

Barberton Public Library
Regular Meeting Board of Trustees, January 23, 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
Melissa Futrell, Deputy Fiscal Officer
Judge Todd McKenney
Chris White

MEMBERS EXCUSED

Leon Ricks

President Masich called the meeting to order at 6:34 p.m.

McKenney administered the oath of office to Miller.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Barberton Public Library, Summit County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?" Her reply was "I will."

RESOLUTION 1-2020 – Moved by Doll, seconded by Brindo **to appoint Ken Cornelius full-time Fiscal Officer and Melissa Futrell part-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. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Resolution adopted.

McKenney administered the oath of office to 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 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?" Her reply was "I do."

Melissa Futrell, Deputy Fiscal Officer

McKenney expressed his thanks to the Board and staff for making Barberton Library such a great resource to the community, as well as his personal appreciation for the library's Local History Room. McKenney and White left the meeting at 6:38 p.m.

Hutchison reported that the Friends of the Library have a total of \$14,951.87, with \$7,923.54 in checking and \$7,028.33 in savings. They are planning for their spring book sale, which will be held April 3-4. They are also having their second annual children's book sale on May 2. They will hold a fundraiser at Johnson United Methodist Church on March 5, with speaker Dr. Diana Kaufman presenting *Women Spies of the Civil War*. Tickets are \$25, and include a meal and door prizes. At their January 15 meeting, the FOL voted 9-7 in favor of keeping their existing scholarship. The FOL are aware of the Board's opinion regarding the scholarship, and the addition of a second scholarship is going back to committee. Hutchison will draft a formal letter to the FOL outlining specific criteria for the scholarship to gain the Board's approval. Staff is working on a list of donation requests for the Friends, to be presented at their March meeting. Hutchison plans to share the requests with the Board in February.

President Masich called for the nomination of officers.

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

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

Moved by Doll, seconded by Leskanic, **to nominate** Doll as Secretary. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Motion carried.

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

RESOLUTION 2-2020 – **Moved** by Doll, seconded by Leskanic, **to accept the slate of officers** as follows: Masich as President, McMullen as Vice President, and Doll as Secretary. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Resolution adopted.

President Masich appointed the following committees for 2020:
Building and Equipment – Miller (CH), Leskanic and McMullen
Finance and Audit – Ricks (CH), Brindo and McMullen
Personnel – Doll (CH), Brindo and Leskanic
Summit County Trustees Council – Brindo (delegate) and Doll (alternate)

Moved by McMullen, seconded by Doll, **to schedule all regular Board meetings for 2020** at 6:30 p.m. in the Board Room on the following dates: January 23, February 27, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22, November 19 and December 17. The Public Records Commission will meet prior to the June meeting. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Motion carried.

Moved by Doll, seconded by McMullen, **to accept the minutes** of the December 2019 meeting. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reported that December 2019 circulation was 28,979, which is 14% lower than December 2018. Last month, 1,079 people attended 34 library programs, up 127% from December 2018. An additional 1,061 people were served during outreach trips, an increase of 13% from last year. Staff answered 2,187 reference questions and issued cards to 129 new patrons.

Total circulation for 2019 was 370,833, up 1.7% from 2018, with a collection containing 95,537 items. BPL sent 61,177 items to fulfill CLEVNET interlibrary loans last year, and received 47,007 items to fulfill holds for our customers. New patron cards were issued to 2,104 individuals, and there were 11,391 new items added to the collection, while 12,384 were withdrawn. Wireless use was up 16% from 2018. Program attendance increased 24% for adult and 21% for juvenile, and children's outreach increased 46%.

Programs & Publicity: The Noon Year's Eve Party held December 31 in the Children's Department was attended by 131 people. January's Get Crafty program, an acrylic paint pour, was attended by 38 patrons. The costume that was rented for Pete the Cat's Perfect Pizza Party on January 15 was used throughout the week for school visits and other programs, reaching over 500 children. Barberton A-Live live streamed Local History Librarian Sarah Hays's January 15 presentation on the history of Barberton Schools. Upcoming programs of note include Chinese New Year Festival with the Cleveland Chinese Ensemble on February 1, The Unknown Beatles on February 11, and Aviation in Barberton on February 19.

The Barberton Herald has agreed to run a weekly column listing upcoming events at the library.

Donations:

Barberton Community Foundation - 25 office chairs,
couch & loveseat
Fran Blonar - Barberton Magic City Lamp
Larry Craddock - 10 boxes of books

Ann Hutchison - Nintendo DS, PlayStation 2, Wii,
two PlayStation 3, and two PlayStation Personal
consoles & controllers, 100 + video games
John Jenney - 2 Xbox One consoles

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Magic City Kiwanis Club - \$798.82, to be used for stools in the children's makerspace

Doug & Carla McBain - \$200.00, to be used for children's or teen services

Ron Molnar - 170 books & 50 book/DVD kits

Anonymous- \$2,000.00, to be used for children's programs, 510 Books, 4 CDs, 13 DVDs, 15 Magazines, 1 Puzzle

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

Other: The welcome package mailed to new residents from the Mayor's office will include materials promoting the library.

Emma Hutchison and Dia Thomas attended the YMCA's All For You on 22 event on January 22.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of January for the Barberton Public Library was \$79,177.97.

Moved by Brindo, seconded by Doll **to accept the financial report, bank reconciliations and bills paid for the month** of December 2019. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Motion carried.

Futrell stated W-2s and 1099s were distributed on January 22. The Annual Financial Report will be presented and reviewed at the February meeting.

RESOLUTION 3-2020 – **Moved** by Brindo, seconded by McMullen, **to allow reimbursement of approved library use of a vehicle for 2020 at the rate of 57.5¢ per business mile driven** as adopted by the Internal Revenue Service beginning on January 1, 2020. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Resolution adopted.

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

OLC Legislative Update: Hutchison shared information from OLC regarding the role of public libraries in the 2020 Census, which includes delivering accurate information regarding the Census and providing computers and internet access for residents to complete the questionnaire online. The census begins in March, with an official kick-off on April 1.

The OLC will host a New Trustee Workshop on March 7, and the Trustee Dinner is April 9 at the Holiday Inn in Independence. Hutchison will register interested Trustees for either event. Hutchison hopes to attend OLC's Legislative Day in Columbus on April 21. Interested Trustees are welcome to join her.

Hutchison shared a letter from the Barberton City School District thanking BPL for attending Benefest.

OLD BUSINESS

As the deadline has passed to enter the March election, BPL's levy will be on the November ballot. Ken Masich, President of the library's Political Action Committee, is working with former Board member Scot Stevenson to reopen the PAC's bank account.

NEW BUSINESS

Hutchison informed the Board that the library has requested outside assistance in the Fiscal Office. The library is awaiting a contract from the Auditor of State's office, and the Fiscal Officer from the Village of Lakemore worked with Futrell for several hours last week to assist with some year-end reports.

Moved by Brindo, seconded by Doll, **to move to executive session** to consider personnel issues at 7:45 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison remained in the room.

Moved by Doll, seconded by Brindo, **to end executive session** and return to regular meeting at 8:20 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison remained in the room.

Futrell returned to the meeting.

RESOLUTION 4-2020 – **Moved** by Brindo, seconded by Doll, **to appoint Melissa Futrell Interim Fiscal Officer** any time that the Fiscal Officer is unavailable, effective December 1, 2019. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Resolution adopted.

RESOLUTION 5-2020 – **Moved** by Doll, seconded by McMullen, **to allow the Director to offer extra hours to employees** at her discretion and as needed. Part-time employees are not to exceed 29 hour per week, and full-time employees are not to exceed 40 hours per week. Ayes: Brindo, Doll, Leskanic, McMullen and Miller. Nays: None. Resolution adopted.

Moved by Brindo, seconded by Leskanic, **to adjourn** the meeting at 8:25 p.m.

Terri Masich, President

Jennifer Doll, Secretary