

Barberton Public Library
Regular Meeting Board of Trustees, November 19, 2020

Page 2416

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 6:36 p.m.

This Board meeting was held both in person and virtually using Microsoft Teams. Brindo, Leskanic, Masich, 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.

Hutchison reported that the Friends of the Library held a limited book sale the week of November 9 that generated \$355.05 in sales and two new members. No meetings will be held until at least January 2021. A few active members continue to maintain the Friends Room and stock donation carts in the lobby on the first floor of library.

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

LIBRARIAN'S REPORT

Circulation: Hutchison reported that circulation continues to slowly rise. October 2020 circulation was 24,275, down 25.7% from October 2019. Year to date, circulation is 192,293, down 39.1% from 2019. October eMedia circulation, not including Hoopla, was 5,208, and year to date is 51,689, up 10.7% from 2019. An additional 169 eMedia titles were borrowed through Hoopla in October. Visits to the library increased slightly in October, with 4,684 customers served, of which 76 received curbside service. Overall, library visits were down 62.9% from October 2019, and 62.1% year to date. Hutchison noted that a door counter for the Reading Garden entrance was purchased with grant funds and installed on October 6, so staff are no longer manually counting visitors. Computer use is slowly rising, with 732 sessions in October 2020, down 60.6% from 2019, and the library's Wi-Fi was used 3,124 times, down 50.8% from 2019. In October of 2020, 75 new patron cards were issued.

Programs & Publicity: Hutchison noted that some program figures from 2020 have been reported differently than the State Library allows, and will be corrected going forward. In October 2020, 2,001 people attended 75 virtual library programs, up 99.5% from October 2019. Year to date, attendance is up 25.6%. Hutchison shared that several eSports students have begun practicing at BPL again. Staff members attended two Downtown Barberton Farmer's Market events in October and interacted with 174 people. The Children's Department gave away 867 Take & Make craft kits with 20 different themes, and 94 Craft Connection kits were distributed.

On November 2, Mayor William Judge presented library staff with a proclamation commending the work that BPL has done in the community, particularly in response to COVID-19. The Mayor's office has received numerous complements from the community about the library, which Hutchison attributed to BPL's talented, innovative, and dedicated staff.

Upcoming programs of note include tonight's Holiday and Home Safety presented by the Barberton Police and Fire Departments, Acoustic Guitar & Vocals with Kevin Conaway on November 19, a Book Cover Scavenger Hunt being held in collaboration with several downtown businesses during the month of November, and We're Not Complete Without You: a Collaborative Art Project where customers may decorate a blank piece of an over-sized jigsaw puzzle that will be assembled and displayed on the Library's first floor.

Barberton Public Library
Regular Board of Trustees Meeting, November 19, 2020

Page 2417

Donations:

Nancy Boville - 30 books, 1 DVD

Brenda Daugherty - \$160

Jason C. Houghton (author) - *Eighteen Fools* (2 copies)

Barbara Kirbawy - \$100 to be used as needed; \$25 in memory of Lloyd Taylor; \$25 in memory of Martha Thrall

Laurie Storad - Assorted pamphlets, to LH

Anonymous - 295 books, 5 CDs, 5 DVDs, 20 magazines

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

Other: Hutchison informed the Board of measures being taken by libraries in counties where Stay at Home Health Advisories have been issued, with some reducing services to curbside only. At this time, she is not aware that any libraries in Summit County have announced a reduction in services. Hutchison would like for the library to remain open at its current level of service and hours, but requested authority to reduce services or close if necessary.

RESOLUTION 34-2020 – **Moved** by Doll, seconded by Miller, **to move to an earlier stage of the Pandemic Recovery Plan to Reopen at the Director’s discretion** due to the increasing severity of the COVID-19 pandemic. Per library policy and if necessary, employees may be put on paid administrative leave. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

The vacant Public Relations Associate position has been posted.

Hutchison informed the Board of an incident that occurred on library property that resulted in her providing security camera footage to the Barberton Police Department.

Hutchison shared that the library is now officially a sensory inclusive location for Kulture City.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of November 2020 for the Barberton Public Library was \$84,579.81.

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

Cornelius reviewed the library’s 2021 health insurance options.

RESOLUTION 35-2020 – **Moved** by Doll, seconded by McMullen, for the library **to offer group health care plan Anthem Blue Access Option 52 with Rx Option 7 (Traditional Plan)** to those employees who are eligible to participate for the renewal term January 1, 2021 through December 31, 2021. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 36-2020 – **Moved** by Doll, seconded by Miller, for the library **to offer group health care plan Lumenos Health Savings Account Option 51 with Rx Option 9** to those employees who are eligible to participate for the renewal term January 1, 2021 through December 31, 2021. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

There was a conversation regarding employee compensation.

RESOLUTION 37-2020 - **Moved** by Brindo, seconded by Miller **to allow a 4% cost of living wage increase** beginning with the pay period that includes January 1, 2021 for all employees employed by the library as of

Barberton Public Library
Regular Board of Trustees Meeting, November 19, 2020

Page 2418

December 1, 2020, including those above their salary ranges. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

Cornelius informed the Board that he has not yet received the 2021 Official Certificate of Estimated Resources from the County Auditor, but requested a resolution to request an advancement of local taxes. A resolution accepting the amounts and rates will be required once Cornelius has received the necessary paperwork.

RESOLUTION 38-2020 - Doll **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 2021, and, this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

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

Cornelius presented the Board with the 2021 Temporary Appropriation Budget, to be approved at the December meeting.

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: None.

OLD BUSINESS

Barberton Public Library
Regular Board of Trustees Meeting, November 19, 2020

Page 2419

Hutchison reported that the library continues to follow COVID-19 guidelines from the Summit County Health Department and the CDC. The library's mask policy has been updated in response to Summit County's Stay at Home Health Advisory, and Hutchison is drafting publicity to encourage the use of curbside services whenever possible.

Hutchison shared information about the library levy results, and thanked the Board for their time and efforts in helping to make the levy a success.

Hutchison reported that the Spillette Room HVAC project is nearly complete, and work on the AV equipment will begin on November 30.

NEW BUSINESS

No new business was presented to the Board.

Moved by Brindo, seconded by McMullen, **to adjourn** the meeting at 7:44 p.m. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Terri Masich, President

Jennifer Doll, Secretary