 11.00</b>	<b>\$ 17.00</b>
<b>Deputy Fiscal Officer</b>			<b>\$ 18.22</b>	<b>\$ 29.15</b>