

Barberton Public Library
Regular Board of Trustees Meeting, March 24, 2022

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MEMBERS PRESENT

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

ALSO PRESENT

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

MEMBERS EXCUSED

Holly Miller

Vice President Doll called the meeting to order at 6:37 p.m. This meeting was held in-person and virtually via Zoom.

Hutchison reported that she and Brindo attended the Friends of the Library's March 16, 2022 meeting. At that time, the FOL had \$5,759.60 in their checking account, \$3,033.04 in savings, and \$1,107.18 in a Little Free Library Fund, created with funds from a Barberton Community Foundation grant. The Friends earned \$560.00 at their Valentine's Day book sale and are planning their spring sale, to be held on Saturday, May 14 from 11:00 a.m. to 3:00 p.m. in the Library's lower level. Topics of discussion at the meeting included the possibility of obtaining a vendor's license, purchasing equipment that would allow them to process credit card payments, lifetime memberships, and the Library's 2022 donation request, all of which were tabled pending further review by the FOL's executive board. Other news from the Friends includes the installation of a new Little Free Library at Barberton Friends Church, a Get to Know your Friends event on June 13, and the placement of an advertisement in the Barberton Herald's Women Mean Business insert. The next FOL meeting will be held on May 18, 2022 at 6:00 p.m. A decision regarding BPL's \$4,000.00 donation request, to be used for additional lightweight meeting room tables and the start of Library of Things, should be made that evening.

President Brindo entered and took order of the meeting at 6:39 p.m.

Masich left the meeting at 6:42 p.m., and reentered at 6:45 p.m.

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

DIRECTOR'S REPORT

Circulation: February 2022 circulation was 19,918, down 7% from February 2021, and down just slightly from January 2022. Year to date, circulation is 40,435, up 1.1% over 2021. eMedia circulation through Overdrive was 5,224 in February 2022, up 0.5% from February 2021. An additional 258 eMedia titles were borrowed through Hoopla in February 2022, up 10.7% from last February. Circulation of audiovisual materials was 4,862, down 19.8% from February 2021, and accounting for 24.4% of the month's total circulation.

In February 2022, 5273 people visited the Library, up 82% from February of 2021. Of those visitors, 39 received curbside service and 98 visited the Community Health Library. Staff issued 98 new patron cards, up 25.6% from February 2021, answered 1,805 reference questions, and made 33 homebound deliveries. The Library's website was visited 2,736 times, there were 1,931 wireless sessions, and 741 computer-use sessions. In February, 606 items were added to the collection and 570 items were withdrawn.

Hutchison reviewed the 10-year Circulation Overview.

Programs & Publicity: Hutchison distributed the February 2022 publicity packet. In February 2022, 1,134 people attended 47 live programs and outreach events, either in person or via Zoom or Facebook Live, showing an increase of 62.1% in the number of programs and 326.3% in attendance as compared to February 2021. An additional 803

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people participated in or viewed 20 passive and recorded programs and outreach events in February, for a total of 1,937 participants at 67 events. Additionally, 389 people attended 38 non-Library programs in February 2022.

Upcoming programs of note include a Youth Tech Lab, presented by NEO-RLS, on April 27, 2022 at 4:30 p.m.

Donations:

Jennifer Sebe - 85 DVDs

Anonymous - \$2.00, 3 audiobooks, 627 books, 16 CDs, 58 DVDs, 35 magazines, 26 puzzles, and 4 VHS tapes

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

Mission Moment: Hutchison shared thank you notes from Barberton Middle School students who participated in a TomTod Ideas program facilitated through Barberton City Schools and held in the Spillette Meeting Room on February 23, 2022. BPL's meeting space was used for the students to conduct interviews with community members. One student wrote that they were "humbled and grateful that you allowed almost all of the 6th graders to come to the library," another that they "had such a good time and will treasure it forever," and another remarked that they "enjoyed talking to all the people who were there and asking them questions. Most of them had good answers." Another student stated, "The library is one of my favorite places on the Earth to go to because it feels like magic. Thank you for allowing us to come and be in the magic of the library."

