

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

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MEMBERS PRESENT

Caroline Brindo
Jennifer Doll
C. Racyne Leskanic
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Mayor William Judge
Katie Colson

MEMBERS EXCUSED

Terri Masich
Leon Ricks

President Brindo called the meeting to order at 6:32 p.m.

This Board meeting was held both in person and virtually using Microsoft Teams. Doll, McMullen, and 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.

Judge administered the oath of office to DeSan.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio and impartially discharge your duties as Fiscal Officer of the Barberton Public Library, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is selected and qualified?" His reply was "I do."

Michael DeSan, Fiscal Officer

Judge and Brindo left the meeting at 6:35 p.m.

Brindo returned to the meeting at 6:36 p.m.

Hutchison reported that the Friends of the Library have begun accepting donations again.

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

LIBRARIAN'S REPORT

Circulation: Hutchison presented the Board with and reviewed the 10-Year Circulation Overview. February 2021 circulation was 21,413, down 39.3% from February 2020. Circulation of audiovisual materials was 3,917, down 27.2% from February 2020 and 33.4% year to date. eMedia circulation through Overdrive was 5,196 in February 2021, up 3.1% from last January and 5.2% year to date. An additional 233 eMedia titles were borrowed through Hoopla in February. In February 2021, 2,897 people visited the Library, 171 of whom received curbside service, and 78 new patron cards were issued. Staff answered 1,926 reference questions, the Library's website was visited 2,754 times, and there were 1,774 wireless sessions. In February, 729 items were added to the collection and 465 items were withdrawn.

Hutchison shared that the Library has not been charging fees for overdue materials as a courtesy to customers due to reduced services and hours resulting from COVID-19. Customers are still responsible for replacement costs associated with lost and damaged materials.

Brindo inquired whether the Community Health Branch would be included in BPL's portion of the Public Library Fund despite being closed. Hutchison confirmed that it would.

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Programs & Publicity: In February 2021, 266 people attended 29 live programs via Zoom and Facebook Live, and an additional 893 people participated in or viewed 45 passive and recorded programs, for a total of 1,159 participants. Ten live outreach events served 235 patrons, while an additional 1,054 people participated in 30 passive and recorded events.

The Library is once again welcoming volunteers. In addition to experienced volunteers who have returned to work in Local History, several high school students have completed their senior volunteer hour requirements at BPL.

Hutchison informed the Board that National Library Week is April 4-10, 2021. The Library's Founders' Day on April 7 is being promoted as part of the week's programming, with raffle baskets and goodie bags for customers.

The Library's quarterly newsletter, The Enchanted Times, will resume publication with the June-July-August 2021 issue. The publication has been on hiatus since last spring due to the pandemic.

Staff Pics is the Library's current social media campaign, featuring a different staff member and their favorite library resource each Friday. Public Relations Associate Maggie Rose is planning a Patron Pics series to follow.

Donations:

Kay Butler - \$4.00

Barbara Ellis - Majorette boots with purple & white tassels

Ann Hutchison - \$25.00, in memory of Phyllis Taylor

Carolyn Rorar - \$25.00, in memory of Phyllis Taylor

Anne Vainer - 33 handmade masks for staff members

Anonymous - \$4,000.00, to be used for children's & youth programs

Doll inquired about the anonymous donation. Hutchison shared that the donor is from Florida, and has donated annually since 2015. Children's Services Manager Alison Huey hopes to use this year's donation to start a circulating collection at Van Buren Homes.

McMullen inquired what the plans the Library has for the donated majorette boots. Hutchison replied that they are currently on display in the Local History Room.

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

Other: **RESOLUTION 11-2021** **Moved** by Doll, seconded by Leskanic, **to promote Lauren Planitzer** to a part-time Library Assistant in the Customer Services Department, regularly scheduled 20 hours per week at \$9.16 per hour, effective March 15, 2021. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of March 2021 for the Barberton Public Library was \$80,845.59.

DeSan reviewed the February 2021 financial reports, and informed the Board that he did not renew the Certificate of Deposit that expired on March 26. The Library's checking account currently offers a higher interest rate than CDs.

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

RESOLUTION 12-2021 **Moved** by McMullen seconded by Miller, **to adopt the 2021 estimated revenue and permanent appropriation budget** of \$2,949,190.00 as follows:

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REVENUES

General Revenue Fund		
General Property Tax / RE	596,609.00	667,009.00
Homestead Rollback (PT Allocation)	70,400.00	
Public Library Fund (PLF)		879,344.00
Other Income		50,000.00
Total Revenue		<u>1,596,353.00</u>
Carryover of Unencumbered General Fund Balances		1,352,837.00
TOTAL Revenue + Unencumbered Balance Carryover		<u>2,949,190.00</u>
	Less Investments	<u>300,000.00</u>
Funds to be Appropriated in General Fund		<u>2,649,190.00</u>

EXPENDITURES

100	Library Services	\$ 1,318,250.00
200	Support Services	343,250.00
760	Capital Outlay	860,000.00
910	Transfers	97,690.00
930	Contingencies	30,000.00
	Total General Fund Expenditures	<u>\$ 2,649,190.00</u>
Capital Projects		
4001	Building & Equipment	-
	Total All Expenditures	<u>\$ 2,649,190.00</u>
	Plus Investments	<u>300,000.00</u>
	Total of All Funds	<u>\$ 2,949,190.00</u>

Ayes: Doll, Leskanic, McMullen, and Miller. 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: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison shared that Akron Summit County Public Library Director Pam Hickson-Stevenson is a member of the Ohio Library Council's Government Relations Committee, and is hopeful that the PLF will be restored to 1.7%. It is still imperative that library staff and Board members contact their legislators to advocate for their support. Hutchison reminded the Board that OLC's Ohio Library Week, a virtual version of their annual Legislative Day, is scheduled April 5-9, 2021 to coincide with National Library Week, and noted that registration is required for appointments with legislators.

Community Correspondence: None.

OLD BUSINESS

COVID-19 Updates: Judge Todd and Councilwoman Bethany McKenney were at BPL on Tuesday, March 23 to help community members schedule COVID-19 vaccinations. During the three-hour event, volunteers were able to register 25 people for appointments. The event will be held again next Tuesday, March 30 from 5:00-7:00 p.m.

Hutchison shared that additional signage has been placed on the entrance and throughout the building to help better enforce mask policies, as staff are encountering increasing resistance from customers. She noted that the Library requires customers to wear a face mask, and that gaiters, bandanas, and make-shift face coverings are not permitted. She shared that staff members have been inquiring what the Library's mask policy will be when the Governor lifts the state-wide mask mandate, and asked for the Board's opinion on the matter. McMullen suggested that it should be left to administration and staff to determine what will work best at that time. Brindo expressed concern that trying to enforce a mask requirement at BPL after the mandate has been lifted would be extremely stressful for staff, and that she doesn't anticipate that the mandate will be lifted until the vaccine is more widely available. It is Hutchison's hope that all staff who are able and want to be vaccinated have been before the mandate is lifted.

Hutchison shared that the Library has not employed off-duty officers for security purposes since initially closing due to COVID-19 in March 2020. While Hutchison does not feel that it necessary to bring them back at this time due to the Library's reduced hours and limited visitors, she has asked Chris White of the Barberton Police Department to please encourage officers to walk through the main floor of the Library on weekday afternoons when possible.

NEO-RLS Salary Survey: Hutchison has received the NEO-RLS Statewide Salary Survey, a comprehensive compensation wage and benefit survey, which she and DeSan will work together to complete. Results are expected to be available July 1, 2021, and the Library's NEO-RLS Gold Membership will allow us to purchase the results at a heavily discounted rate.

NEW BUSINESS

Hutchison informed the Board that she will not be available to attend the July 22, 2021 Board Meeting in person, and inquired whether the Board would prefer for her to attend virtually or reschedule the meeting for the following Thursday, July 29.

RESOLUTION 13-2021 Moved by Doll, seconded by Leskanic, **to reschedule the July 22, 2021 Board meeting** for Thursday, July 29, 2021 at 6:30 p.m. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison shared that the Barberton City School District will once again be distributing the Library's Summer Reading Club promotional materials in students' summer work bags, as well as Three For Me library card applications, and that the Library will be partnering with the schools for their Summer Extravaganza program. The six-week program will provide participating students with a half day of summer school and half day of content from partner agencies, including BPL, Barberton Parks and Recreation, Lake Anna YMCA, and the Magical Theatre Company.

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 7:16 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison, DeSan, Futrell, and Colson remained in the room.

Moved by McMullen, seconded by Leskanic, **to end executive session** and return to regular meeting at 7:29 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried.

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Moved by McMullen, seconded by Leskanic, **to adjourn** the meeting at 7:29 p.m. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary