

**Barberton Public Library**  
**Regular Meeting Board of Trustees, April 23, 2020**

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**MEMBERS PRESENT**

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

**ALSO PRESENT**

Ann Hutchison, Director  
Ken Cornelius, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**MEMBERS EXCUSED**

Leon Ricks

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

During the Library's closure, Board meetings are being held virtually using Microsoft Teams and will be recorded. Participants should state their names before speaking. Members of the public may request an invitation by emailing Hutchison.

Hutchison reported that she has been in contact with the Friends of the Library, but currently has no news to share with the Board.

**Moved** by Doll, seconded by Leskanic, **to accept the minutes** of the March 2020 regular meeting. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

**LIBRARIAN'S REPORT**

**Circulation:** March 2020 circulation was 19,015, down more than 10,000 from last month, while eMedia circulation was up slightly from January and February at 5,825. In March, 5,242 people visited the library, 367 of which were on Sunday, March 15, the last day that the library was open to the public. Hutchison noted that the reduction in circulation of physical items and library visits was expected due to the library's closure. The library's website was visited 2,046 times, which is down about 1,000 hits, possibly because patrons may no longer place holds on physical items. The library's Wi-Fi, which customers can access from the parking lot at any time of the day, was used 3,269 times. In March 555 items were added to the collection, while 451 were withdrawn and 95 new patron cards were issued.

**Programs & Publicity:** In March 2020, 424 people attended 24 library programs. During the library's closure, adult and children's programming continues virtually, using Facebook, YouTube, and Zoom. Brindo stated that she has received complements on the library's virtual programs.

**Donations:**

Barberton NAACP - \$100  
City of Barberton (Change for Change) - \$407.57  
Anonymous - 245 Books

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

**Other:** During the library's closure, new services for patrons include Hoopla, Sora, phone reference Monday through Friday from 10:00 a.m. to 1:00 p.m., and a resume review service. Two staff have completed passport training during the closure.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of April for the Barberton Public Library was \$56,647.77.

**Moved** by Brindo, seconded by Leskanic, **to accept the financial report, bank reconciliations and bills** paid for the month of March 2020. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Cornelius reviewed the Barberton Community Foundation Endowment Fund Analysis for the last four years.

**RESOLUTION 11-2020** **Moved** by Brindo, seconded by Doll, **to close the library to the public retroactively from March 16, 2020 through May 31, 2020** due to the COVID-19 health crisis. Per library policy, employees shall be put on paid administrative leave for this time and be compensated for their normally scheduled number of hours. Any hours approved to work by the Director during this time shall result in the earning of compensatory time to be used at a later date, subject to the needs of the library. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

Cornelius stated that the policy requiring employees who are absent for more than five days to have a doctor's note before returning to work will be lifted during the COVID-19 pandemic.

### **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 reported that she has attended two OLC webinars this week, Return to Work Preparedness and CARES Act. The OLC will host a Ballot Issue Workshop on June 18. Hutchison will register any interested Board members.

There is currently a study being conducted by Battelle, IMLS, and OCLC regarding the safe handling of library materials in response to the COVID-19 crisis.

**OLD BUSINESS** – During the library's closure due to COVID-19, staff continues to work from home and at the library. The book drops are being emptied daily, with staff wearing gloves and dating materials as they are returned. Facilities Services Manager William Swigart has installed UV lights above each of the book drops, and small packages and the mail are being received through them in addition to library materials.

Hutchison has been attending virtual meetings with the other Summit County library Directors weekly. Tomorrow's meeting will include a member from the Summit County Health Department. The Directors agree that they would like to coordinate their reopening efforts as much as possible to avoid any one library being overwhelmed if they reopen first.

Hutchison has a call scheduled with the Barberton Community Foundation tomorrow for more information about an emergency response grant they are offering to help purchase personal protective equipment, cleaning supplies, and other necessary items during the pandemic.

Hutchison and BPL's management team have been in touch with the rest of the staff during the library's closure, and Hutchison has mailed updates in the event that any staff do not have access to their email from home.

Hutchison shared a tentative plan to reopen the library, which is divided into six phases, with dates for each phase to be determined. The first phase will likely include just curbside and phone services, with additional services being added gradually.

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**NEW BUSINESS** – None.

**Moved** by Brindo, seconded by Doll, **to adjourn** the meeting at 7:19 p.m.

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Terri Masich, President

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Jennifer Doll, Secretary