Other: Hutchison shared that National Library Week is April 3-9, 2022. The American Library Association has sponsored NLW since 1958, with the intention of celebrating the nation's libraries, library workers' contributions, and promoting library use and support. The theme for 2022 is Connect with Your Library, and comedian and actress Molly Shannon is the honorary chairperson for the event. BPL will celebrate its Founders' Day during National Library Week on Thursday, April 7. Activities for Founders' Day and NLW are being planned by staff.

Hutchison informed the Board that a Volunteer Appreciation Tea will be held on Thursday, April 21, 2022 to recognize Library Trustees, volunteers, and FOL members.

Hutchison informed the Board that the Library is still accepting applications for the vacant Children's Services Librarian and Reference Services Manager positions.

Hutchison shared that the chairs in the Spillette Meeting Room are being replaced.

Hutchison informed the Board that Library staff have seen increasingly problematic behaviors from students during a tutoring program that is held at BPL on Tuesday and Thursday afternoons. On Tuesday, Hutchison called the police due to the behavior of one student who was asked to leave the Library, and yesterday reached out to Barberton City School District Curriculum and Instructional Specialist Michael Andric. Andric was at BPL during this afternoon's tutoring session and interacted with the students. Going forward, students who are at the Library will be asked to follow the same rules that are enforced at school.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of March 2022 for the Barberton Public Library was \$81,229.00.

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

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

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RESOLUTION 11-2022 Moved by Masich seconded by Leskanic, to adopt the 2022 estimated revenue and permanent appropriation budget of \$3,490,212.84 as follows:

REVENUES			
		General Revenue Fund	
		General Property Tax / RE	600,000.00
		Homestead Rollback (PT Allocation)	71,339.00
		Public Library Fund (PLF)	1,069,796.00
		Other Income	50,000.00
		Total Revenue	1,791,135.00
		Carryover of Unencumbered General Fund Balances	1,699,077.84
		TOTAL Revenue + Unencumbered Balance Carryover	3,490,212.84
		Less Investments	500,000.00
		Funds to be Appropriated in General Fund	2,990,212.84
EXPENDITURES			
	100	Library Services	\$ 1,860,609.50
	200	Support Services	427,419.50
	760	Capital Outlay	650,000.00
	910	Transfers	40,690.00
	930	Contingencies	11,493.84
		Total General Fund Expenditures	\$ 2,990,212.84
		Capital Projects	-
	4001	Building & Equipment	-
		Total All Expenditures	\$ 2,990,212.84
		Plus Investments	500,000.00
		Total of All Funds	\$ 3,490,212.84

Ayes: Cheatham, Doll, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

Moved by Doll, seconded by Masich, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:32 p.m. Roll call: Brindo, aye; Cheatham, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen, aye. Motion carried. Hutchison, DeSan, and Futrell left the meeting.

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Moved by Doll, seconded by Leskanic, **to end executive session** and return to regular meeting at 7:43 p.m. Roll call: Brindo, aye; Cheatham, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen, aye. Motion carried. Hutchison, DeSan, and Futrell returned to the meeting.

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 OLC's annual Legislative Day will be held on Wednesday, April 6 in Columbus, Ohio. Brindo and Hutchison are registered to attend.

Hutchison shared that she and Cheatham attended OLC's Trustee Workshop virtually on Saturday, March 12.

Community Correspondence: Hutchison shared a thank you card from State Representative Bill Roemer, who attended January's meeting to administer the oath of office to DeSan.

OLD BUSINESS

COVID-19 Updates: Hutchison informed the Board that masks will be optional for Library employees beginning next Monday, March 28.

Strategic Plan Updates: Hutchison distributed a document that included a mission, vision, values, strategic goals, and objectives drafted by NEO-RLS. The next step in the strategic planning process will involve the Library's leadership team creating action items for each objective, after which NEO will assemble a final report that BPL will use to create individual staff tasks to support action items, objectives, and focus areas.

NEW BUSINESS

None.

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

Caroline Brindo, President

Jennifer Doll, Vice President