

**Barberton Public Library**  
**Regular Board of Trustees Meeting, January 23, 2025**

**Members Present**

Jenifer Doll  
James Leonard  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen  
Holly Miller

**Also Present**

Ann Hutchison, Director  
Josh Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
William Judge, Mayor, City of Barberton

**Members Excused**

Kenneth Cheatham

President McMullen called the meeting to order at 6:28 p.m.

**Resolution 1-2025 - Moved** by Doll, seconded by Masich **to appoint Josh Brickner full-time Fiscal Officer and Melissa Futrell full-time Deputy Fiscal Officer** at their current compensation. Both appointments are to be for one year, and the Fiscal Officer is to be bonded for \$75,000. Ayes: Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Mayor Judge administered the oath of office to Brickner 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 and 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."

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Josh Brikner, Fiscal Officer

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Melissa Futrell, Deputy Fiscal Officer

Mayor Judge left the meeting at 6:29 p.m.

Hutchison reported that the Friends of the Library rescheduled their January 2025 meeting for February 12, and will hold a Valentine's sale on Friday, February 7 from 10 a.m. to 5 p.m.

**Moved** by Masich, seconded by Doll, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:30 p.m. Roll call: Doll, aye; Leonard, aye; Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. Brickner, Futrell, and Hutchison left the meeting. Hutchison returned to the meeting at 6:48 p.m. Brickner returned to the meeting at 6:59 p.m. The meeting returned to regular session and Futrell returned at 7:02 p.m.

McMullen shared information on a Barberton Women in Leadership event that members of the Board were invited to attend.

President McMullen called for the nomination of officers.

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

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

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

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

**Resolution 2-2025** – **Moved** by Doll, seconded by Leskanic, **to accept the slate of officers** as follows: Miller as President, Doll as Vice President, and Leonard as Secretary. Ayes: Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Miller took control of the meeting at 7:08 p.m. and appointed the following committees for 2025:

Building and Equipment – Leonard (Chair), Masich, and Leskanic

Finance and Audit – McMullen (CH), Cheatham, and Leskanic

Personnel – Doll (CH), Cheatham, and Masich

Summit County Trustees Council – Doll (delegate) and Masich (alternate)

**Moved** by Doll, seconded by Masich, **to schedule all regular Board meetings for 2025** on the following dates: January 23, February 27, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 20, and December 18. All meetings will start at 6:30 p.m. The Public Records Commission will meet prior to the June meeting. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

**Moved** by Doll, seconded by McMullen, **to accept the revised minutes** of the November 2024 Board meeting. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

**Moved** by Masich, seconded by Leonard, **to accept the minutes** of the December 2024 Board meeting. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the December 2024 statistics, noting that year to date circulation was down 1% from 2023.

**Programs & Publicity:** Hutchison distributed the December 2024 publicity packet and highlighted several upcoming programs.

**Donations:** Gifts were received from the following individuals and organizations in December 2024:

- Friends of Barberton Public Library: \$50.00, in memory of Anne Sweeney
- Brian Graham: Kirkham Art Tile & Pottery Co. digital memorabilia
- Kristen Hosni: \$20.00, in memory of Anne Sweeney
- Barbara Kirbawy: \$100.00
- Kiwanis Club of Barberton: \$500.00, to be used toward the first-floor renovation project
- Doug & Carla McBain: \$250.00, to be used for Children's and Teen services
- Ruth Ann Pieger: Babcock & Wilcox memorabilia
- The estate of Elizabeth B. Wilson: \$28,000.00
- Anonymous: Mayor of the Village of Barberton, Ohio embossing stamp

Hutchison noted that it is her intention to use the bequest from Elizabeth Wilson's estate to add a drive-up window in the Customer Services Department.

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

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**Community Involvement:** A summary of Hutchison’s community involvement since the December Board meeting was included in the information packet sent to the Trustees ahead of the meeting.

**Mission Moment:** Hutchison shared information on several new displays and programs from the Children’s Department.

**Strategic Plan:** Hutchison reviewed the 2025 work plan for the 2023 – 2025 Strategic Plan.

Miller inquired about a timeline for the completion of the Employee Handbook. Hutchison expects to provide the Library’s legal counsel with an updated document by mid-February but cannot anticipate how long their review might take.

**Other:** Hutchison shared departmental reviews from 2024.

Hutchison provided an update on the Library’s Staff Development Day, to be held on Monday, February 17, 2025.

**FISCAL OFFICER’S REPORT**

The Public Library Fund tax distribution for December 2024 for the Barberton Public Library was \$105,473.09.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of December 2024, noting that the final payment to Hummel Construction for the first-floor renovation project had been made.

**Moved** by Leskanic, seconded by Leonard, **to accept the financial reports, bank reconciliations, reappropriations, and bills paid** for the month of December 2024. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

**COMMITTEE REPORTS**

**Building and Equipment Committee:** No meeting was held.

**Finance and Audit Committee:** No meeting was held.

**Personnel Committee:** A meeting was held on Saturday, January 18, 2025

**Resolution 3-2025** – **Moved** by Masich, seconded by Leonard, **to classify the Director and Fiscal Officer as exempt employees** and make their positions ineligible for compensatory time. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

**Summit County Library Trustees Council:** No meeting was held.

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** None.

**Community Correspondence:** None.

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**OLD BUSINESS**

Brickner informed the Board that he had filed all necessary paperwork with the Summit County Board of Elections to proceed with the Library's renewal levy on the May 2025 ballot. The Board should anticipate an email from Hutchison's personal account regarding a levy meeting.

Futrell informed the Board that the IRS standard mileage reimbursement rate for 2025 is 70¢ per mile.

**Resolution 4-2025** – Moved by Doll, seconded by Masich, to allow mileage reimbursement of Library-approved use of a private vehicle in 2025 at the rate of 70¢ per business mile driven, as adopted by the Internal Revenue Service, effective January 1, 2025. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

**NEW BUSINESS**

Hutchison informed the Board that she would like to plan a second staff development day in 2025 to focus on safety and emergency preparedness and requested that the Board approve the Library's closure on Indigenous Peoples' Day, October 13.

**Resolution 5-2025** – Moved by Doll, seconded by Leonard, to approve the revised 2025 Library Operating Calendar as presented. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

Miller requested that the Board be provided with each employees' vacation, sick, and compensatory time, along with the Library's financial liability in the event of separation from employment, as part of the monthly Board information packet.

**Moved** by Masich, seconded by Leonard, **to adjourn** the meeting at 7:46 p.m. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

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Holly Miller, President

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James Leonard, Secretary