

Barberton Public Library
Regular Meeting Board of Trustees, January 24, 2019

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MEMBERS PRESENT

Jennifer Doll
Natalie Genet
Racyne Leskanic
Terri Masich
Heather McMullen
Leon Ricks
Christopher White

ALSO PRESENT

Ann Hutchison, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
William Judge, Mayor of Barberton
William Judge, Jr.
Emma Judge

President White called the meeting to order at 6:30 p.m.

RESOLUTION 1-2018 – Moved by Masich, seconded by Leskanic **to appoint Ken Cornelius full-time Fiscal Officer and Melissa Futrell full-time Deputy Fiscal Officer** at their current compensation. Both appointments are to be for one year. Fiscal Officer is to be bonded for \$75,000. Deputy Fiscal Officer is to be bonded for \$25,000. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

Mayor Judge administered the oath of office to Cornelius and 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, Fiscal Officer

Melissa Futrell, Deputy Fiscal Officer

Mayor Judge and his children left the meeting at 6:35 p.m.

Doll gave the Friends of the Library update. Their current balance of funds is \$13,007.39, and they have 105 members. They will be offering a \$1000 scholarship again in 2019, and plan to donate \$100 to BPL in honor of Mary and Jim Eritano's retirement. The FOL will benefit from the City of Barberton's February 22 Change for Change fundraiser, from 4:00 – 7:00 p.m. at Casa Del Ranchero. They will schedule their spring book sale in April, rather than the weekend of the Cherry Blossom Festival as in past years.

President White called for the nomination of officers.

Moved by Doll, seconded by White, **to nominate** Masich as President. Ayes: Doll, Genet, Leskanic, Masich, McMullen and Ricks. Nays: None. Motion carried.

Moved by Masich, seconded by Leskanic, **to nominate** McMullen as Vice President. Ayes: Doll, Genet, Leskanic, Masich, McMullen and Ricks. Nays: None. Motion carried.

Moved by Genet, seconded by White, **to nominate** Doll as Secretary. Ayes: Doll, Genet, Leskanic, Masich, McMullen and Ricks. Nays: None. Motion carried.

Moved by White, seconded by Doll **to close the nominations**. Ayes: Doll, Genet, Leskanic, Masich, McMullen and Ricks. Nays: None. Motion carried.

RESOLUTION 2-2018 – Moved by Genet, seconded by Ricks **to accept the slate of officers** as follows: Masich as President, McMullen as Vice President, and Doll as Secretary. Ayes: Doll, Genet, Leskanic, Masich, McMullen and Ricks. Nays: None. Resolution adopted.

President Masich took over the order of the meeting at 6:39 p.m.

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President Masich appointed the following committees for 2019:
Building and Equipment – White (CH), Leskanic and McMullen
Finance and Audit – Ricks (CH), Genet and McMullen
Personnel – Doll (CH), Genet and Leskanic
Summit County Trustees Council – Doll (delegate) and Genet (alternate)

Moved by White, seconded by Genet **to schedule all regular board meetings for 2019** at 6:30 p.m. in the Board Room on the following dates: January 24, February 28, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 21 and December 19. The Public Records Commission is to meet prior to the June meeting. Ayes: Doll, Genet, Leskanic, McMullen, Ricks, and White. Nays: None. Motion carried.

Moved by Doll, seconded by Leskanic **to accept the minutes** of the December 2018 meeting. Ayes: Doll, Genet, Leskanic, McMullen, Ricks, and White. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reported that December 2018 circulation was 29,494, which is 26.4% higher than December 2017. AV circulation was 13,265, an increase of 20.75% from last year. There were 3,811 eMedia downloads, which is 20.3% higher than last December. Circulation of adult materials was up 22%, teen was up 8.7%, and juvenile was up 45%. Year-to-date, circulation is up 14% from last year. There were 1,035 new items added to the collection and 760 items withdrawn. New patron cards were issued to 116 individuals.

