

Barberton Public Library
Regular Board of Trustees Meeting, July 27, 2023

MEMBERS PRESENT

Kenneth Cheatham
Jennifer Doll
James Leonard
C. Racyne Leskanic
Heather McMullen
Terri Masich

ALSO PRESENT

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

MEMBERS EXCUSED

Holly Miller

President McMullen called the meeting to order at 6:39 p.m.

Hutchison informed the Board that the Barberton City School District's Board of Education meeting was postponed until July 31, and that Miller's reappointment to the Library's Board of Trustees will be on the agenda for approval at that meeting. Hutchison will arrange for an elected official to attend the Library's August Board meeting to administer the oath of office to Miller.

Hutchison reported that the Friends of the Library earned \$885.00 at their Christmas in July Sale on July 8 and are planning for their next sale, to be held the weekend of the Mum Festival. The FOL have donated \$385.00 to the Library's Levy Committee and \$500.00 to be used for Labor Day Parade supplies.

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

Moved by Leskanic, seconded by Masich, **to accept the minutes** of the June 2023 Public Records Commission meeting. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the June 2023 statistics, highlighting several areas of growth. In June, staff processed applications for 17 passports, sold 20 passport photos, and notarized 14 documents. Summit Bike Share bicycles were borrowed 24 times in June.

Programs & Publicity: Hutchison distributed the June 2023 publicity packet, noting that attendance at live programming and outreach continues to rise and that Summer Reading Challenge participation and program attendance are higher than they've been since 2019.

Hutchison shared that Akron Life Magazine's July edition included a special section on the Barberton community, with features on the Remarkable Diner and Magical Theatre Company, and that BPL purchased a quarter-page ad in the issue.

Upcoming programs of note include a Barberton-Area Hiring Event, presented in conjunction with OhioMeansJobs Summit County, on August 2 and a Local History Program on Catherine Dobbs, Barberton's first female mayor, on September 20. Hutchison also noted that Chair Yoga has increased from two to three sessions monthly, per request.

Hutchison shared photographs of innovative displays created by Reference Services Librarian Glennis Siegfried.

Donations:

Akron Children's Museum: Summer Reading Challenge prizes
Akron Rubber Ducks: Summer Reading Challenge prizes
Martha Bidlingmyer: \$2,000.00
Jim & Cindy Doherty: \$50.00, in memory of Nancy Linder
East of Chicago: Summer Reading Challenge prizes
Friends of Barberton Public Library: \$250.00, to be used for Local Author Fair and \$50.00, in memory of Rita Polacek

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Kave: Summer Reading Challenge prizes
Lake 8 Movie Theater: Summer Reading Challenge prizes
Paul Macko: \$100.00, in memory of Nancy Linder
McDonald's: Summer Reading Challenge prizes
Margaret Myers: Books
Ramseyer Farms: Summer Reading Challenge prizes
Skoops Ice Cream: Summer Reading Challenge prizes
Diana Staten: \$25.00 in memory of Nancy Linder

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

Mission Moment: Hutchison shared the following from Reference Services Librarian Sarah Granville, whose focus is teen services, “A mom signed her teen up for our Dungeons & Dragons program. This was their first library program. I told them about our Random Fandom program because it seemed like it would be a good fit. They came to the program and met two of my regular participants. Very quickly the kids established that they were all homeschooled, had shared interests, and exchanged phone numbers. A few weeks later, a friend and I were exiting Lake 8 Movies and I saw my two regular participants. I said hi to them and then noticed that the new program attendee was one of the teens they were with, who then told me they were all out for their birthday! I love that these kids made a connection and friendship at a Library program.”

Strategic Plan: Hutchison shared a progress report with the Board, noting that staff continue to work on policy updates as time permits. Throughout the Summer Reading Challenge, a survey has been available in the building and online to assess community wants and needs regarding future Library programming. Hutchison intends to wait until a new Marketing and Public Relations Associate has been hired to move forward with selecting a marketing consultant and would like to utilize KWW for manager and staff training, as well as assistance with revising the Employee Handbook.

Other: Numerous applications have been received for the Facility Services Manager and Marketing and Public Relations Associate positions.

CLEVNET coordinated an Office 365 tenant migration for BPL last week.

Beneficial Cleaning Services’ last day at the Library is tomorrow, July 28. Hutchison will arrange for continued services or request a quote for an audit and inventory of the Library’s cleaning supplies, Facilities Services Office, and boiler room.

Moved by Doll, 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 6:51 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich, aye; McMullen, aye. Motion carried. Hutchison, DeSan, and Futrell remained in the meeting. The meeting returned to regular session at 7:03 p.m.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of July 2023 for the Barberton Public Library was \$112,946.09.

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

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

COMMITTEE REPORTS

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Building and Equipment Committee: McMullen shared that Miller would like to use an email address that both Hutchison and DeSan can access for the Request for Qualifications for a Construction Manager at Risk for the first-floor renovation project.

Finance and Audit Committee: No meeting held.

Personnel Committee: 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 7:13 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich, aye; McMullen, aye. Motion carried. DeSan and Futrell exited the meeting. Hutchison left the meeting and DeSan entered at 7:38 p.m. Hutchison returned to the meeting at 7:52 p.m. The meeting returned to regular session at 7:55 p.m. Futrell returned to the meeting.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison shared the Akron-Summit County Public Library will host a Legislative breakfast for Summit County library directors, fiscal officers, and trustees on Thursday, August 17 at 8:00 a.m. Hutchison, DeSan, and Leonard will attend.

Community Correspondence: Hutchison shared a thank you note from Towpath Trail High School in response to Library staff attending their open house.

OLD BUSINESS

None.

NEW BUSINESS

Cheatham inquired about registering to vote at the Library. Hutchison replied that BPL is an official voter registration location, with staff available to help registrants with forms that the Library mails to the Summit County Board of Elections. Additionally, the Library will participate in National Voter Registration Day, a nonpartisan civic holiday that seeks to create broad awareness of voter registration opportunities, on Tuesday, September 19, 2023.

There was a discussion regarding an incident that occurred in the Library's Quiet Study Rooms, as well as current procedures regarding the use of QSRs.

Moved by Masich, seconded by Doll, **to adjourn** the meeting at 7:28 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary