

Barberton Public Library
Regular Board of Trustees Meeting, October 28, 2021

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MEMBERS PRESENT

Caroline Brindo
Kenneth Cheatham
Jennifer Doll
C. Racyne Leskanic
Holly Miller

ALSO PRESENT

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

MEMBERS EXCUSED

Terri Masich
Heather McMullen

President Brindo called the meeting to order at 6:27 p.m.

Hutchison reported that the Friends of the Library earned approximately \$1,600.00 at their Mum Fest book sale, held September 24-26, 2021. The FOL are considering applying for a vendor's license that would allow them to hold more than six sales annually, which would require them to charge income tax, and are shopping for an additional donation cart to be placed in the Library's lobby.

Moved by Miller, seconded by Leskanic, **to accept the minutes** of the September 2021 Board meeting. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reminded the Board that delays in the delivery of interlibrary loan materials due to a courier transition has had a negative impact on circulation figures. The delivery contract is negotiated by the State Library of Ohio and OhioLINK on behalf of all public and university libraries in the state and is beyond the control of individual libraries. BPL has been receiving regular deliveries since mid-August, and most of the backlog was delivered by late September.

September 2021 circulation was 22,098, down 25.7% from September 2019, up 1.9% from September 2020, and up just slightly from August 2021. Year to date, circulation is 199,955. eMedia circulation through Overdrive was 5,354 in September 2021, up 16.5% from September 2019 and 2.6% from last September. An additional 261 eMedia titles were borrowed through Hoopla in September 2021, up 80% from September 2020. Circulation of audiovisual materials was 6,018, accounting for 27.2% of the month's total circulation, down 47% from September 2019 and 4.7% from September 2020.

In September 2021, 7,161 people visited the Library, down 44.5% from September 2019 and up 80.3% over September 2020. Of those visitors, 600 received curbside service, 523 of which were utilizing curbside pick-up for COVID-19 test kits. In September 2021, staff returned to Barberton Preschool for the first time since February 2020, loaning 120 items to students, and 46 visitors borrowed 77 items from the Community Health Library. Staff issued 258 new patron cards, down 16.5% from September 2019 and up 118.6% from September 2020, answered 2,789 reference questions, and made 10 homebound deliveries. The Library's website was visited 2,772 times, and there were 3,326 wireless sessions and 711 computer-use sessions. In September, 726 items were added to the collection and 587 items were withdrawn.

Programs & Publicity: Hutchison distributed the September 2021 publicity packet. In September 2021, 574 people attended 45 live programs and outreach events, either in person or via Zoom and Facebook Live, showing a decrease of 13.46% in the number of programs and 20.8% in attendance as compared to September 2019, but an increase of 36.4% in the number of programs and 35.7% in attendance over September 2020. An additional 670 people participated in or viewed 27 passive and recorded programs and outreach events in September 2021, for a total of 1,244 participants at 72 events. Additionally, 1,059 people attended 10 non-Library programs in September 2021.

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Hutchison shared that the display case that was previously located in the Library's basement has been moved to the lobby for better accessibility and visibility, and has featured entries from the Mini Masterpiece Art Show and the Great Pumpkin Decorating Contest.

In-person programming continued in September 2021 with a well-attended Gross Science program for children and the first in-person Local History program since early 2020, which was attended by five patrons. Upcoming programs of note include Christmas Cards for Seniors, with card kits available starting November 15 and completed cards due by December 6, the Big Bad Wolf Challenge for children ages 5-12 on November 17, and BookTok Book Club for teens on November 30.

Donations:

Austin Villas Association - \$50.00, in memory of
Dennis Mollric
Barberton Library Staff - \$25.00, in memory of Susan
Kirkland
Barberton NAACP - \$75.00

Melissa Futrell - \$25.00, in memory of Susan Kirkland
Richard Hooker - 1,543 books
Maggie Rose - \$450.00, in memory of Susan Kirkland
Anonymous - 283 book & 10 magazines

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

Other: Hutchison informed the Board that the Downtown Barberton Christmas Walk is now sponsored by the Barberton Merchant's Association, who will conclude the event at 6:00 p.m. with the tree lighting ceremony. In past years, the Library has remained open until 8:00 p.m. to participate in evening activities, and the Board has already approved extended hours on November 27, 2021 and November 26, 2022. Hutchison requested that the Library's 2021 and 2022 Operating Calendars be changed to reflect normal hours on these dates.

RESOLUTION 27-2021 – **Moved** by Miller, seconded by Doll **to approve to proposed changes to the Library's 2021 and 2022 Operating Calendars.** Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

Hutchison informed the Board that the free photocopy of identification provision in House Bill 110 took effect on September 30, 2021. This provision requires that public libraries provide individuals with one free photocopy of their driver's license, driver's permit, or state identification upon request. The statute does not require that public libraries provide any of the following free of charge: multiple or color copies, copies of IDs belonging to someone other than requestor, or copies of passports.

Hutchison informed the Board that she met with representatives from Summit County Executive Ilene Shapiro's office on October 26 regarding county-wide broadband. Because public libraries receive free broadband through OPLIN, this program will not have a significant impact at BPL but could potentially be beneficial to CHL if fiber is run to the Hospital.

BPL's most recent Strategic Plan expired in 2015. Hutchison has been in touch with Betsy Lantz, Director of NEO-RLS, regarding their strategic planning consulting services, which are available to BPL at a discounted rate because of our Gold-level membership. The process will begin in mid-January 2022. A goal-setting session for the Board of Trustees is scheduled on Thursday, February 17, 2022 from 5:00 - 9:00 p.m.

Hutchison informed the Board that she has been elected President of the Kiwanis Club of Barberton for 2021-2022. To correspond with the Library's Green Team efforts, a plastic recycling bin that will benefit Barberton High School Key Club, an extension of the Kiwanis organization, has been placed in BPL's staff room.

Hutchison shared that Barberton High School's esports team has been utilizing BPL's Esports Room, with two to six students visiting each weekday. Since their return, it has been discovered that the room is not as soundproof as originally hoped, and staff are working to improve this.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of October 2021 for the Barberton Public Library was 92,514.10.

DeSan reviewed the financial reports, bank reconciliations, and bills paid for the month of September 2021, as well as several re-appropriations.

DeSan informed the Board that he plans to reinvest an additional \$300,000.000 in Certificates of Deposits.

DeSan informed the Board that he anticipates that insurance costs for 2022 will increase by approximately 1.1%, and that he plans to invite BPL's representative from Associated Underwriters, Inc. to attend the November Board meeting.

DeSan will present the Board with the Temporary Budget for 2022 at their November meeting. The Budget will include allowances for several major building projects, including repairs to the Library's roof and elevator. Miller expressed an interest in attending meetings with contractors for these projects.

Moved by Leskanic, seconded by Cheatham, **to accept the financial report, bank reconciliations, and bills** paid for the month of September 2021. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Motion carried.

RESOLUTION 28-2021 – **Moved** by Doll, seconded by Cheatham **to accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2022 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 29-2021 – Doll moved the adoption of the following:

A RESOLUTION AUTHORIZING AND REQUESTING THE ADVANCEMENT OF LOCAL TAXES FROM THE SUMMIT COUNTY FISCAL OFFICER FOR THE TAX YEAR 2021 PAYABLE IN 2022 IN ACCORDANCE WITH ORC SECTION 321.34, AND DECLARING AN EMERGENCY

WHEREAS, the Section 321.34 of the Ohio Revised Code states that all local governments must file a Resolution with the county Fiscal Office each year in order 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 2021 tax year, payable in 2022, 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 for the reason that the Barberton Public Library is dependent on the advancement of tax funds to balance its budget in 2022, and this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

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

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: The annual SCLTC meeting was held virtually on Thursday, October 14, 2021, and was attended by DeSan and Hutchison. DeSan provided a summary of the meeting and reviewed the projected figures for 2022. Brindo inquired what caused the allocations for Hudson and Twinsburg to increase. Hutchison will investigate.

RESOLUTION 30-2021 Moved by Miller, seconded by Cheatham **to accept the Blasingame Formula** percentage as proposed by the Summit County Library Trustees Council for the year 2022, which allows the Barberton Public Library a 5.18566% allocation of the Public Library Fund in Summit County. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

Community Correspondence: None.

OLD BUSINESS

COVID-19 Updates: Hutchison informed the Board the COVID-19 Rapid Test Kits that BPL began distributing on September 16 have been in high demand, with 523 being distributed in September. An additional 1,371 have been distributed since the beginning of October. Hutchison shared that the Ohio Department of Health is reevaluating their testing strategy and plans to begin a transition in mid-November, when non-proctored over-the-counter tests will be the primary version of the test provided to public libraries. These tests will not provide official results needed by many customers to return to work, attend concerts, and other functions that require proctored test results. A limited number of proctored tests will still be available for libraries who wish to continue to provide that option to patrons, but the proctored tests will be limited to no more than 5% of a library system's order.

NEW BUSINESS

Hutchison shared information with the Board about several potential grant opportunities. It is her hope that American Rescue Plan funds from the City of Barberton can be used to add a drive-up window to the Customer Services Department, though more information is needed from the City before a determination can be made. It is possible that this grant may help fund the purchase of additional classroom laptops as well.

RESOLUTION 31-2021 Moved by Doll, seconded by Cheatham, **to apply for American Rescue Plan grant funds from the City of Barberton.** The amount requested will be determined after further investigation. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 32-2021 Moved by Cheatham, seconded by Leskanic, **to apply for a grant from the Emergency Connectivity Fund,** to be used for Chromebooks and other technology. The amount requested will be determined after further investigation. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 33-2021 Moved by Leskanic, seconded by Doll, **to apply for an Arts Resiliency Initiative grant from the Ohio Arts Council.** The amount requested will be determined after further investigation. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Resolution adopted.

Mission Moment: Reference Services Librarian Sarah Granville received the following correspondence from a customer who was involved in Granville's teen programming while in high school via Facebook Messenger: "Hi Sarah! I've decided to go to grad school for library sciences and I wanted to say that you've been a huge inspiration for me!"

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Thank you for all of the book clubs and writing clubs and other events that you led when I was in high school! Hope you are doing well. 😊”

Cheatham shared that he has been in communication with a community member who would like to donate lighting for the Jeep Davis statue on BPL’s front lawn. He will give the potential donor Hutchison’s contact information.

Moved by Doll, seconded by Leskanic, **to adjourn** the meeting at 7:21 p.m. Ayes: Cheatham, Doll, Leskanic, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary