

Barberton Public Library
Regular Board of Trustees Meeting, July 29, 2021

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MEMBERS PRESENT

Caroline Brindo
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
Kenneth Cheatham, prospective Board candidate

President Brindo called the meeting to order at 6:58 p.m.

Hutchison reported that the Friends of the Library held their first in-person meeting since February 2020 on July 21, 2021 and plan to continue meeting every other month. Public Relations Associate Maggie Rose attended the meeting and will serve as the staff liaison to the FOL going forward. At the time of the meeting, the Friends had \$5,594.75 in their checking account and \$3,032.75 in savings. Barberton High School graduate Madison Johnson was awarded the FOL's 2021 scholarship in the amount of \$1,000. Members voted on BPL's donation requests and elected to fund the purchase of two additional lightweight tables at a cost of \$1,004 and provide \$1,000 toward the expansion of the Children's Department's 1,000 Books Before Kindergarten program. At this time, they will not provide funding for the proposed Library of Things. Hutchison informed the Board that the FOL intend to apply for a grant from the Barberton Community Foundation.

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

Moved by Miller, seconded by McMullen, **to accept the minutes** of the June 2021 Public Records Commission meeting. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: June 2021 circulation was 21,578, down 32.13% from June 2019, up 44.2% from June 2020, and down just slightly from May 2021. Year to date, circulation is 136,762. eMedia circulation through Overdrive was 5,165 in June 2021, up 6% from last June and 4% from June 2019. An additional 196 eMedia titles were borrowed through Hoopla in June 2021, up 48.5% from June 2020. Circulation of audiovisual materials was 6,571, accounting for 30.5% of the month's total circulation, down 48.7% from June 2019 and up 133.3 % from June 2020. In June 2021, 5,967 people visited the Library, down 48.3% from June 2019 and up 281% over June 2020. Of those visitors, 80 visited CHL and 47 received curbside service. Staff issued 120 new patron cards, down 37.5% from June 2019, but more than any other month in 2021. Staff answered 2,130 reference questions, the Library's website was visited 2,710 times, and there were 2,555 wireless sessions. There were 877 computer-use sessions in June 2021, down 56.9% from June 2019, but Hutchison anticipates that this number will increase in mid-July, when all public internet computers will be made available for customer use. In June, 990 items were added to the collection and 1,854 items were withdrawn.

Hutchison informed the Board that STAT Courier replaced Priority Dispatch as the statewide delivery service for Ohio libraries on July 1, 2021. This contract is awarded through a competitive bid process and is negotiated by the State Library of Ohio and OhioLINK on behalf of all public and university libraries in the state. STAT has faced a number of issues in implementing service to Ohio's libraries, including difficulties hiring drivers and securing warehouse space for regional hubs, which is delaying materials being delivered between libraries. Next month's statistical report will reflect a significant decrease in circulation due to BPL's inability to fill patron holds with interlibrary loan materials as a result of delivery delays.

Programs & Publicity: Hutchison shared that the Library returned to limited in-person programming in June 2021. In June 2021, 930 people attended 47 live programs and outreach events, either in person or via Zoom and Facebook Live, showing an increase of 38.2% in the number of programs and 107.6% in attendance as compared to June 2019. An additional 1,781 people participated in or viewed 50 passive and recorded programs and outreach events in June 2021, for a total of 1,956 participants at 93 events.

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Staff continue to work to overcome technology challenges involved with virtual programming and are collaborating to familiarize themselves with the new audiovisual equipment in the Spillette Room.

Hutchison shared that the Library's Spillette and Board Rooms are once again available for use by outside individuals and organizations. Next Wednesday, August 4, BPL will host State Representative Tavia Galonski's Opportunity Town Hall, a discussion regarding redistricting, the state budget, and other legislative updates from 10:00 a.m. to 12:00 p.m. in the Spillette Room.

Hutchison informed the Board the Children's Department will offer no programming in August as they begin preparing for the fall.

Donations:

Jim Dilyard, author - <i>Ian and the Great Silver Dragon:</i>	Richard Wehling - \$50.00
<i>Bry-Ankh & Ian and the Great Silver Dragon: A</i>	Anonymous - 862 books, 30 DVDs, 20 magazines, 1
<i>Friendship Begins</i>	box of embroidery floss, \$20.00
Leroy Martin - 2 portable projection screens	

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

Other: Hutchison shared that the engraved name pieces on the library's donor wall have been filled with a dark stain to improve legibility, and that the donor recognition scheme has been updated to include gifts of \$250.00 and higher on the donor wall.

The Barberton City School District's bus tour for new teachers will visit BPL on Friday, August 13. Hutchison, Children's Services Manager Alison Huey, and Teen Librarian Sarah Granville will provide a tour of the Library and promote Library services during the session.

Hutchison informed the Board that, due to safety concerns and limited staffing, the Library will hire off-duty police officers to provide security on Sundays beginning in September. Hutchison is also investigating a self-defense session for October's Staff Development Day.

BPL's most recent strategic plan expired in 2015, and Hutchison has spoken with NEO-RLS regarding their strategic planning consulting services. A staff session will be scheduled for Staff Development Day 2022, and NEO recommended a half-day planning session for the Board as well. This planning session could serve in place of Board retreat in 2022, but Hutchison would like to plan a retreat in 2023 to focus on governance, meetings, and the role of the Board of Trustees.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of July 2021 for the Barberton Public Library was \$113,690.52.

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

DeSan reported the Audit Report has been finalized by the State, which was emailed to the Board.

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

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

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Personnel Committee: Doll reviewed the July 29, 2021 meeting.

Moved by Doll, seconded by Masich, **to accept the resignation of Children’s Librarian Abby Lowe**, effective August 14, 2021. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 20-2021 **Moved** by Masich, seconded by Doll, **to request the Barberton Board of Education appoint Kenneth Cheatham** to the Barberton Public Library Board of Trustees for a full-term expiring June 30, 2028. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

The Committee recommended adding Juneteenth National Independence Day as a “floating” holiday for BPL, along with Martin Luther King Day, Presidents Day, Columbus Day and Veterans Day. Eligible employees earn holiday leave for these days though the Library remains open and would be granted time for June 19, 2021. This will require an amendment to the Employee Handbook.

RESOLUTION 21-2021 **Moved** by Doll, seconded by Leskanic, **to accept the proposed revisions to the Employee Handbook**. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached, page 2457.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

Community Correspondence: None.

OLD BUSINESS

COVID-19 Updates: Hutchison reported the Library will resume normal hours beginning on September 7, 2021. Mask requirements have been loosened for customers, though masks are still strongly recommended for all and required for those who are not fully vaccinated. Staff members have been asked to continue to wear masks when moving throughout the building or working in close proximity with others. With the increase in Delta variant cases, Hutchison continues to monitor CDC and Health Department recommendations.

NEW BUSINESS: None.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:40 p.m. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary

Section 5.3 HOLIDAYS

- A. Employees regularly assigned to work twenty (20) or more hours per week will receive the holidays listed below as paid holidays when the Library is closed. Holiday hours are calculated as 10% (rounded to the nearest tenth) of an employee's regularly scheduled bi-weekly hours. This calculation works out to:

Hours Assigned Per Week	Definition of a "day"
20 hours regularly scheduled	4 hours
24 or 25 hours regularly scheduled	5 hours
35 hours regularly scheduled	7 hours
37.5 hours regularly scheduled	7.5 hours

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| New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day | First day of January
Last Monday of May
Fourth day of July
First Monday of September
Fourth Thursday of November
Twenty-fourth day of December
Twenty-fifth day of December |
|---|---|

- B. Employees will also earn five (5) additional holidays for days when the Library is open: Martin Luther King Day, Presidents Day, Juneteenth, Columbus Day, and Veterans Day.
- C. An employee may use vacation, additional holidays, or take as unpaid certain religious holidays not included in the regular holiday schedule.
- D. Employees are immediately eligible to accrue holiday time and receive paid holiday time upon employment.
- E. All holiday time not used by the end of the calendar year shall be forfeited.