

**Barberton Public Library**  
**Regular Board of Trustees Meeting, September 26, 2024**

**MEMBERS PRESENT**

Kenenth Cheatham  
Jennifer Doll  
Terri Masich  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Joshua Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**MEMBERS EXCUSED**

James Leonard  
C. Racyne Leskanic

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

**Moved** by Masich, seconded by Cheatham, **to accept the minutes** of the August 2024 Board meeting. Miller abstained as she was not at the August meeting. Ayes: Cheatham, Doll, Masich, and McMullen. Nays: None. Motion carried.

Hutchison reported that the Friends of the Library are preparing for their Mum Fest Book Sale, to be held this Friday, September 27 through Sunday, September 29. Only the basement and lobby levels will be open on Sunday for the book sale, and Futrell and Hutchison will work that day. The FOL will resume accepting donations in October. At their annual organizational meeting on September 18, the FOL elected nominated officers for 2025, with Rhonda Garvin as president, Janet Ehrich as vice president, Veronica Hegarty as secretary, and Helen Gore as treasurer.

**DIRECTOR’S REPORT**

**Circulation:** Hutchison reviewed the August 2024 statistics, noting the significant increase in circulation through Hoopla, a service that provides online and mobile access to digital materials that patrons can borrow, stream, or download.

At the August meeting, there was an inquiry regarding circulation at Barberton Preschool. Hutchison explained that the decrease in circulation was due to a change in scheduling at the Preschool; during the 2022-2023 school year, all the students at Barberton Preschool visited the library for story time and to check out a book every week. An extra class was added to their schedule during the 2023-2024 school year, so students only visited the library every other week. This extra class will not be offered during the 2024-2025 school year, and teachers at the Preschool specifically requested that their students resume weekly library visits to fill the vacancy, which will lead to an increase in circulation for the current school year.

Hutchison anticipates an increase in library card registrations in September because of BPL’s National Library Card Sign-Up Month campaign, branded “My Library Card is Already Saving Me Money,” which partnered with local businesses to provide discounts for new cardholders. Participating businesses, listed below, will honor the discounts through the end of October 2024.

- Anna Bean Coffee Company
- Barberton Local Tees
- Barberton Printcraft
- The Crystal Den
- East of Chicago Barberton
- Kave Coffee Bar
- Lake 8 Movies
- Magic Subs & Gyros
- Papa Roni’s
- R-D Bike Shop
- Tusk

**Programs & Publicity:** Hutchison distributed the August 2024 publicity packet, noting that 484 people registered for Summer Reading Challenge in 2024, showing an increase of 13% over 2023.

Hutchison shared that the Library will once again offer the popular and well-received Barberton Ghost Walk tours in October, as well as Barberton Ghost Un-Walk presentations at the Library, the Village at Anna Dean, and Pleasant Pointe Assisted Living. There are four walking tours scheduled, as opposed to three in 2023, and all are full and have waitlists.

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**Donations:** Gifts were received from the following individuals and organizations in September:

- Nancy Arvay, Barberton High School class of 1945 - 1946 memorabilia
- Larry Hazard, Norton High School class of 1950 photograph, framed
- David Hyatt, \$10.00
- Max Markwald, two \$5.00 Kave gift cards
- William Martin, selected copies of Barberton High School's Magician, circa 1950s & Barberton-South Summit Membership Directory, 2001
- Laurie & Conrad Storad, \$300.00, in memory of Eugene Snyder
- Tuesday Study Club, \$50.00, for Local History
- VFW Post 1066, \$1,500.00, to be used for a new flagpole

Hutchison noted that the flagpole purchased with funds donated by the VFW will be installed in the Library's Reading Garden in the spring of 2025, with a dedication ceremony to be held after the installation.

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

**Community Involvement:** A summary of Library Director Ann Hutchinson's community involvement since the August Board meeting was included in the information packet sent to Trustees ahead of the meeting.

**Mission Moment:** Hutchison shared information about the Library's partnerships with several organizations that provide career training for individuals, including Equal Care Services, Hattie Larlham, and Red Oak Behavioral Health. One client from Hattie Larlham left a thank you note on their last day working at the Library, stating "thank you for letting me come here to see I like working in the office. You guys are wonderful"

Hutchison also shared praise she received regarding service provided by the Library's Customer Services Department, which the patron characterized as warm and accommodating.

**Strategic Plan:** Hutchison highlighted ways in which the first-floor renovation project and some recently added outreach services offered by the Library are fulfilling goals outlined in the Strategic Plan.

