

Barberton Public Library
Regular Meeting Board of Trustees, February 28, 2019

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MEMBERS PRESENT

Natalie Genet
Terri Masich
Heather McMullen
C. Racyne Leskanic
Leon Ricks
Christopher White

ALSO PRESENT

Ann Hutchison, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Jennifer Doll

President Masich called the meeting to order at 6:33 p.m.

Genet reported that the Friends of the Library have just over \$13,000.00 in their accounts. The spring book sale will be April 4-5, and they will hold a sale devoted to children's books on May 3.

Moved by McMullen, seconded by Ricks **to accept the minutes** of the January 2019 meeting. Ayes: Genet, Leskanic, McMullen, Ricks and White. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Circulation statistics were prepared by the Customer Services Manager before Mary Eritano's retirement, and January's report is still a work in progress as Hutchison is learning where to find all of the information necessary to complete it. Hutchison reported that January 2019 circulation was 27,232. AV circulation was 13,810 and there were 4,386 eMedia downloads. There were 911 new items added to the collection and 506 items withdrawn. New patron cards were issued to 142 individuals.

Hutchison reviewed the library's 10-year Circulation Overview. Circulation in 2018 increased 14.1% from 2017, which can be attributed CLEVNET's implementation of automatic renewals.

Programs & Publicity: The January 2019 publicity packet was distributed for review. Last month, 515 individuals attended 42 library programs. Of that total, 376 attended juvenile programs, nine attended teen programs, and 130 attended adult programs. Staff made 42 outreach trips, reaching 734 individuals. Of those visited, 683 were juveniles, one was a teen, and 50 were adults. There were 2,501 patron interactions and 53.25 volunteer hours.

Hutchison noted that the Barberton Herald's February 7 issue included an article about Jim and Mary Eritano's retirement from the library.

Community Engagement: Outreach services to nursing homes and homebound individuals continue with Susanne Cogar. The library is exploring ideas to grow the program using current staff, and is considering using volunteers.

Hutchison has joined the Kiwanis Club of Barberton and Barberton Rotary Club, and attended a strategic planning session for Barberton Schools. The Rotary has expressed interest performing one of their quarterly service days at BPL.

Other: Interviews are ongoing for the Customer Services Manager position. Hutchison is hopeful that a successful candidate will be identified early next week.

Hutchison is working with other staff to complete the Friends of the Library project list. She hopes to have the information available for the Board in March.

Staff Development Day was Monday, February 18. Hutchison thanked Genet, McMullen and White for attending. The day was mostly well received by staff, and included department overviews, a session on safety and security, an overview of the employee assistance program available to staff, and a state of the library address.

Cleveland Public Library has announced that they will no longer charge overdue fees, beginning July 27, 2019.

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National Library Week is April 7-13, 2019. Staff members are in the process of planning promotions for the week.

The library is interested in adding Playaway Launchpad tablets to its collection. The tablets come preloaded with apps, videos and other interactive content for a variety of age groups.

Donations:

Bertie Adkins-Laderer - 1994 Barberton City Guide
Carl Edwards - 19 books
In Memory of Robert Hunter - \$50
Mary Ann Grace - 35 books
Kirk Mayer - \$2
Andrew O'Connell - 23 books

Sarah Parker - 14 books
Mary Lee Smith - Eyeglasses & case from A.J. Heiman, Pharmacy bottle from Zupic Pharmacy, Hat sample from Onyett & Krupa Clothiers
Janice Welch - Assorted historical photos, circa 1963
Anonymous - 831 Books, 17 DVDs & 25 Magazines

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

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of February for the Barberton Public Library was \$91,128.05.

Moved by Ricks, seconded by Genet **to accept the financial report, bank reconciliations and bills paid for the month** of January 2019. Ayes: Genet, Leskanic, McMullen, Ricks and White. Nays: None. Motion carried.

Cornelius reviewed the need to reallocate the petty cash on hand at the library.

RESOLUTION 4-2019 Moved by Ricks, seconded by Genet to reallocate cash on hand as follows: increase Petty Cash, located in the Fiscal Office safe, by \$25 and decrease the Children's Department cash drawer by \$10 and the CHL fine drawer by \$15. This will result in the following allocation of cash on hand:

\$135.00	Petty Cash (in Fiscal Office safe)
\$ 50.00	Fiscal Officer cash drawer
\$ 50.00	Circulation fine drawer
\$100.00	Circulation fax/copy
\$ 15.00	Children's Department cash drawer
\$ 5.00	CHL fine drawer
\$ 5.00	<u>Local History cash drawer</u>
\$360.00	TOTAL

Ayes: Genet, Leskanic, McMullen, Ricks and White. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Building and Equipment Committee – No meeting held.

Finance and Audit Committee – A summary of the meeting held on February 12 was given by Cornelius.

Having no questions or concerns, the Trustees found no need to further review the Annual Financial Report that was distributed at the February 12 committee meeting.

Personnel Committee – No meeting held.

Summit County Library Trustees Council – No meeting held.

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COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update:

Hutchison reminded the Trustees of OLC's Library Trustee Workshop on March 9 in Columbus, Legislative Day on April 9 at the Ohio Statehouse, and the Ballot Issues Workshop on May 25 in Columbus.

OLC's annual Trustee Dinner is Thursday, April 25 at the Holiday Inn in Independence. Hutchison, Genet, McMullen and Ricks plan to attend.

RESOLUTION 5-2019 Moved by White, seconded by McMullen to reschedule April's Board Meeting from Thursday, April 25 to Thursday, April 18 at 6:30 p.m. Ayes: Genet, Leskanic, McMullen, Ricks and White. Nays: None. Resolution adopted.

OLD BUSINESS – None

NEW BUSINESS – None

Moved by Genet, seconded by McMullen **to adjourn** the meeting at 7:19 p.m.

Terri Masich, President

Christopher White, Acting Secretary