

Barberton Public Library
Regular Board of Trustees Meeting, February 23, 2023

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MEMBERS PRESENT

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
Gretchen Quinn, Reference Services Manager
James Leonard, Prospective Trustee

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

Hutchison reported that the Friends of the Library held their Valentine's book sale on February 4, earning just over \$1,000.00. The new staff room refrigerator, which was paid for with funds donated by the FOL, has arrived.

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

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the January 2023 statistics, highlighting several areas of growth. Circulation of Library materials was up 25% over January 2022, with AV accounting for 31.8% of the month's total circulation, the highest it's been in over a year. Visits to the Library increased 21.3% over January 2022, and Library staff processed 70 passport applications and sold 63 photos.

Programs & Publicity: Hutchison distributed the January 2023 publicity packet and noted that attendance at live programs increased 102.7% over 2022. Attendance at preschool outreach programs increased by 134.5%, and meeting room use was up 53.7%. Hutchison also noted that 141 people attended the women's self-defense class presented by the Summit County Prosecutor's Office on February 2.

Donations:

James Cattarin: \$100, in memory of Barbara Gercken
Mary & Jim Eritano: \$200, in memory of Barbara Gercken
Bonnie Glick: \$50, in memory of Barbara Gercken
Kiwanis Club of Barberton: \$600, in memory of Barbara Gough, to be used for Craft Connections
Dorothy Hayden Miner: Oakdale School class photo, 1933 & Barberton High School graduating class photo, 1940
Jo Fredell Higgins, author: Autographed copy of *Samantha the Swallow*
Lois McQuaide Nemeth: \$40, in memory of Barbara Gercken

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

Mission Moment: None. Hutchison informed that Board that going forward, she will provide a Mission Moment every other month, alternating with scheduled Department Updates.

Department Update: Quinn shared an update from Reference Services, a department of six Librarians who oversee Adult, Teen, and Home Delivery Services, Local History, and the Community Health Library. 2022 brought many changes in the department, including a reorganization project for materials on the first floor, a host of new and returning in-person programs that were suspended during the pandemic, the expansion of Teen Services to include grades 6-12, rebranding Homebound Services as Home Delivery, and the retirement of longtime CHL Librarian Mary Kay Ball. In 2023, the Reference Department will add Notary Services, a Library of Things, and new community partnerships, including hosting a representative from Ohio Means Jobs of Summit County to assist patrons at BPL weekly.

Futrell left the meeting at 6:43 p.m. and reentered at 6:45 p.m.

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DeSan left the meeting at 6:53 p.m. and reentered at 6:55 p.m.

Strategic Plan: Hutchison shared a progress report with the Board, noting that updates to the first floor, including new carpet, shelving, and endcaps, updating policies, and enhancing marketing strategies to increase program attendance and visits to the Library are currently the top three priorities. In relation to these goals, Hutchison informed the Board that January meeting room usage increased 53.7% over 2022, staff are seeking new advertising opportunities with the loss of the Barberton Herald, and meetings have begun regarding the first-floor renovation. Other progress included two DEI sessions at Staff Development Day and the selection of Leonard as a Trustee, supporting the action item of recruiting and retaining a diverse staff and Board, and the beginning of a formal recognition program for employees with gifts for milestone anniversaries and recognition at SDD.

DeSan provided an update on the main floor renovation project and noted that he and Hutchison plan to schedule meetings with other local libraries who are conducting major building renovation projects. Miller will assist with the public bidding process and will schedule Building and Equipment Committee meetings as necessary throughout the project.

Miller requested firm completion dates for action items in the Strategic Plan and suggested a marketing consultant for a fresh perspective on the Library's marketing strategy, noting that some firms may offer their services pro bono.

Other: Hutchison noted that the Library's Annual Report is now available.

The Library's annual Staff Development Day was held Monday, February 20. Activities for the day included a session on collection diversity presented by Cuyahoga County Public Library's Wendy Bartlett, Chair Yoga with Colleen Hohl, a self-defense session presented by the Summit County Prosecutor's Office, and a presentation on developmental disability awareness and inclusion by Summit DD. McMullen attended part of the day with her daughter and presented service recognition awards to employees with milestone anniversaries in 2023.

On February 9, students from Barberton Middle School participated in a program facilitated by TomTod Ideas in partnership with Red Oak Behavioral Health at BPL. The students were given the opportunity to interview a variety of community members regarding what they would like to see happen in Barberton's future in relation to mental health, provided information about how Red Oak Behavioral Health addresses mental health needs within the community, then asked to brainstorm new ideas to help meet community needs.

Hutchison informed the Board that BPL intends to purchase Aunt Flow personal sanitary products and dispensers for each family restroom. The products are provided free of charge to customers and will be restocked by the Library.

The Library will participate in Inclusion Day on Monday, March 6.

BPL's Founders' Day is Friday, April 7, and the Library will be celebrating its 120th anniversary. A Library-wide scavenger hunt will be available all week, and a small reception is being planned for April 7.

Hutchison informed the Board that a fight in the Teen Room this afternoon resulted in the police being called.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of February 2023 for the Barberton Public Library was \$112,682.64.

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

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

DeSan reviewed the 2022 Annual Financial Report, which has been submitted to the Auditor of State and advertised in the South Side Leader. Overall, the Library had receipts of \$1,942,100.00 and disbursements of \$1,717,974.00, creating a net position of governmental activities increase of \$224,126.00 during 2022. DeSan attributed the positive cash flow to an increase in public library funding and prudent management of expenses. Key highlights from 2022 noted in the report included updating salary ranges that had been in effect since 2008, which resulted in a one-time pay increase for all employees based on the new ranges and the longevity of their employment, the elimination of overdue fines on materials owned by the Library, and the introduction of passport services in July, which grossed \$5,011.00 for the Library in the second half of 2022.

RESOLUTION 5-2023 – **Moved** by Masich, seconded by Miller, **to accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2023 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Cheatham, Doll, Leskanic, Masich, and Miler. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee:

RESOLUTION 6-2023 – **Moved** by Doll, seconded by Masich, **to request the Barberton Board of Education appoint James Leonard** to the Barberton Public Library Board of Trustees to fulfil the unexpired term ending June 30, 2025. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Hutchison will arrange for Leonard to be sworn in at the March 23 meeting.

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 4, 2023 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 February 26, and the Library will register and pay for any interested Board members to attend. Leonard will be attending virtually.

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 interested Trustees to join her.

Community Correspondence: Hutchison shared a thank you note from an applicant who was interviewed for the vacant Trustee position.

OLD BUSINESS

None.

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NEW BUSINESS

Miller shared information about an Enneagram workshop presented by Heart to Heart Leadership that might potentially benefit Library staff, and encouraged Hutchison and DeSan to attend.

Miller invited anyone interested to attend a webinar, scheduled on February 24 at 10:00 a.m., hosted by the National Digital Inclusion Alliance to introduce the tenets of digital inclusion and equity and discuss how to effectively close the digital divide in Summit County.

McMullen expressed her appreciation at being included in Staff Development Day, noting that she and her daughter enjoyed the sessions they attended.

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

Heather McMullen, President

Kenneth Cheatham, Secretary