Programs & Publicity: The December 2018 publicity packet was distributed for review. Last month, 476 individuals attended 31 library programs. Of that total, 409 attended juvenile programs and 67 attended adult programs. Staff made 33 outreach trips, reaching 944 individuals. Of those visited, 878 were juveniles and 66 were adults. There were 1,692 patron interactions and 42.5 volunteer hours.

Community Engagement: Sarah Granville and Emma Hutchison attended the YMCA's member appreciation event on January 22. Cornelius, A. Hutchison and E. Hutchison attended the Kiwanis Club of Barberton's noon meeting on January 15. A. Hutchison also attended meetings of the Magic City Kiwanis and Barberton Rotary, and plans to schedule meetings with other Summit County library Directors, beginning with Cuyahoga Falls.

Donations:

Barbara Kirbawy - \$100
Douglas & Carla McBain - \$200, for children's or teen services
Anonymous - \$2,500 for children's services and programs, 6 audio books, 709 books & 17 DVDs

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

Other: The Community Health Library branch move has been successfully completed. Hutchison shared pictures of the new space, which is slightly smaller and located on the same floor as the original location.

The O.C. Barber mansion pillars have been moved to the lobby, and the protective enclosures will be installed tomorrow. Sarah Hays plans to look into a restoration quote and outside funding for the project. Hutchison would like to plan an unveiling event for the columns.

Hutchison shared information about the Ohio Library Council's Library Trustee Workshop on March 9 in Columbus, and invited any interested Trustees to join her at Legislative Day on Tuesday, April 9. OLC is offering a webinar entitled Advocacy the New 133rd General Assembly, which Ann will attend on January 31. She would also like to send a staff member to OLC's May 15 conference, Community Engagement @ Your Library: Creating Vibrant, Diverse and Inclusive Communities.

Hutchison will attend the CLEVNET Quarterly Directors' Meeting in Medina on Friday, January 25.

Hutchison has met individually with each supervisor since starting at BPL. She is also working with the supervisors as a group on ideas for increasing circulation.

Hutchison, Cornelius and Jim Eritano interviewed five candidates for the Facilities Services Manager position, and the Customer Services Manager position has been posted. Outreach services previously performed by the Customer Services Manager will likely be shared among the Reference Librarians in the future.

RESOLUTION 3-2019 Moved by White, seconded by McMullen to **hire William Swigart** as full-time (regularly scheduled 37.5 hours per week) Facilities Services Manager at \$17.00 per hour effective January 30, 2019. Swigart is to receive a \$1.00 per hour increase after a six-month satisfactory evaluation and another \$1.00 per hour increase after one full year of satisfactory employment. Ayes: Doll, Genet, Leskanic, McMullen, Ricks, and White. Nays: None. Resolution adopted.

The library closed early on Saturday, January 19 and all day Sunday, January 20 due to inclement weather.

On Thursday, January 31 from 12:00-3:00 p.m., there will be a Retirement Open House for Mary and Jim Eritano in the lobby. At 1:00, Mayor Judge will present a proclamation honoring Mary's service to the library.

The latest update to the CLEVNET app allows Android users to pay fines from within the app. The same function should be available on iOS devices soon.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of January for the Barberton Public Library was \$75,797.87.

Moved by Ricks, seconded by Leskanic **to accept the financial report, bank reconciliations and bills paid for the month** of December 2018. Ayes: Doll, Genet, Leskanic, McMullen, Ricks, and White. Nays: None. Motion carried.

Cornelius stated the W-2s and 1099s were distributed on January 23. The Annual Financial Report will be presented and reviewed at the February meeting.

COMMITTEE REPORTS

Building and Equipment Committee – No meeting held.

Finance and Audit Committee – No meeting held.

Personnel Committee – No meeting held.

Summit County Library Trustees Council – No meeting held.

COMMUNICATIONS AND CORRESPONDENCE – See Director's Report, Other for OLC updates.

OLD BUSINESS – None

NEW BUSINESS – None

Moved by Doll, seconded by Genet **to adjourn** the meeting at 7:09 p.m.