

Barberton Public Library
Regular Board of Trustees Meeting, December 16, 2021

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MEMBERS PRESENT

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

ALSO PRESENT

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

President Brindo called the meeting to order at 6:20 p.m.

Hutchison reported that there was no update from the Friends of the Library.

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

DIRECTOR'S REPORT

Circulation: November 2021 circulation was 21, 926, down 24.3% from November 2019 and 20.2% from November 2020, and down just slightly from October 2021. Year to date, circulation is 245,239. eMedia circulation through Overdrive was 4,888 in November 2021, up 7.9% from November 2019 and down 1.5% from last November. An additional 262 eMedia titles were borrowed through Hoopla in November 2021, up 12.9% from November 2020. Circulation of audiovisual materials was 5,594, down 50% from November 2019 and 39% from November 2020, and accounting for 25.5% of the month's total circulation.

In November 2021, 7,082 people visited the Library, down 35.5% from November 2019 and up 72.8% over November 2020. Of those visitors, 1,178 received curbside service and 118 visited the Community Health Library. Staff issued 102 new patron cards, down 23.3% from November 2019 and up 45.7% from November 2020, answered 4,577 reference questions, and made 38 homebound deliveries. The Library's website was visited 2,433 times, there were 2,677 wireless sessions, and 734 computer-use sessions. In November, 772 items were added to the collection and 494 items were withdrawn.

Programs & Publicity: Hutchison distributed the November 2021 publicity packet. In November 2021, 933 people attended 48 live programs and outreach events, either in person or via Zoom and Facebook Live, showing an increase of 14.3% in the number of programs and 13.6% in attendance as compared to November 2019, and an increase of 84.7% in the number of programs and 44.9% in attendance over November 2020. An additional 730 people participated in or viewed 23 passive and recorded programs and outreach events in November 2021, for a total of 1,633 participants at 71 events. Additionally, 203 people attended 38 non-Library programs in November 2021.

Hutchison shared that in November, 200 Take and Make craft kits for children and 200 Craft Connection activity kits for all ages and abilities were distributed. An additional twenty-four Book Club kits for children, which include a copy of a selected title for the child to keep and related crafts and activities, were given away. The Reference Department handed out 14 Born to Read bags to new mothers at Barberton Summa Hospital in November, and 125 individuals and groups participated in the Christmas Card for Seniors drive, making a total of 330 cards that were distributed at four local facilities. Also in November, the Esports Room hosted 91 students.

Donations:

Friends of Barberton Public Library: \$300.00 in support of Craft Connections & \$255.00 for Arnie the Donut character costume shipping cost

Carla & Doug McBain: \$250.00 for children's materials and programming
Anonymous: 832 books, 53 DVDs, 1 puzzle

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

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Mission Moment: Hutchison shared that Reference Services Manager Paula Wagner was assisting an elderly patron apply for public housing. English was his second language. Wagner taught the gentleman how to click in each field to type his responses and stopped by several times while he was on the computer to check on his progress. When asked to provide his current address, the man hesitated, and told Wagner that he had been living in his van for the past three months. Wagner said that she pushed down her feelings and helped him finish and submit his form, and man put his arm around her shoulder and thanked her, to which she replied, “That’s why we are here.”

Other: Hutchison informed the Board that the Library has not been charging customers to send outgoing faxes since September 2021, when the new Sharp copy machine was installed in the lobby. The new machine cannot be configured to charge for faxes, and Hutchison would prefer that all the machines in the building have the same functionality to improve the customer experience. Hutchison requested a Resolution to approve free outgoing fax service for customers, and to reduce the cost of an incoming fax to ten cents per page.

RESOLUTION 37-2021 – Moved by Doll, seconded by Masich, for the library **to provide outgoing fax services to customers free of charge, and reduce the cost of incoming faxes to ten cents (\$0.10) per page.** Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by Leskanic, **to accept the resignation of Children’s Librarian Sarah Massey,** effective December 31, 2021. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Moved by Miller, seconded by Masich, **to accept the resignation of Customer Services Library Assistant MacKenzie Milford,** effective December 10, 2021. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Moved by Doll, seconded by Leskanic, **to accept the resignation of Customer Services Library Assistant Kayla Mize,** effective January 2, 2022. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Moved by Cheatham, seconded by Masich, **to accept the resignation of Reference Services Manager Paula Wagner,** effective January 20, 2022. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 38-2021 – Moved by Masich, seconded by McMullen, **to promote Catherine Jernigan** to part-time Library Assistant in the Customer Services Department, regularly scheduled 20 hours per week at \$9.16 per hour, effective December 6, 2021. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison informed the Board that the Community Health Branch Library will be closed on December 31, 2021 to accommodate staff holiday schedules.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of December 2021 for the Barberton Public Library was \$95,918.80.

DeSan reviewed the financial reports, bank reconciliations, and bills paid for the month of November 2021.

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

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DeSan informed the Board that the Internal Revenue Service had not yet released their standard mileage reimbursement rate for 2022. A Resolution to allow for the reimbursement of Library-approved use of a private vehicle will be on January’s agenda.

DeSan informed the Board that the state minimum wage would increase to \$9.30 per hour effective January 1, 2022.

RESOLUTION 39-2021 – Moved by Masich, seconded by Leskanic, to increase the minimum starting wage of the Library Assistant position from \$9.02 to \$9.43 per hour, effective January 1, 2022. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 40-2021 – Moved by Doll, seconded by Leskanic, to increase the minimum starting wage of the Facilities Services Assistant position from \$9.02 to \$9.43 per hour, effective January 1, 2022. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 41-2021 – Moved by Masich, seconded by McMullen, to increase the Page position’s minimum starting wage from \$8.80 to \$9.30 per hour and maximum starting wage from \$8.84 to \$9.43, effective January 1, 2022. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 42-2021 - Moved by Masich, seconded by Leskanic to allow a 3% cost of living wage increase beginning with the pay period that includes January 1, 2022 for all employees employed by the Library as of December 1, 2021, including those above their salary ranges. Ayes: Doll, Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

President Brindo left and Vice-President Doll took order over the meeting at 6:45 p.m.

RESOLUTION 43-2021 – Moved by McMullen, seconded by Miller, to adopt the 2022 temporary estimated revenue and appropriation budget of \$2,568,770.00 as follows:

REVENUES			
		General Revenue Fund	
		General Property Tax / RE	600,000.00
		Homestead Rollback (PT Allocation)	67,000.00
		Public Library Fund (PLF)	1,071,770.00
		Other Income	50,000.00
		Total Revenue	1,788,770.00
		Estimated Carryover of Unencumbered General Fund Balances	1,280,000.00
		TOTAL Revenue + Unencumbered Balance Carryover	3,068,770.00
		Less Inactive Funds	500,000.00
		Funds to be Appropriated in General Fund	2,568,770.00
EXPENDITURES			
	100	Library Services	\$ 1,380,450.50
	200	Support Services	383,319.50
	760	Capital Outlay	785,000.00

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	910	Transfers		10,000.00
	930	Contingencies		10,000.00
		Total General Fund Expenditures		\$ 2,568,770.00
		SPECIAL REVENUE FUNDS		-
	2801	Coronavirus Relief Fund - CBDG-CV		
	2802	Coronavirus Relief Fund - OPL Assistance		
		CAPITAL PROJECTS		-
	4001	Building & Equipment	-	
		Total All Expenditures		\$ 2,568,770.00

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

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: The Board concluded that they would prefer to approve starting salary ranges at the same time as the updated salaries of current employees, and requested one-, three-, and five-year budget projections based on the suggested salary updates. This information will be brought to the Board of Trustees at their February 2022 meeting.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison shared that the December 2021 Public Library Fund distribution was 25% higher than the Ohio Department of Taxation’s original estimate, making calendar year 2021’s total PLF distribution \$464,405,999.00. This is the first time in thirteen years that the PLF has exceeded \$450 million.

Community Correspondence: Hutchison shared a Christmas card and other correspondence from former Library Director Barbara Kirbawy.

OLD BUSINESS

COVID-19 Updates: Hutchison informed the Board the COVID-19 Rapid Test Kits continue to be in high demand, with 3,456 being distributed in November 2021 and over 7,000 since the service was introduced on September 16. Test kits are currently only available to customers via curbside service, and Customer Services staff have begun leaving the kits on a table and asking customers to retrieve them to improve social distancing measures.

NEW BUSINESS

Hutchison shared information with the Board regarding a potential grant opportunity through HHMI Tangled Bank Studios and PBS Nature to fund localized pollinator celebration events in collaboration with other community agencies.

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RESOLUTION 44-2021 - Moved by Masich, seconded by Leskanic **to apply for a \$1,000.00 grant from to be used for pollinator events and programming** from HHMI Tangled Bank Studios and PBS Nature. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 6:51 p.m. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary

Jennifer Doll, Vice President