

Barberton Public Library
Regular Board of Trustees Meeting, July 28, 2022

Page 2508

MEMBERS PRESENT

Caroline Brindo
Kenneth Cheatham
Jennifer Doll
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Maggie Rose, Public Relations Associate
William Judge, Mayor of Barberton

MEMBERS EXCUSED

C. Racyne Leskanic

Vice-President Doll called the meeting to order at 6:30 p.m.

Mayor Judge administered the oath of office to McMullen.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Barberton Public Library, Summit County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?" Her reply was "I do."

Mayor Judge left the meeting at 6:31 p.m.

Rose reported that she attended the Friends of the Library's July 20, 2022 meeting. Topics of discussion included Little Free Libraries, which continue to be popular and are being replaced as needed using grant money. The Friends are still considering donations to the Library's Political Action Committee during non-levy years and requested that Hutchison provide written documentation on behalf of the Library to summarize the Ohio Library Council's opinion on the matter. The FOL earned approximately \$700.00 at their Christmas in July sale, held on Saturday, July 16.

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

Moved by Miller, seconded by Cheatham, **to accept the minutes** of the June 2022 Public Records Commission meeting. Ayes: Cheatham, Masich, McMullen, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: June 2022 circulation was 23,299, up 8% from June 2021 and slightly from May 2022. Year to date, circulation is 129,451, down 5.4% from 2021. eMedia circulation through Overdrive was 5,434 in June 2022, up 5.2% from June 2021. An additional 352 eMedia titles were borrowed through Hoopla in June 2022, up 79.6% from last June. Circulation of audiovisual materials was 5,855, down 11% from June 2021, and accounting for 25.1% of the month's total circulation.

In June 2022, 8,584 people visited the Library, up 43.9% from June 2021. Of those visitors, 51 received curbside service and 92 visited the Community Health Library. Staff issued 164 new patron cards, up 36.7% from June 2021, answered 1,917 reference questions, and made 45 homebound deliveries. The Library's website was visited 2,841 times, and there were 1,212 computer-use sessions and 3,041 wireless sessions. In June, 829 items were added to the collection and 846 items were withdrawn.

Programs & Publicity: Hutchison distributed the June 2022 publicity packet. In June 2022, 1,130 people attended 50 live programs and outreach events, either in person or via Zoom or Facebook Live, showing an increase of 6.4% in the number of programs and 21.5% in attendance as compared to June 2021. An additional 981 people participated in or viewed 23 passive and recorded programs and outreach events in June, for a total of 2,111 participants at 73 events. Additionally, 233 people attended 59 non-Library programs in June 2022.

Barberton Public Library
Regular Board of Trustees Meeting, July 28, 2022

Page 2509

Hutchison noted that Children's Summer Reading Club programming will conclude this week, with Children's programming resuming in September.

Upcoming programs of note include Graveyard Genealogy: Using Cemetery Records for Research presented by Rose on August 9 and a concert performance by Zydeco band Mo' Mojo on August 19. Mo' Mojo will perform at the Lake Anna Gazebo as part of the Summer Concert Series from the City of Barberton's Parks and Recreation Department, who are co-sponsoring the event with BPL and the Friends of the Barberton Public Library.

Donations:

Mark Ailstock - 13 books

NAACP, Barberton Unit 3213 - \$75.00

Marty Bidlingmyer - \$2,000.00

Janette Stender - Photographs of Barberton school

Friends of Barberton Public Library - \$5,000.00

classes, circa late 1800s through 1957

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

Mission Moment: Hutchison shared a thank you note from Judge David Gormley, the youngest grandson of A.O. Austin, who owned the O.C. Barberton mansion from the 1920s until his death in 1964. Judge Gormley visited Barberton from Columbus earlier this month and wanted to show his friends a few of the archives about his family. Local History Librarian Sarah Hays gathered several boxes from the Library's special collections for him to view, including his grandfather's baptismal gown. On the day of their visit, Reference Service Manager Gretchen Quinn gave them a brief tour of the larger pieces from the Barber mansion, including the columns and stained-glass windows. In his thank you note, Judge Gormley wrote: "Thank you both for your efforts to make my visit to the library yesterday with my Columbus friends a worthwhile and interesting outing. The amount of materials that you gathered for us was impressive, Sarah, and I so enjoyed seeing the diverse mix of photos, blueprints, news stories, legal papers, clothing, and other items that you pulled together. And I appreciated your warm hospitality, Gretchen, and the chance to see with your help the windows and the other mansion-related items that are described in the lovely trifold flyer that you gave me. Thanks a lot for making the visit a delightful and enlightening one for my friends and me...Thanks for what you do for the community."

Other: September is Library Card Sign Up Month, and in past years BPL has waived overdue fines as part of its promotion of the event. As the Library is no longer charging overdue fines, Hutchison intends to offer to waive all fees associated with lost materials that are returned in September 2022

The Library was activated as a Passport Acceptance Agency on Tuesday, July 6. To date, staff have accepted 12 applications and sold 12 photos, generating \$564.00 in revenue for the Library.

Hutchison informed the Board that staff are more critically evaluating what audiovisual materials should be shelved in locked security cases or stored in the LAT-Stena pods kept in the Customer Service Department. Reducing the number of security cases used will create a neater appearance and save space on the first floor and limiting what is kept in the Stena will significantly decrease staff time required to check materials out to patrons.

The Barberton Historical Society has approached the Library regarding the long-term loan of a portrait of O.C. Barber.

Hutchison shared that the Library will be permitted to include promotional materials in backpacks being distributed to all Barberton City School District students in grades kindergarten through five. Library staff will help to fill the backpacks and may have a table at the distribution event depending on staff availability.

Hutchison invited interested Board members to join Library staff in Barberton's Labor Day Parade on Monday, September 5.

Barberton Public Library
Regular Board of Trustees Meeting, July 28, 2022

Page 2510

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of July 2022 for the Barberton Public Library was \$114,459.90.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of June 2022, as well as several spreadsheets that will be included with the monthly financial reports going forward.

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

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 shared an invitation to the Board of Trustees for a nonpartisan legislative breakfast for the Summit County delegation to the Ohio General Assembly. The breakfast will be held at Akron Summit County Public Library's Main Library on Tuesday, August 23 from 8:00 to 9:30 a.m. Hutchison, DeSan, Brindo, and Cheatham will attend.

Community Correspondence: None.

OLD BUSINESS

None.

NEW BUSINESS

Hutchison presented the Board with the final draft of the Library's Strategic Plan, which will be in effect from 2023 to 2025. Hutchison shared that NEO-RLS Executive Director Betsy Lantz, who facilitated the strategic planning process for BPL, stated "Every time I look at the plan, I feel excited by what lies ahead for you. I think it is an ambitious plan but also very manageable." The plan will require approval by Resolution at the August meeting.

Hutchison presented the Board with several policy recommendations, including the separation of the current Circulation of Library Materials Policy into a Library Card Policy and a Borrowing Policy. Hutchison noted that the Library Card Policy will be further revised and presented to the Board at their August meeting, along with several others. Hutchison hopes to review and update all Library policies before the end of 2022.

RESOLUTION 19-2022 - **Moved** by Masich, seconded by Miller, **to adopt the proposed Library Card Policy** as presented. Ayes: Cheatham, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached pages 2512-2513.

Brindo entered and took control of the meeting at 6:59 p.m.

Barberton Public Library
Regular Board of Trustees Meeting, July 28, 2022

Page 2511

RESOLUTION 20-2022 - Moved by Masich, seconded by Doll, to **adopt the proposed Borrowing Policy** as presented. Ayes: Cheatham, Doll, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached pages 2514-2516.

RESOLUTION 21-2022 - Moved by Doll, seconded by Cheatham, to **approve the revised Distribution of Community Information Policy** as presented. Ayes: Cheatham, Doll, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached page 2517.

RESOLUTION 22-2022 - Moved by Masich, seconded by Doll, to **approve the revised Check Acceptance Policy** as presented. Ayes: Cheatham, Doll, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached page 2518.

Moved by Masich, seconded by McMullen, to **adjourn** the meeting at 7:14 p.m. Ayes: Cheatham, Doll, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary

Barberton Public Library
Library Card Policy

Borrowing Regulations

Ohio residents are entitled to free library services and may apply for a borrower's card. By Ohio law, library records are private (see the Library's Personal Information policy for more information), and the Library does not permit spouses or other family members to use each other's library cards.

The Library offers individual (juvenile and adult), homebound, Three for Me, teacher cards, and Ecards.

1. Individual adult library cardholders are eligible to borrow any circulating materials in any format. Each adult borrower is held responsible for all items charged out on his/her card.

2. Parents/guardians of children under the age of 18 may apply for a library card for their child. Adults who are prohibited from borrowing may not sign for new cards for children. The parent/guardian will be responsible for guiding the child in the selection and use of library materials; this is not the responsibility of the Library. The responsible parent or guardian registering their minor child for an individual library card may restrict the minor child's card from borrowing movies, music and video games from the teen/adult collection. The responsible parent or guardian may change this restriction at any time.

Parents/guardians are responsible for all items charged out on their minor child's card and for the payment of all charges incurred on the card. The minor child must be present at the time the card is issued and at any time the card is used to borrow materials.

3. The Library offers home delivery to a limited number of residential areas within the Barberton City School District. Regular circulation policies generally apply. Anyone who wishes to request homebound delivery may contact the Customer Services Department to determine eligibility and scheduling.

4. Three for Me library cards are available to juveniles without parental signature on the application. Children whose individual accounts are above the fine threshold are also eligible. A child must be able to write his/her name and provide date of birth and contact information in order to be eligible. Three for Me cards may be used to check out up to three print materials owned by Barberton Public Library or to borrow eMedia, and will not accrue any late fees. Lost or damaged items borrowed with a Three for Me card will be charged to the child's account, but Three for Me cards will not be referred to a collection agency should the replacement costs exceed \$50. Three for Me cards may not be used to access the Internet, and are not valid at other CLEVNET Libraries.

5. Please see the Library's Teacher Loan Policy for information specific to teacher cards.

6. Ecards obtained online are only valid for electronic materials (ebooks, digital magazines, databases, etc.) until valid photo identification and proof of current address is presented in person at Main Library or the Community Health Branch. Juvenile Ecards are only valid for electronic materials

until a parent or guardian visits a library location with valid photo identification and proof of current address.

Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Thereafter, the card issued in the customer's name should be presented when borrowing items from the Library. An Ohio driver's license or state ID may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.

Library Card

Ecards can be obtained through the library's website.

To qualify for other library cards, an individual must apply in person either at the Main Library or the Community Health Library Branch located inside Summa Health System. A valid State of Ohio driver's license or State of Ohio photo ID with current address must be provided by adult card applicants or adult card applicants signing as the responsible party for a minor's card when the card is issued. If the applicant's driver's license or state ID does not show his/her current address, proof of address will be required in the form of US mail or an electronic bill dated within the preceding 30 days.

A replacement card may be obtained upon the payment of a \$1.00 replacement fee.

No person shall damage or fail to return any library materials borrowed from the Library.

No person shall abuse a borrower's card issued by the Library. Abuse of a library card may include, but is not limited to, any of the following acts:

1. Obtaining or attempting to obtain a library card by means of false identification or address.
2. Using or attempting to use a library card which has been revoked.
3. Using or attempting to use a library card that belongs to someone else.

Authority

The Director has the authority to waive or modify any part of this policy at his/her discretion if warranted by extenuating circumstances.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees July 28, 2022.

Barberton Public Library
Borrowing Policy

Item Limits

Item limits for physical materials borrowed by Barberton Public Library cardholders are as follows:

- Unlimited: Audiobooks, Books, Magazines
- Limit of 20: CDs, Fiction DVDs & Blu-Ray, Nonfiction DVDs & Blu-Ray
- Limit of 5: Video Games

Item limits for nontraditional materials and eMedia will differ from those listed above.

Loan Periods

Loan periods for physical materials owned by the Barberton Public Library are as follows:

- Seven days: Fiction DVDs & Blu-Ray, Video Games
- Fourteen days: Audiobooks, Books, CDs, Magazines, Nonfiction DVDs & Blu-Rays

Loan periods for nontraditional materials, eMedia, and materials borrowed from CLEVNET member libraries will differ from those listed above. Cardholders should note the due dates on the receipt provided at check out.

Vacation loans of 28 days will be permitted upon request. DVDs & Blu-Ray, video games, non-traditional materials, eMedia, and materials borrowed from CLEVNET member libraries are not eligible for vacation loans.

Renewing Library Materials

Most materials owned by the Barberton Public Library may be renewed up to five times. Exceptions include new video games and Lucky Day materials, which cannot be renewed, as well as eMedia and nontraditional materials, which will vary depending on the item. Materials borrowed from CLEVNET member libraries will renew according to the owning library's circulation policies.

The library system will attempt to automatically renew materials one day before they are due. If an item cannot be renewed, cardholders will receive a courtesy notice via phone, text, or email according to their account settings. Cardholders may also renew materials in person at the Library, by phone, online, or using the CLEVNET mobile app.

Materials will not be renewed if the cardholder's account is blocked, another cardholder has reserved the item, or the item has reached its renewal limit.

Reserving Library Materials

Barberton Public Library cardholders may have up to 100 physical materials reserved on their account at any given time.

Most materials owned by the Barberton Public Library may be reserved. Exceptions include reference materials, new video games, Lucky Day materials, and some nontraditional materials. Cardholders may

also request materials from other CLEVNET member libraries. Cardholders may reserve materials in person at the Library, by phone, online, or using the CLEVNET mobile app.

When reserved materials become available, cardholders will receive a courtesy notice via phone, text, or email according to their account settings. Reserved materials will be held for five business days from the date of their arrival.

Returning Library Materials

Materials borrowed from the Barberton Public Library may be returned to any CLEVNET member library. Drive-up and walk-up book returns are available at the Barberton Public Library and are accessible at all hours.

Claims Returned

Cardholders will be granted no more than two claims returned materials owned by the Barberton Public Library at the discretion of Library staff. If materials claimed to be returned are not found by the Library and become 30 days overdue, the cardholder may be billed for the replacement fees.

Fines and Fees

Most materials owned by the Barberton Public Library will not result in overdue fines if kept past the due date. Exceptions include most non-traditional items, which may result in overdue fines of up to \$10.00 per day.

Cardholders with overdue materials will receive a courtesy notice via phone, text, or email according to their account settings.

Materials owned by the Barberton Public Library that are more than 30 days overdue will be considered lost and automatically billed to the cardholder's account. Cardholders who have been billed for lost materials will receive a notification in the mail. If lost materials are returned after the replacement fee has been billed to the cardholder, the fees will be removed from their account. The Barberton Public Library does not issue refunds for lost materials that are paid for and later found.

Materials returned in such condition that they can no longer be circulated for reasons including but not limited to excessive damage, missing pieces, and vandalism will be billed to the cardholder's account at the discretion of Library staff. Fees may also be assessed for damaged or missing barcodes and media cases.

Materials borrowed from CLEVNET member libraires will incur overdue fines according to the owning library's circulation policies. Lost and damaged materials borrowed from CLEVNET member libraries will be billed according to the owning library's policies. The Barberton Public Library will not waive fines or fees associated with materials owned by CLEVNET member libraries.

Cardholders with \$25.00 or more in fines and fees will be blocked from borrowing, renewing, or reserving materials.

Materials Recovery

Adult cardholders with \$100.00 or more in fines or fees will be referred to a materials recovery service. A non-waivable fee will be assessed to the cardholder upon referral.

Cardholders whose accounts have been referred the materials recovery service will be prohibited from borrowing materials. Borrowing privileges will be restored only when the balance on the cardholder's account has been paid in full.

Referral to the materials recovery service may have an impact on the cardholder's credit score.

Authority

The Director has the authority to waive or modify any part of this policy at their discretion if warranted by extenuating circumstances.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees July 28, 2022.

Barberton Public Library
Distribution of Community Information Policy

The display of community information complements the Barberton Public Library's mission of providing access to a wide range of information and viewpoints. The Library adheres to the principle of providing materials representing many points of view because providing access to information can raise public awareness of issues and concerns, help people become better informed, and give them the tools necessary to form their own opinions.

Community Information

Designated space is available for display of community information. This space is available to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational, or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services, or events.

Display space may not be used by for-profit groups, companies, organizations, or individuals. Commercial advertising, solicitations, petitions, personal sales, business cards, or doctrinal beliefs may not be displayed or distributed.

Campaign literature for political issues will not be displayed or distributed unless authorized by the Board of Trustees. Nonpartisan election information, such as publications by the League of Women Voters', is allowed.

Preference is given to local organizations and events.

Submission

Final authority for all materials displayed and distributed on Library property rests with the Library Director, who administers under the authority of the Board of Trustees, but approval of materials is delegated operationally to the Public Relations Associate. Items submitted for display or distribution may be left at the Customer Service desk for review by the designee. Items displayed without permission will be discarded.

Flyers and brochures may not exceed 8 ½" x 11" in size and quantity may not exceed 100 per delivery. Materials will be displayed or distributed in locations determined by the Public Relations Associate and cannot be returned once given to the Library for distribution.

Distribution or display of community information materials does not necessarily indicate the Library's endorsement of the issues or events promoted by the materials.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, June 26, 2008. Revised July 28, 2022.

Barberton Public Library
Check Acceptance Policy

The Barberton Public Library accepts personal checks for payment of fines and fees associated with a cardholder's account, as well as for goods and services offered by the Library, under the following conditions:

- The check issuer's name must be printed on the check.
- The check issuer's street address and phone number must be printed or written on the check. P.O. boxes are not acceptable.
- Checks must be denominated in U.S. dollars and drawn on a U.S. bank.
- Starter checks, counter checks, credit card convenience checks, or post-dated checks will not be accepted.

The check issuer may be asked to provide valid photo identification in the form of a driver's license, state identification card, military identification card, or U.S. passport.

If a check is returned by the issuer's financial institution for any reason, the Library reserves the right to charge a returned check fee. If the Library is unable to collect the amount of the check plus the returned check fee from the check issuer, these will be considered a debt owed to the Library and will be billed to their Library account when applicable.

The Barberton Public Library reserves the right to refuse a check as a payment method if a previous check has been returned unpaid.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees October 27, 2005. Revised July 28, 2022.