

**Barberton Public Library
Regular Board of Trustees Meeting, February 27, 2025**

Members Present

Kenneth Cheatham
Jenifer Doll
James Leonard
Terri Masich
Heather McMullen
Holly Miller

Also Present

Ann Hutchison, Director
Josh Brickner, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Gretchen Quinn, Reference Services Manager

Members Excused

C. Racyne Leskanic

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

Hutchison reported that the Friends of the Library canceled their February 2025, which had been rescheduled from January. Hutchison intends to request that the Friends donate to the Library's Political Action Committee, which will support the upcoming tax levy campaign.

Moved by Masich, seconded by Cheatham, **to accept the minutes** of the January 2025 Board meeting. Ayes: Cheatham, Leonard, Masich, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the January 2025 statistics, noting that circulation for digital materials borrowed through Hoopla continues to increase and is up 50% year to date.

Programs & Publicity: Hutchison distributed the January 2025 publicity packet, noting that January 2025 program attendance was up 37.5% over December 2024, 18.6% year to date. Hutchison also highlighted several recent and upcoming programs.

Donations: Gifts were received from the following individuals and organizations in January 2025:

- Barberton City School District: Principal's albums from Portage School (1985-1995) and Woodford School (1982-2009)
- Jonathan Gilbert: \$5.00, in appreciation for free Notary services received
- Anonymous: \$6,000.00, to be used for Children's Services

Moved by Masich, seconded by Cheatham, **to accept the donations**. Ayes: Cheatham, Leonard, Masich, and Miller. Nays: None. Motion carried.

Community Involvement: A summary of Hutchison's community involvement since the January Board meeting was included in the information packet sent to the Trustees ahead of the meeting. Miller requested that Brickner also provide a report of his community involvement going forward.

Strategic Plan: Hutchison outlined several upcoming goals and tasks to be completed for the 2023 – 2025 Strategic Plan.

McMullen entered the meeting at 6:38 p.m.

Department Update: Quinn provided a Reference Department update, highlighting several services, events, community collaborations, and projects.

Hutchison left the meeting at 6:42 p.m. and returned at 6:44 p.m.

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Doll entered the meeting at 6:48 p.m.

Other: Hutchison provided an overview of the Library's Staff Development Day, which was held on Monday, February 17, 2025, and thanked Doll for attending.

Brickner and Doll attended Barberton's Involvement Fair on Sunday, February 22.

The Employee Handbook will be returned to legal counsel for final review by the end of March 2025.

Hutchison updated the Board regarding the Library's transition to PaperCut wireless printing for patrons.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for January 2025 for the Barberton Public Library was \$95,957.10.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of January 2025.

Moved by Doll, seconded by McMullen, **to accept the financial reports, bank reconciliations, reappropriations, and bills paid** for the month of January 2025. Ayes: Cheatham, Doll, Leonard, Masich, and McMullen. Nays: None. Motion carried.

Brickner reviewed the 2024 Annual Financial Report, which has been submitted to the Auditor of State and will be advertised in the Barberton Gazette.

Brickner presented the Board with the 2025 Permanent Appropriations Budget, which is to be submitted to the County Fiscal Office upon approval.

Resolution 6-2025 - Moved by Masich seconded by McMullen, to adopt the 2025 estimated revenue and permanent appropriation budget of \$2,941,073.40 as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	624,657.00	693,657.00
	Homestead Rollback (PT Allocation)	69,000.00	
	Public Library Fund (PLF)		1,174,637.91
	Other Income		66,150.00
	Total Revenue		1,934,444.91
	Carryover of Unencumbered General Fund Balances	1,597,257.26	
	TOTAL Revenue + Unencumbered Balance Carryover		3,531,702.17
	Less Investments	150,000.00	
	Funds Available to be Appropriated in General Fund		3,381,702.17
EXPENDITURES			
110	Public Service & Programs		\$ 1,521,395.40
120	Collection Development & Processing		221,300.00
210	Facilities Operation & Maintenance		249,800.00
220	Information Services		171,278.00
230	Business Administration		183,050.00
760	Capital Outlay		570,250.00
910	Transfers		12,000.00
930	Contingencies		12,000.00
	Total General Fund Appropriations		\$ 2,941,073.40
	Capital Projects		
4001	Building & Equipment	-	-
	Total All Appropriations		\$ 2,941,073.40
	Plus Investments	150,000.00	
	Total of All Funds		\$ 3,091,073.40

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Ayes: Cheatham, Doll, Leonard, Masich, and McMullen. Nays: None. Motion carried.

Futrell presented the Board with a request to reallocate and increase the Library's petty cash on hand as follows: eliminate the \$5.00 cash drawer kept in the Local History Room and increase the amount of petty cash kept in Administration from \$160.00 to \$250.00. This will result in a total of \$445.00 petty cash kept on hand by the Library, with \$250.00 in Administration, \$150.00 in the Customer Services Department, \$25.00 in the Reference Department, \$15.00 in the Children's Department, and \$5.00 at the Community Health Library branch.

Resolution 7-2025 - Moved by Doll seconded by Leonard, to increase and reallocate the Library's petty cash as presented. Ayes: Cheatham, Doll, Leonard, 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: No meeting was held.

Hutchison presented the Board with a hiring recommendation.

Resolution 8-2025 – Moved by McMullen, seconded by Cheatham, to hire **Shayna Blair** as a full-time Library Assistant in the Children's Department, regularly scheduled 35 hours per week at \$15.00 per hour, effective March 10, 2025. Ayes: Cheatham, Doll, Leonard, Masich, and McMullen. Nays: None. Resolution adopted.

Summit County Library Trustees Council: No meeting was held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison informed the Board of the following upcoming Ohio Library Council events for Trustees: the first session of the Library Trustee Workshop on March 8, 2025, Legislative Day on April 8, 2025, and the Northeast Ohio Trustee Dinner on May 8, 2025. Trustees who were interested in attending any of the events were asked to notify Hutchison as soon as possible.

Community Correspondence: Hutchison shared praise that she has received from friends and acquaintances regarding excellent customer service provided by Library staff.

OLD BUSINESS

Hutchison informed the Board that a levy meeting had been scheduled for Wednesday, March 5 at 6 p.m. at the Lake Anna YMCA and welcomed recommendations for community members to be invited.

NEW BUSINESS

Hutchison provided the Board with information regarding the Library's Founders' Day celebration on April 7, 2025.

Moved by Masich, seconded by Leonard, **not to contest Kraken Entertainment, LLC's liquor permit request.** Roll call: Cheatham, nay; Doll, aye; Leonard, aye; Masich, aye; McMullen, nay; Miller, aye. Motion carried.

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Moved by Masich **to adjourn** the meeting at 7:10 p.m. Ayes: Cheatham, Doll, Leonard, Masich, and McMullen.
Nays: None. Motion carried.

Holly Miller, President

James Leonard, Secretary