

Barberton Public Library
Regular Board of Trustees Meeting, March 23, 2023

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MEMBERS PRESENT

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

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Lisa Miller, City of Barberton Law Director

MEMBERS EXCUSED

Kenneth Cheatham

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

L. Miller administered the oath of office to Leonard.

"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?" His reply was "I do."

L. Miller left the meeting at 6:31 p.m.

Hutchison reported that the Friends of the Library met last Wednesday, March 15, at which time they had \$11,319.37 in their checking account. At the meeting, the FOL approved up to \$50.00 to purchase new signage for their Little Free Libraries, and also a \$250.00 donation in support of BPL's Founders' Day celebration on April 7. There was a discussion regarding whether to donate to the Library in an annual lump sum, or per request on a case by case basis, and members voted against both acquiring a vendor's license and accepting credit card payments at their book sales. The topic of donations to the Library's levy campaign was again tabled until it could be determined how much they are permitted to donate. Going forward, membership cards will only be distributed to new members. The FOL Board will next meet on April 15, and their next book sale will be held May 12-13, 2023.

Moved by Leskanic, seconded by Masich, **to accept the minutes** of the February 2023 Board meeting. Ayes: Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the February 2023 statistics, highlighting several areas of growth. Year to date, circulation of Library materials was up 24%. Visits to the Library increased 45% over February of 2022, and are up 33% year to date. Computer and wireless use, as well as new library cards issued, have also increased. Library staff processed 86 passport applications and sold 74 photos in February.

Programs & Publicity: Hutchison distributed the February 2023 publicity packet and noted that attendance at live programs increased 135% over February 2022. Year to date, attendance is up 131%.

Upcoming programs of note include Reminisce with the Bodnar Twins on Saturday, March 25, an Unbirthday Tea Party for teens on Tuesday, April 4, Understanding Probate Court with Magistrate Steve Elliott of the Summit County Probate Court on Wednesday, April 19, and Got Game! on Tuesday, April 25.

Donations:

Connie Bowen: 2 books
James Cattarin: \$100, in memory of Barbara Gercken
Mary & Jim Eritano: \$200, in memory of Barbara Gercken
Bonnie Glick: \$50, in memory of Barbara Gercken

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Jo Fredell Higgins, author: Autographed copy of *Samantha the Swallow*
Kiwanis Club of Barberton: \$600, in memory of Barbara Gough, to be used for Craft Connections
Dorothy Hayden Miner: Oakdale School class photo, 1933 & Barberton High School graduating class photo, 1940
Lois McQuaide Nemeth: \$40, in memory of Barbara Gercken
Dianne Street: \$20

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

Futrell left the meeting at 6:37 p.m. and returned at 6:38 p.m.

Mission Moment: Hutchison shared an article featured in the South Side Leader about Boy Scout Preston Maxwell, of Troop 101 at First Presbyterian Church, who built literature racks for BPL as his Eagle Scout project. The project included three racks and two bulletin boards to hold and distribute resources for addiction, housing, education, mental and physical health, and more. Maxwell stated “From being in the library throughout the years I noticed that a lot of people with nowhere else to go would go there because it’s sort of a safe space for everyone. I wanted to do something to help get the word out about all the resources that were available in the area, and after a lot of planning and thought I figured what better way to do that then put it on display. After meeting with the library and learning that this was a need that they had it felt like it was meant to be. Doing this project and doing something for the community makes me feel like I’ve really had an impact, and if I can help even just one person who’s struggling, I’ve done my duty.”

Strategic Plan: Hutchison shared a progress report with the Board, noting that since the February meeting she has contacted three marketing firms for information on consultation services. She shared an estimate for services from Mark Reifsnyder of Triad Marketing & Media, who worked with Akron Summit County Public Library on their Hello campaign. Hutchison and DeSan have a second meeting scheduled with Josh Gordon of Full Spectrum Marketing next Friday. She also reached out to Evolve Marketing, who is not accepting new clients at this time. Miller inquired how much the Library has budgeted for consulting service, and whether Hutchison or DeSan provided the companies contacted with an RFQ, recommending that the Library do so before moving forward.

DeSan provided an update on the main floor renovation project. Miller is working on the bidding documents for the project and expects to have a draft completed within the next two weeks.

Hutchison informed the Board that Reference Services Manager Gretchen Quinn has collaborated with Ohio Means Jobs of Summit County to arrange for an OMJ representative to be at BPL every Wednesday beginning March 8 to help community members with job searches, resumes, interview preparation, and other related matters. This supports both goal one, objective three of the Strategic Plan to build an intentional presence with community organizations, as well as goal three, objective three by collaborating with professional service agencies to expand services to the community.

Other: BPL’s Founders’ Day is Friday, April 7, and the Library will be celebrating its 120th anniversary. Activities for the day will include a Library-wide scavenger hunt for all ages, with an O.C. Barber impersonator and refreshments available from 3:00 to 5:00 p.m.

The Library will host a Volunteer Appreciation Tea on Thursday, April 20, 2023 to recognize Library Trustees, volunteers, and members of the Friends of the Library.

National Library Week is April 23-29, 2023, and will be celebrated with the theme “There’s More to the Story.”

Hutchison shared that BPL, as well as numerous other Ohio libraries, received the same public records request this week for employees’ full names, job titles, and salaries.

Hutchison attended the Heart to Heart Enneagram workshop recommended by Miller at last month’s meeting on Wednesday, March 22. She believes it would be beneficial for the Library’s management team to attend as group.

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Hutchison informed the Board that the Reference Department plans to begin providing Notary Services to the public on April 3, 2023. The launch date for the service will not be advertised until all necessary supplies have arrived.

Hutchison inquired if the Board would be amenable to using laptops or Chromebooks to view information packets at future meetings, rather than being given print copies. The Board agreed and suggested that the information also be displayed on the Board Room screen.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for the month of March 2023 for the Barberton Public Library was \$84,948.14.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of February 2023.

Miller inquired about the reappropriation of funds for additional labor costs associated with the Library’s video surveillance.

Moved by Leskanic, seconded by Masich, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of February 2023. Ayes: Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

DeSan reviewed the amended Certificate of Estimated Resources from the Budget Commission of Summit County Ohio, and the 2023 permanent appropriation budget, noting that the roofing project has been postponed until 2024.

RESOLUTION 7-2023 Moved by Miller seconded by Masich, **to adopt the 2023 estimated revenue and permanent appropriation budget** of \$3,829,609.80 as follows:

REVENUES			
General Revenue Fund			
	General Property Tax / RE	600,000.00	677,177.00
	Homestead Rollback (PT Allocation)	77,177.00	
	Public Library Fund (PLF)		1,167,885.00
	Other Income		55,000.00
	Total Revenue		1,900,062.00
	Carryover of Unencumbered General Fund Balances		1,929,547.80
	TOTAL Revenue + Unencumbered Balance Carryover		3,829,609.80
	Less Investments		500,000.00
	Funds to be Appropriated in General Fund		3,329,609.80
EXPENDITURES			
110	Public Service & Programs		\$ 1,521,122.00
120	Collection Development & Processing		230,450.00
210	Facilities Operation & Maintenance		207,700.00
220	Information Services		142,900.00
230	Business Administration		171,645.00
760	Capital Outlay		995,500.00
910	Transfers		49,146.40
930	Contingencies		11,146.40
	Total General Fund Expenditures		\$ 3,329,609.80
	Capital Projects		-
4001	Building & Equipment	-	
	Total All Expenditures		\$ 3,329,609.80
	Plus Investments		500,000.00
	Total of All Funds		\$ 3,829,609.80

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Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

DeSan reviewed the Barberton Public Library Now & Forever Fund Statement from the Barberton Community Foundation and recommended that BCF Director of Finance Tiffany Peters be invited to attend an upcoming Board meeting to provide an overview of the account before a decision is made regarding whether to disperse any available funds.

RESOLUTION 8-2023 Moved by Masich seconded by Leskanic, **to accept the Barberton Public Library Now and Forever Fund Statement** provided by the Barberton Community Foundation. Ayes: Doll, Leonard, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Library Legislative Day is Wednesday, April 26, 2023 at the Ohio Statehouse Atrium, and OLC will present a webinar to prepare for the event on April 14. In 2023, the General Assembly will determine how much state funding libraries across Ohio will receive through the Public Library Fund in 2024-25, making it critical that library advocates' voices are heard by legislators. Hutchison plans to attend Legislative Day and would welcome any interested Trustees to join her.

OLC's Northeast Ohio Trustee Dinner will be held on May 6, 2023 at 6:00 p.m. at the Embassy Suites by Hilton Cleveland Rockside in Independence. The event will focus on how library trustees and administrators can be effective advocates, particularly as the state legislature focuses its attention on the Fiscal Year 2024-25 state budget and will feature guest speaker Senator Matt Dolan. The deadline to register is April 27, and Board members who would like to attend should notify Hutchison as soon as possible.

Community Correspondence: None.

OLD BUSINESS

None.

NEW BUSINESS

None.

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

Heather McMullen, President

Holly Miller, Vice President