

Barberton Public Library
Regular Meeting Board of Trustees, January 26, 2017

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MEMBERS PRESENT

Caroline Brindo
Jennifer Doll
Natalie Genet
Terri Masich
Leon Ricks
Patricia Warner

ALSO PRESENT

Julianne Bedel, Director
Ken Cornelius Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Joe Stefan, BCS Board of Education Member

MEMBERS EXCUSED

Christopher White

President Masich called the meeting to order at 6:27 p.m.

RESOLUTION 1-2017 – Moved by Doll, seconded by Warner to appoint Ken Cornelius as full-time Fiscal Officer and Melissa Futrell as part-time Deputy Fiscal Officer at their current compensation. Both appointments are to be for one year. Fiscal Officer to be bonded for the amount of \$75,000. Deputy Fiscal Officer to be bonded for the amount of \$25,000. Ayes: Genet, Ricks, Stevenson, Warner and White. Nays: None. Motion resolved.

School Board Member Joe Stefan administered the oath of office to Ken Cornelius and Melissa Futrell.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio and impartially discharge your duties as Fiscal Officer or Deputy Fiscal Officer of the Barberton Public Library, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is selected and qualified?" Their reply was "I do."

Ken Cornelius

Melissa Futrell

Warner stated the Friends of the Library would be holding a Valentine's Day (February 14) book sale from 11 am – 3 pm featuring romance novels. Also, the Friends are offering a \$1,000 scholarship to any senior high school student who is a resident of Barberton.

President Masich next moved the meeting to ask for nominations of officers.

Moved by Masich, seconded by Brindo to nominate White as President, Masich as Vice President and Genet as Secretary. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion carried.

Moved by Doll, seconded by Brindo to close nominations. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion carried.

RESOLUTION 2-2017 – Moved by Brindo, seconded by Ricks to accept the slate of officers as follows: White – President, Masich - Vice-President and Genet – Secretary. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion resolved.

Vice-President Masich took over order of the meeting at 6:34 pm.

Vice-President Masich suggested the following committees for 2017 contingent upon President White's appointment:

Building and Equipment – Masich (CH), Brindo and Warner.

Finance and Audit – Ricks (CH), Warner and Genet.

Personnel – Doll (CH), Brindo and Genet.

Summit County Trustees Council – Brindo as delegate with White as the alternate.

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Moved by Warner, seconded by Doll **to accept the minutes** of the December 2016 meeting. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Bedel reported December circulation of 25,426 which includes 2,784 eMedia and 12,756 AV. Overall circulation for the month was down 2.0% compared to last December. YTD, BPL was down 1.0%. Circulation of adult materials in December was down 8.0%, teen was down 8.0% and juvenile was up 0.8%. Annual figures will be provided next month. 943 new items were added and 187 items withdrawn. 146 new patron cards were issued.

Programs & Publicity: 677 individuals attended 26 library programs in December of which 481 attended juvenile programs, 192 attended adult programs, and 4 attended a Teen Advisory Board. The most well-attended program was the Bethany Christmas music concert. 40 outreach trips were made reaching 650 individuals. 2,928 reference questions were answered.

Three new programs are beginning in the Children's Department this month.

- *Music & Movement* is for preschoolers to help children develop social, motor, listening and pre-literacy skills.
- Monthly Tween Art Lab is for 5th -7th graders. At their first program in January they explored Ben-day Dot making and in February they will focus on print making.
- *Tinker Time* will be held on the fourth Saturday of the month to do experiments and activities such as sewing, using tools, and cooking.

A new adult program scheduled for the second Monday of each month starts in February and is titled *Crafternoon at the Library*.

Donations:

Robert Adkins – 200 books
Kristin Brummond – 50 books
Gail Carriger – 4 books
Beverly Cookro – 58 books
Mary Ann Grace – 18 books
Satkari Jash - \$1000
Steve Kindel – 30 books
NAACP, Barberton Branch - \$10
Dan Reinhart – 20 CDs, 65 DVDs
Linda Schwiger – 23 books
Saints Peter and Paul Senior Group - \$20
Anonymous – 422 books, 6 DVDs, 150 CDs & 12 puzzles

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

A summary of the various Summit County Libraries' Directors and Fiscal Officer's salaries was provided on the reverse side of the donation sheet.

Other:

Moved by Doll, seconded by Genet **to accept, with regrets, the resignation of Diana R. Staten** effective January 22, 2017. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion carried.

RESOLUTION 03-2017 **Moved** by Genet, seconded by Brindo **to hire Mckhenna N. Calhoun** as a part-time (regularly scheduled 10 hours per week) Page in the Customer Services Department at \$8.15 per hour effective January 23, 2017. Ayes: Brindo, Doll, Genet, Ricks, and Warner. Nays: None. Motion resolved.

A library fundraiser is being planned for this spring. A Cat's Meow replica of the library is in the planning stages of development. It will be offered for sale to help raise funds.

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Geauga County is scheduled to go live on CLEVNET the morning of February 6th. They are a county system with 4 branches, 2 library stations, a bookmobile, and an administrative center.

As of February 1, we will no longer have access to HOOPLA through CLEVNET resources.

The library received \$600 from the BCF in response to our grant request for a new refrigerator in the Spillette kitchen.

As part of the library's ongoing work on its "Bridging the Digital Divide" project (supported by AmeriCorps, BCF and the library), the library has purchased 18 chromebooks which are currently being processed so that customers can borrow them for in-house use. The goal is to have them available by February 1.

The library is in the process of making e-cards available for customers who want to use digital resources. Bedel has put in the work request with CLEVNET to create the patron type. She will review the Borrower's Policy and bring any suggested updates to the Board in February.

Bedel believes it is in the library's best interest to start working on a strategic planning project in 2017. Having specific goals and objects will keep the library in touch with our community members, empower our staff to work towards identified change and engage stakeholders in order to continuously meet the needs of our community. There are facilitators available through the State Library of Ohio who can help us through the "Planning the Results" process. The project usually takes 6-8 months. A quick overview of the procedure includes: an intake meeting, creating data visualization/community fact sheets, community survey, and focus groups. Using the information gathered in the initial stages, the State Library will create a report back to the board (and staff) identifying the major service responses. The staff uses the service responses to write the goals and objectives that make up the plan. The SLO estimates that we could get started on the process mid-summer 2017.

In December, Mary Kay Ball, Dia Thomas, Sarah Granville, Sarah Hays and Susanne Cogar attended an "Ohio Means Jobs" webinar through the OLC. Dia Thomas attended a "Tips for Staying Positive at Work" webinar through OLC.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of January for the Barberton Public Library was \$77,146.83.

Moved by Warner, seconded by Ricks **to accept the financial report, bank reconciliations and bills paid for the month** of December, 2016. Ayes: Brindo, Doll, Genet, Masich, Ricks, Warner and White. Nays: None. Motion carried.

Cornelius reviewed the many end of year and beginning of year procedures. W-2s and 1099s were distributed January 9. The Bureau of Worker's Comp prospective billing was explained. The process of applying asset tags on furniture/equipment along with recording the items in UAN inventory system was illustrated. A new employee indoctrination process was explained along with the reporting to OPERS, the State of Ohio new hire website and then setting up the employee in the UAN and banking programs. There will be an upcoming audit performed by Perry and Associates from Marietta. The Annual Financial Report takes approximately one solid uninterrupted week to finalize. It will be done for the next meeting. Also, a major purchases report will be presented then.

COMMITTEE REPORTS

Building and Equipment Committee – No meeting held this month.

Finance and Audit Committee – No meeting held this month.

Personnel Committee – No meeting held this month.

Summit County Library Trustees Council – No meeting held this month.

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COMMUNICATIONS AND CORRESPONDENCE -

Jennifer Doll is scheduled to attend a Trustee Workshop on March 25. Also the annual Trustee Dinner is scheduled for May 3, 2017, at the Kent State University at 6:30 pm.

OLD BUSINESS – Construction Update – The automatic sliding doors at the entrance are to be replaced with a new set. The Sixth Avenue sign is to be moved to the east end of the Tuscarawas Avenue side of the building. There are also some small issues which need resolved on the punch list.

NEW BUSINESS – None

Moved by Brindo, seconded by Warner **to adjourn** the meeting at 7:28 pm.

Terri Masich, Vice-President

Natalie Genet, Secretary