**Other:** The Library has been selected as one of the Barberton Community Foundation's 2024 Game Changer Award recipients. The award ceremony dinner is on Thursday, November 7, 2024 at the Galaxy in Wadsworth, and Hutchison invited any interested Trustees to attend along with Library staff.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for August 2024 for the Barberton Public Library was \$85,015.28.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of August 2024, highlighting income received from the second half 2024 property tax advance from the Summit County Fiscal Office, as well as a breakdown of interest earned versus fees paid for the Library's checking account.

Brickner noted that the Library's six \$100,000.00 certificates of deposit will mature in October 2024. His plan at this time is to reinvest at least \$150,000.00 into another ICS account with Huntington and roll the remaining funds into the Library's checking account, as it is now an interest-bearing account.

**Moved** by Miller, seconded by Masich, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of August 2024. Ayes: Cheatham, Doll, Masich, and Miller. Nays: None. Motion carried.

**RESOLUTION 29-2024** - **Moved** by Cheatham, seconded by Masich **to accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2025 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Cheatham, Doll, Masich, and Miller. Nays: None. Resolution adopted.

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**RESOLUTION 30-2024** - Miller motioned for the adoption a resolution authorizing and requesting the advancement of local taxes from the Summit County Fiscal Officer for the tax year 2024, payable in 2025, in accordance with the Ohio Revised Code (ORC), section 321.34, and declaring an emergency.

Whereas section 321.34 of the ORC states that all local governments must file a resolution with the county Fiscal Office each year to receive advance payment of local taxes, now therefore be it resolved by the Board of Trustees of the Barberton Public Library, County of Summit, and State of Ohio:

**Section 1.** That the Board of Trustees of the Barberton Public Library hereby authorizes the advance of local taxes by the County Fiscal Officer for the 2024 tax year, payable in 2025, to the extent appropriate and feasible.

**Section 2.** That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

**Section 3.** That the Fiscal Officer of the Library is authorized and directed to forward a certified copy of this resolution to the Fiscal Officer of Summit County, Ohio.

**Section 4.** That this Resolution is hereby declared to be an emergency measure necessary for the on-going operations of the public library because the Barberton Public Library is dependent on the advancement of tax funds to balance its budget in 2025, and this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

Masich seconded the resolution. The vote for its adoption resulted as follows: Ayes: Cheatham, Doll, Masich, and Miler. Nays: None. Resolution adopted.

Brickner provided an update on the first-floor renovation, which is ahead of schedule despite an installation error that will require the previously installed shelves to be shifted for proper spacing.

Brickner informed the Board that the Library is still looking for a company to provide an estimated cost for the HVAC project that is not interested in bidding on the project.

**COMMITTEE REPORTS**

**Building and Equipment Committee:** No meeting was held.

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

**Personnel Committee:** No meeting was held.

Hutchison presented the Board with a hiring recommendation for the full-time Children's Services Librarian position.

**RESOLUTION 31-2024** - Moved by Doll, seconded by Cheatham, to hire Roxana Rathbun as a full-time Librarian in the Children's Services Department, regularly scheduled for 35 hours per week at \$20.00 per hour, effective September 9, 2024. Ayes: Cheatham, Doll, Masich, and Miller. Nays: None. Resolution adopted.

McMullen noted that, in reviewing the Ohio Library Council's Trustee Handbook, no term limits are provided for Trustees.

**Summit County Library Trustees Council:** No meeting was held. Brickner, Doll, and Hutchison will attend the annual SCLTC meeting, scheduled to be held virtually on Thursday, October 10, 2024 at 7:00 p.m.

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 6:53 p.m. Roll call:

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Cheatham, aye; Doll, aye; Masich aye; McMullen, aye; Miller, aye. Brickner, Futrell, and Hutchison left the meeting. The meeting returned to regular session and Brikner, Futrell and Hutchison returned at 7:12 p.m.

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** None.

**Community Correspondence:** None.

**OLD BUSINESS**

Hutchison presented the Board with a completed Continuity of Operations Plan (COOP), which was determined to meet the Library's needs.

Shae Gamble was hired as the Library's Security Officer by Allied Universal Security Services and started at BPL on September 3.

**NEW BUSINESS**

Brickner informed the Board that he will present a proposal to begin utilizing Huntington's Commercial Cards, which would replace the business credit cards currently utilized by the Library, at the October meeting. Resolutions authorizing the Library to obtain the commercial cards and approving a new credit card policy will be needed.

**Moved** by Masich, seconded by Doll, **to adjourn** the meeting at 7:17 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary