

Barberton Public Library
Regular Meeting Board of Trustees, December 17, 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 6:37 p.m.

This Board meeting was held both in person and virtually using Microsoft Teams. Brindo, Doll, 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 she had no news to share from the Friends of the Library.

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

LIBRARIAN'S REPORT

Circulation: November 2020 circulation was 27,484, down 5.2% from November 2019. Year to date, circulation is 219,777, down 36.3% from 2019. November eMedia circulation, not including Hoopla, was 4,961, and year to date is 56,650, up 9.5% from November 2019 and 1.6% YTD. An additional 232 eMedia titles were borrowed through Hoopla in November, which is the highest usage since service was added in April. Visits to the library decreased slightly in November, with 4,099 customers served, of which 74 received curbside service. Overall, library visits were down 62.7% from November 2019, and 62.1% year to date. In November 2020, 70 new patron cards were issued, 927 items were added to the collection, and 145 items were withdrawn.

Programs & Publicity: Hutchison reviewed the Programming and Outreach portion of the Statistics Report, which was updated to include prerecorded and passive programs in addition to live events. This will follow guidelines set forth by the State Library. In November 2020, 726 people attended 26 live programs via Zoom and Facebook Live, down 11.6% from November 2019. Year to date, attendance is up 12.4%. An additional 523 people participated in or viewed 19 passive and recorded programs. Live outreach reached 360 people through 19 events, including homebound deliveries and virtual classes with Barberton High School students. An additional 1,233 people were served through 36 recorded outreach sessions. Upcoming programs of note include tonight's Yule Shoot Your Eye Out and a holiday sing-a-long via Zoom on December 21. The December 23 edition of the Barberton Herald will include a Historically Speaking article by Local History Librarian Sarah Hays about the influenza epidemic of 1912.

Donations:

Catherine Russell (author) – *An Optimist's Guide to the End of Days*.
Anonymous - 977 Books, 35 CDs, 10 DVDs, 52 Magazines, & 16 Games

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

Other: Hutchison reported that she and Children's Services Manager Alison Huey conducted six interviews for the Public Relations Associate position. Her recommendation for hire is Maggie Rose, a former staff member in the Technical Services Department. Since working at BPL, Rose has completed her MLIS and has been employed at Cleveland Heights, Wayne County, and Twinsburg libraries.

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RESOLUTION 39-2020 – Moved by Brindo, seconded by Miller, to hire Maggie Rose as the full-time Public Relations Associate in the Administration Department, regularly scheduled 35 hours per week at \$16.70 per hour, effective January 6, 2021. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of December 2020 for the Barberton Public Library was \$86,595.30.

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

Cornelius informed the Board that the Internal Revenue Service had not yet released their standard mileage reimbursement rate for 2021. A resolution to allow for the reimbursement of approved library use for a vehicle will be on January’s agenda.

Cornelius informed the Board that the state minimum wage would increase to \$8.80 per hour effective January 1, 2021.

RESOLUTION 40-2020 - Moved by Doll, seconded by Miller, to increase the minimum starting wage of the Page position from \$8.70 to \$8.80 per hour effective January 1, 2021. Ayes: Brindo, Doll, Leskanic, and McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 41-2020 - Moved by Miller, seconded by Doll, to adopt the 2021 temporary estimated revenue and appropriation budget of \$1,710,900.00 as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	586,500.00	656,900.00
	Homestead Rollback (PT Allocation)	70,400.00	
	Public Library Fund (PLF)		879,000.00
	Other Income		50,000.00
	Total Revenue		1,585,900.00
	Estimated Carryover of Unencumbered General Fund Balances		525,000.00
	TOTAL Revenue + Unencumbered Balance Carryover		2,110,900.00
	Less Inactive Funds		400,000.00
	Funds to be Appropriated in General Fund		1,710,900.00

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EXPENDITURES			
100	Library Services		\$ 1,314,250.00
200	Support Services		338,250.00
760	Capital Outlay		58,200.00
910	Transfers		100.00
930	Contingencies		100.00
	Total General Fund Expenditures		\$ 1,710,900.00
	SPECIAL REVENUE FUNDS		-
2801	Coronavirus Relief Fund - CBDG-CV		
2802	Coronavirus Relief Fund - OPL Assistance		
	CAPITAL PROJECTS		-
4001	Building & Equipment	-	
	Total All Expenditures		\$ 1,710,900.00

Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion resolved.

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.

Community Correspondence:

Hutchison shared a note card that she received from the Director of the North Canton Public Library congratulating BPL on the successful levy and a thank you letter from the League of Women Voters thanking the Library for participating in National Voter Registration Day. Hutchison also shared a letter from Magic City's Remarkable Diner, who had a pumpkin decorating contest in October to benefit Summit County charities chosen by staff members. Amanda Smith raised \$41.06 for BPL with her pumpkin.

OLD BUSINESS

Due to the increasing number of COVID-19 cases in Summit County, the library building closed to the public on December 4, with curbside pick-up and other contact-free services available. Operating hours have remained the

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same thus far, but Hutchison noted that the library will close at 6:00 p.m. rather than 8:00 p.m. on Mondays and Tuesdays for the remainder of the year. Hutchison plans to continue with curbside only through the end of 2020, to be reevaluated in early January 2021.

Hutchison reported that the Spillette Room HVAC project is finished and work on the AV equipment is nearing completion. Additional grant funding was used to purchase new book carts, a door counter for the Reading Garden entrance, outdoor lighting, curbside signs, and a compressor for one of the basement HVAC units.

NEW BUSINESS

Hutchison informed the Board that former Local History Specialist Phyllis Taylor passed away on December 3, 2020. Taylor was originally hired on January 6, 1970 and left in February 1971. She was rehired in August 1974, promoted to Local History Specialist in 1987, and retired on July 28, 2000 with 27 years of service. Hutchison will compile a list of suggestions to memorialize her at BPL and contact the City of Barberton to request a proclamation in her honor.

Moved by Brindo, seconded by McMullen, **to adjourn** the meeting at 7:08 p.m. Ayes: Brindo, Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Terri Masich, President

Jennifer Doll, Secretary