

Barberton Public Library
Regular Meeting Board of Trustees, October 22, 2020

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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
Melissa Futrell, Deputy Fiscal Officer

President Masich called the meeting to order at 6:37 p.m.

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

Hutchison reported that the Friends of the Library are planning a limited book sale the week of November 9. The sale will be held on Monday, Wednesday, and Saturday, and limited to five people per hour with registration required. Customers will be required to wear masks and gloves, and children will not be admitted without an adult.

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

LIBRARIAN'S REPORT

Circulation: Hutchison reported that circulation continues to slowly rise. September 2020 circulation was 21,682, down 27.1% from September 2019. Year to date, circulation is 168,018, down 40.7% from 2019. September eMedia circulation, not including Hoopla, was 5,219, and year to date is 46,481, up 11.7% from 2019. An additional 145 eMedia titles were borrowed through Hoopla in September. Visits to the library increased in September with 3,972 customers served, of which 71 received curbside service. Overall, library visits were down 69.1% from September of 2019, and 61.9% year to date. The Community Health Branch remains closed, per the hospital's Director.

Programs & Publicity: In September 2020, 1,120 people attended 67 virtual library programs. The number of programs offered by the library has increased 28.9% from September 2019, and attendance is up 54.48%. Year to date, attendance is up 11.6%.

Hutchison shared correspondence and pictures from the Latchkey program at Barberton Schools, whose students have been enjoying Take and Make craft bags provided by BPL. Staff members have been attending the Downtown Barberton Farmer's Market and have interacted with 464 people in seven weeks. The Reference Department resumed delivery services to homebound patrons last week. Hutchison and Children's Services Manager Alison Huey attended Barberton Area Community Ministries' Trunk or Treat event yesterday, handing out 30 Take & Make craft kits.

Upcoming virtual programs of note include tonight's Vampire Talk with author Mark Dawidziak, a Halloween-themed Woovs Concert on October 29, Angel Reader and Psychic Laura Lyn on November 4, and a Book Cover Scavenger Hunt to be held in collaboration with several downtown businesses during the month of November. Channel 5 News has expressed interest in covering the scavenger hunt.

Brindo entered the meeting at 6:48 p.m.

Donations:

Jeanne Bartlett - 2 boxes of books
Gerald Ross & Susan Vinson Ross - \$35, in memory
of Ron Molnar

Tuesday Study Club - \$167.78
Anonymous - 489 Books, 4 CDs, 23 DVDs, 51
Magazines

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

Other: None.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of October 2020 for the Barberton Public Library was \$80,367.30.

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

Cornelius reviewed the 2021 Official Certificate of Estimated Resources from the County Auditor. As the current tax levy expires at the end of 2020, there are no estimated resources available for next year. Resolutions to accept the amounts and rates and to request an advancement of local taxes will be required after the passage of the renewal levy.

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: The annual SCLTC meeting was held virtually on Thursday, October 8, 2020. Cornelius, Doll, and Hutchison attended. Doll provided a summary of the meeting, and Cornelius reviewed the projected figures for 2021.

RESOLUTION 33-2020 **Moved** by Ricks, seconded by McMullen **to accept the Blasingame Formula** percentage as proposed by the Summit County Library Trustees Council for the year 2021, which allows the Barberton Public Library a 5.19523% allocation of the Public Library Fund in Summit County. Ayes: Brindo, Doll, Leskanic, McMullen, Miller, and Ricks. Nays: None. Resolution adopted.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

OLD BUSINESS

The library is following Summit County Health Department and CDC guidelines for staff members who have been exposed to Coronavirus. No staff members have tested positive for the virus, but several have been required to quarantine due to exposure. Hutchison is drafting a plan for BPL in the event that Summit County is elevated to a Level 4, or "purple," Public Emergency. Staff continue to be diligent about cleaning high touch areas, and masks are required for both staff and customers while in building. Customers who are unable to wear masks are offered curbside service. Facilities Services Manager Will Swigart is awaiting a quote from Beneficial Business Services for a spray treatment to be used if the building needs to be deep cleaned.

Hutchison reported that levy postcards were distributed with this week's Barberton Herald, and two letters to the editor were printed this week as well. Next week's edition will include additional letters to the editor. Campaigning has been particularly challenging due to the pandemic, and Hutchison would like the Levy Committee's approval to

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purchase an additional advertisement in the Barberton Herald, to be included in the October 29 edition. There was a discussion regarding social media and boosted Facebook posts. Brindo offered to assist Hutchison with the Levy's Facebook page.

The library is in the process of obtaining competitive bids for the meeting room equipment and HVAC improvements to be funded by the Community Development Block Grant. The pre-bid meeting for HVAC improvements was held October 20 and bids will be accepted until 2:00 p.m. on October 27, when bids will be opened. The pre-bid meeting for meeting room equipment will be held at 10:00 a.m. on October 27, and bids will be accepted until 2:00 p.m. on November 4. Both projects are to be completed by December 4, 2020. Hutchison thanked Miller for her guidance throughout this project.

NEW BUSINESS

No new business was presented to the Board.

Moved by Brindo, seconded by McMullen, **to adjourn** the meeting at 7:22 p.m. Ayes: Brindo, Doll, Leskanic, McMullen, Miller, and Ricks. Nays: None. Motion carried.

Terri Masich, President

Jennifer Doll, Secretary