

Barberton Public Library
Regular Board of Trustees Meeting, February 25, 2021

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MEMBERS PRESENT

Caroline Brindo
Jennifer Doll
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller
Leon Ricks

ALSO PRESENT

Ann Hutchison, Director
Ken Cornelius, Fiscal Officer
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Katie Colson

President Brindo called the meeting to order at 6:33 p.m.

This Board meeting was held both in person and virtually using Microsoft Teams. Miller attended virtually; all other attendees were present at the library. Members of the public were given the opportunity to request an invitation by emailing Hutchison.

Hutchison introduced Colson, DeSan's fiancé, to the Board.

Hutchison reported that Friends of the Library members have been working at the library to maintain the book room and restock their sale carts, located in the lobby and on the first floor of the library. The Friends donated a book to the library in honor of Cornelius's retirement. Staff are working to compile a list of donation requests for 2021.

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

LIBRARIAN'S REPORT

Circulation: Hutchison presented the Board with the 2020 Annual Report and Department Overviews, and informed them that they will receive the 10-Year Circulation Report in March. The library was closed to the public the entire month of January 2021, offering only curbside and virtual services. January 2021 circulation was 18,588, down 39.3% from January 2020. Circulation of audiovisual materials was 3,917, down 67.8% from January 2020. eMedia circulation through Overdrive was 5,938 in January 2021, up just over 7.2% over last January, and Hutchison noted that circulation of juvenile titles was up 46.2%. An additional 229 eMedia titles were borrowed through Hoopla in January. In January 2021, 1,572 staff, volunteers, and delivery people were in the building, 746 customers received curbside service, and 48 new patron cards were issued. Despite being closed, staff answered 2,142 reference questions, the library's website was visited 2,723 times, and there were 1,907 wireless sessions.

Programs & Publicity: Hutchison informed the Board that the library website's homepage has been updated to a more modern, visually appealing format with new widgets and a carousel. She also noted that the digital sign in the Customer Services Department has been updated to include new types of slides.

In January 2021, 311 people attended 32 live programs via Zoom and Facebook Live, and an additional 716 people participated in or viewed 41 passive and recorded programs in. Ten live outreach events served 255 patrons, while an additional 929 people participated in 31 passive and recorded events.

Donations:

Peggy Errington - \$35, in memory of Joy Wunderlich
Kiwanis Club of Barberton - \$200, in support of
Craft Connections

Lois Nemeth - \$50, in memory of Phyllis Taylor
Nancy Somerick - \$100, in memory of Phyllis Taylor
James Stewart - \$100, in memory of Phyllis Taylor

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

Other: Hutchison shared a report of staff continuing education in 2020. Going forward, she will plan to report quarterly on continuing education.

Leskanic inquired if the library is accepting book donations. Hutchison replied that the library is not currently accepting donations, and will not until the Friends' Room is able to accommodate additional stock.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of February 2021 for the Barberton Public Library was \$97,543.53.

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

Cornelius distributed and reviewed a cash flow analysis of the library's copy machines.

Cornelius distributed and reviewed the 2020 Annual Financial Report. Overall, the Library had receipts of \$1,741,57 and disbursements of \$1,531,576, creating a net position of governmental activities increase of \$209,971 during 2020. Cornelius attributed the majority of the positive cash flow to a decrease in and prudent management of expenses. Key highlights from 2020 included the upgrade of the audiovisual and HVAC systems in the Spillette Room.

RESOLUTION 6-2021 – Masich 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 2020 PAYABLE IN 2021 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 2020 tax year, payable in 2021, 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 202, and, this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

McMullen seconded the Resolution. The vote for its adoption resulted as follows: Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

RESOLUTION 7-2021 **Moved** by Masich, seconded by Leskanic, **to disburse \$408.38, the entire amount available from the Barberton Public Library Endowment Forever Fund**, for distribution to the Barberton Public Library. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

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RESOLUTION 8-2021 Moved by Doll, seconded by Leskanic, to disburse \$739.14, the entire amount available from the Barberton Public Library Endowment Now Fund, for distribution to the Barberton Public Library. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

Cornelius expressed his gratitude to the Board for ten years of employment with the library. Brindo thanked him for his hard work and commended his ability to convey the library's finances in a way that the Board found to be accessible.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: Moved by Doll, seconded by Leskanic, to accept the retirement of Fiscal Officer Ken Cornelius, effective February 28, 2021. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Motion carried.

Moved by Masich, seconded by Doll, to accept the resignation of Library Assistant Marcia Nicholson, effective February 27, 2021. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Motion carried.

RESOLUTION 9-2021 Moved by McMullen, seconded by Masich, to promote Glennis Siegfried to a full-time Library Assistant in the Customer Services Department, regularly scheduled 35 hours per week at \$10.71 per hour, effective March 1, 2021. Ayes: Doll, Leskanic, Masich McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

RESOLUTION 10-2021 – Moved by Doll, seconded by Leskanic to appoint Michael DeSan full-time Fiscal Officer, regularly scheduled 40 hours per week at \$30.00 per hour, effective February 22, 2021. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison informed the Board that the Ohio Library Council will host a Library Trustee Workshop via Zoom on March 6, from 8:45 a.m. to 4:30 p.m. Miller is registered to attend. The deadline to register is February 28, and Hutchison will register any interested Board members.

The OLC's Government Relations Committee has reported that the Governor's proposal for the PLF is to revert back to 1.66% of the State's general fund tax revenue. Work is beginning in the Ohio House of Representatives for a budget proposal to change the percentage allotted to Ohio's public libraries back to the current 1.7%. Hutchison stressed the importance of OLC's annual Legislative Day, where library staff and Board members are given the opportunity to promote library advocacy. Legislative Day will be presented in a different format this year, with an assortment of virtual programming for Ohio Library Week, scheduled April 4-9, 2021 to coincide with National Library Week.

Community Correspondence: Hutchison shared the following Google Business review: "Just a note to say your new website looks very nice. Organized and easy to find what you need. I'd also like to compliment your employees for the online classes, book talks, etc. You've certainly got a library to be proud of." She also shared a Valentine's card to the staff that stated "To all who work at the Barberton library, thank you for being there for us. Books have saved our minds during the past year. You take such good care of us, and we thank you."

Hutchison informed the Board that a small package addressed to the Cleveland Public Library containing a first American edition of Sir Arthur Conan Doyle's *The Lost World* was placed in one of the library's outdoor book drops. Along with the book was an anonymous note stating that "about 20 years ago I bought this book online and discovered that one of the illustrations was missing. Shamefully, I borrowed a 1912 copy from the library and removed the page for myself...Over the years, I've become increasingly regretful of this theft, and now I hope to make at least partial amends with the gift of this book to the Cleveland Public Library." Staff forwarded the package to Cleveland, the story will be included in the upcoming edition of *The Enchanted Times*, BPL's quarterly newsletter.

OLD BUSINESS

Hutchison informed the Board that the library building reopened to the public on February 1, 2021, after having closed due to the ongoing COVID-19 pandemic on December 4, 2020. She described the challenges that staff are encountering with customers who are argumentative about wearing masks and other safety measures that have been adopted by the library, and noted that staff have been encouraged to view training webinars on dealing with angry customers. Hutchison informed the Board that the Ohio Department of Health has purchased two million at-home COVID-19 test kits, with the goal of making them available and accessible in every county, and public libraries have been asked to consider becoming distribution sites. The Board expressed concern at the idea of BPL distributing the kits to the public, and inquired if Hutchison could request a small supply that could be used by staff members as needed.

NEW BUSINESS

The NEO-RLS Statewide Salary Survey, a comprehensive compensation wage and benefit survey, will be sent to libraries at the end of March 2021. Results should be available July 1, 2021. Hutchison will submit BPL's salary information to be included in the survey, and noted that the library's NEO-RLS Gold Membership will allow us to purchase the results at a heavily discounted rate.

There was a discussion regarding Cornelius acting as a consultant to the Fiscal Office.

Moved by Masich, seconded by McMullen, **to approve up to 40 hours of Fiscal Office consulting** with Ken Cornelius, at the rate of \$40.00 per hour. Ayes: Doll, Leskanic, Maisch, McMullen, Miller, and Ricks. Nays: None. Motion carried.

Hutchison informed the Board that Rick's term expires on June 30, 2021.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:35 p.m. Ayes: Doll, Leskanic, Masich, McMullen, Miller, and Ricks. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary