

**Barberton Public Library**  
**Regular Meeting Board of Trustees, March 28, 2019**

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**MEMBERS PRESENT**

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

**ALSO PRESENT**

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

President Masich called the meeting to order at 6:32 p.m.

McMullen entered the meeting at 6:33 p.m.

Genet reported for the Friends of the Library. The FOL spring book sale will be April 4-5, and they will host a sale devoted to children's books on May 3. The Friends plan to put together a budget in anticipation of receiving a list of donation requests from the library. Masich will attend the FOL meeting on April 17 to request the annual donation to the PAC in support of BPL's next levy campaign.

Ricks entered the meeting at 6:34 p.m.

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

**LIBRARIAN'S REPORT**

**Circulation:** February 2019 circulation was down from January, which is typical from past years, but increased 18.6% from February 2018. eMedia circulation increased 25.6% from last February. Staff continues to look for ways to increase circulation, with new displays and Binge Boxes being some of their recent efforts. Computer use is down 38% from 2018, which is a trend in public libraries, but WiFi use is not compensating for the decrease in computer use as much as Hutchison would have expected. Website use is down as well and Hutchison suspects that the new mobile app might be contributing to the decrease.

**Programs & Publicity:** Hutchison distributed the February 2019 publicity packet for review. Programs of note from March included Women in History's Molly Brown monologue and Judge Elinor Marsh Stormer's presentation regarding Summit County Probate Court. Hutchison noted that going forward the packet will include publicity for upcoming events, as well as press coverage from the previous month. National Library Week is April 7-14, and programming will include A Day at the Worm Races for children, as well as a Fantastic Beasts and Where to Find Them party for adults. Next quarter's issue of the Enchanted Times will debut a new look, with Hutchison looking forward to Board input.

**Donations:**

Barberton NAACP - \$10  
Robert Demko - 23 books  
Friends of Barberton Public Library - \$100 in honor of  
Jim & Mary Eritano & \$50 in memory of Ralph Young

Barbara Kirbawy - \$50 in memory of Laurette  
Bradnick & \$50 in memory of Ralph Young  
Carol Macko - 17 books  
Bryan Jackson - 30 books  
Lucy & Tim O'Connell - 34 books & 2 DVDS

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

**Other:** Hutchison distributed the 2018 Department Overviews for the Board of Trustees, and reviewed highlights from each department.

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The list of donation suggestions for the FOL is still a work in progress, which Hutchison hopes to have ready for the Board in April.

NEO-RLS will conduct a statewide salary survey of public libraries in the fourth quarter of 2019. The Board feels that it would be beneficial to table discussion regarding BPL's starting salaries until the results of the survey are available.

Hutchison recommended the hiring of Melissa Futrell as Customer Services Manager, as well as changing the job title and description to Customer Services Manager / Deputy Fiscal Officer and hiring a part-time Library Assistant in the Customer Services Department.

**Moved** by White, seconded by Doll **to move to executive session** to consider personnel issues at 7:06 p.m. Roll call: Doll-aye, Genet-aye, Leskanic-aye, Masich-aye, McMullen-aye, Ricks-aye, and White-aye. Motion carried.

**Moved** by Doll, second by Genet **to end executive session** and return to regular meeting at 7:27 p.m. Roll call: Doll-aye, Genet-aye, Leskanic-aye, Masich-aye, McMullen-aye, Ricks-aye and White-aye. Motion carried.

**Moved** by White, seconded by Ricks **to combine the Customer Services Manager and Deputy Fiscal Officer positions.** Ayes: Doll, Genet, Leskanic, McMullen, Ricks and White. Nays: None. Motion carried.

**RESOLUTION 6-2019** **Moved** by White, seconded by Doll **to hire Melissa Futrell** as full-time, regularly scheduled 37.5 hours per week, Customer Services Manager / Deputy Fiscal Officer in the Customer Services and Administrative Department at \$17.00 per hour effective March 18, 2019. Futrell will receive a \$1.00 increase in pay after a successful evaluation at six months of employment. Ayes: Doll, Genet, Leskanic, McMullen, Ricks and White. Nays: None. Resolution adopted.

**Moved** by Doll, seconded by McMullen **to add a part-time Library Assistant in the Customer Services Department,** regularly scheduled 20 hours per week. Ayes: Doll, Genet, Leskanic, McMullen, Ricks and White. Nays: None. Motion carried.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of March for the Barberton Public Library was \$65,600.34. The State is estimating a 5% increase in FY20 and a 2% increase in FY21 increase in PLF revenue

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

**RESOLUTION 7-2019** **Moved** by McMullen seconded by Leskanic **to adopt the 2019 estimated revenue and permanent appropriation budget** of \$2,260,295.80 as follows:

<b>REVENUES</b>			
	<b>General Revenue Fund</b>		
	General Property Tax / RE	586,000.00	<b>651,000.00</b>
	Homestead Rollback (PT Allocation)	65,000.00	
	Public Library Fund (PLF)		<b>956,100.00</b>
	Other Income		<b>57,500.00</b>
	<b>Total Revenue</b>		<b>1,664,600.00</b>
	Carryover of Unencumbered General Fund Balances		994,100.00
	<b>TOTAL Revenue + Unencumbered Balance Carryover</b>		<b>2,658,700.00</b>
		Less Inactive Funds	400,000.00
	<b>Funds to be Appropriated in General Fund</b>		<b>2,258,700.00</b>

<b>EXPENDITURES</b>			
<b>100</b>	<b>Library Services</b>		<b>\$ 1,361,650.00</b>
<b>200</b>	<b>Support Services</b>		<b>398,700.00</b>
<b>760</b>	<b>Capital Outlay</b>		<b>345,000.00</b>
<b>910</b>	<b>Transfers</b>		<b>113,350.00</b>
<b>930</b>	<b>Contingencies</b>		<b>40,000.00</b>
<b>Total General Fund Expenditures</b>			<b>\$ 2,258,700.00</b>
<b>Capital Projects</b>			<b>1,595.80</b>
4001	Building & Equipment	1,595.80	
<b>Total All Expenditures</b>			<b>\$ 2,260,295.80</b>

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

Auditors will be at BPL on Friday, April 5 to perform an Agreed Upon Procedures (AUP) Audit, the approximate cost of which is \$4,000. Cornelius explained an AUP Audit versus a full audit.

BPL's annual Endowment Fund statement from the Barberton Community Foundation will be reviewed at April's Board 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**

**OLC Legislative Update:** Hutchison will attend OCL's Legislative Day in Columbus on Tuesday, April 9. If any Board members are available to attend, please let her know as soon as possible. Doll, Genet, McMullen, Ricks and Hutchison will attend the Trustee Dinner on Thursday, April 25. There is a Ballot Issues Workshop on May 23 that Hutchison will be unable to attend due to her attendance at the Director's Retreat at Mohican.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**Moved** by Doll, seconded by McMullen **to adjourn** the meeting at 7:50 p.m.