

**Barberton Public Library**  
**Regular Board of Trustees Meeting, April 25, 2024**

**MEMBERS PRESENT**

Kenneth Cheatham  
James Leonard  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Joshua Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
William Judge, Mayor of Barberton  
Emma Judge  
William Judge, Jr.

**MEMBERS EXCUSED**

Jennifer Doll

President McMullen called the meeting to order at 6:27 p.m.

**RESOLUTION 10-2024** - Moved by Masich, seconded by Cheatham to appoint Joshua Brickner full-time Fiscal Officer, effective April 8, 2024, regularly scheduled for 40 hours per week with an annual salary of \$65,000.00. This appointment is effective through January 23, 2025, and the Fiscal Officer is to be bonded for \$75,000.00. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Mayor Judge administered the oath of office to Brickner.

"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 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?" His reply was "I do."

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Joshua Brickner, Fiscal Officer

Mayor Judge and his children left the meeting at 6:28 p.m.

Hutchison distributed a project description from Hummel Construction for the first-floor renovation. It was generally agreed that it would be best to replace all shelving endcaps at the same time, rather than just those for new shelving units; Brickner or Hutchison will request pricing. It is not likely that any of the project will need to be completed overnight, and Brickner anticipates that BPL will be able to dispose of the old shelving without Hummel's assistance.

There was a discussion regarding the replacement of the rooftop HVAC units. Brickner will put together a bid packet to be reviewed at the May meeting.

Hutchison reported that the Friends of the Library met on April 10, 2024, and elected to donate \$2,000.00 for the Library of Things and \$1,000.00 each for literature racks and Summer Reading Challenge prizes and promotions, totaling \$4,000.00 in contributions to BPL for 2024. The FOL will hold their spring book sale on May 10 and 11, 2024. Hutchison shared that longtime Friend of the Library, wife of former staff member Dave Weaver, and grandmother of Andrew Weaver, a Library Assistant in the Customer Services Department, passed away on April 2, 2024.

Moved by Masich, seconded by Leskanic, to accept the minutes of the March 2024 Board meeting. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the March 2024 statistics, highlighting several areas of growth. The Library of Things collection is being prepared for a soft launch date of June 1, 2024.

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**Programs & Publicity:** Hutchison distributed the March 2024 publicity packet.

The Library's 121<sup>st</sup> Founders' Day celebration was well received and included the dedication of the O.C. Barber Board Room. Hutchison has received commendations from Congresswoman Emelia Sykes, Summit County Prosecutor Elliot Kolkovich, and Summit County Clerk of Courts Tavia Galonski regarding the event.

The Library, in collaboration with Ohio Means Jobs Summit County, will host a Barberton-area hiring event on Wednesday, May 8 from 11:00 a.m. to 1:00 p.m.

**Donations:**

Nancy Bracht: Historical photos from Washington Elementary  
Green Diamond: \$50.00

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

**Community Involvement:** Hutchison provided a summary of her community involvement since the March Board meeting, noting that Brickner will likely be the Library's primary representative for the Barberton Kiwanis going forward.

**Strategic Plan:** Hutchison shared a progress report with the Board, noting that she has begun preliminary investigation of project management software for the Strategic Plan.

In advance of the Library's upcoming tax levy campaign, Hutchison plans to revisit the investigation into marketing firms that was begun in 2023, and would like to schedule Evolve Marketing, who came highly recommended by the Akron Urban League and the Akron Summit County Public Library, to provide a presentation at the May 2024 Board meeting.

**Mission Moment:** Hutchison shared that staff who worked during the April 8, 2024 eclipse enjoyed a viewing party on the roof of the Children's Department, as well as lunch from Subway. Additionally, all employees received a lanyard and button expressing the Library's appreciation for the work they do at BPL in honor of National Library Workers' Day on April 9.

**Other:** Hutchison reported that the Barberton Police Department keeps security camera footage for 30 days, and she is working with CLEVNET and the Library's IT consultants to ensure that BPL follows the same guidelines.

Hutchison informed the Board that the Barberton Police Department was called this afternoon and served a notice of criminal trespass to a patron who has been asked to leave the property on multiple occasions due to increasingly belligerent and threatening behavior toward staff.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for March 2024 for the Barberton Public Library was \$86,448.63. Brickner noted that this is the first PLF payment in 2024 to exceed the estimated amount, which can be attributed to state sales tax collection being lower than anticipated.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of March 2024, including an addendum to statement of finances that was provided to the Board in advance of the meeting, and informed the Board of several CDARS that had or would soon be maturing. He will forward current interest rates to the Board before renewing the investments.

There was an inquiry as to whether the Library's checking account accrues interest. Brickner will investigate and follow up with the Board.

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Brickner attended the Ohio Library Council's CPIM Fiscal Officer's Conference in Columbus on April 18 and 19, 2024. Highlights from the conference included a presentation by the Auditor of State regarding cyber fraud and information on an upcoming training video, information from the Attorney General's office on the importance of keeping personal phones and email accounts separate from work-related activities to prevent one's personal devices being subject to a public records request, and an update from OLC's Michelle Francis, including information on House Bill 256, which would allow public bodies to conduct business virtually as well as in-person. Also of note is that that OLC has partnered with Amazon to provide free Prime Business accounts for public libraries in Ohio, which will provide cost savings, as well as an improved workflow for BPL with the level of Prime that is being offered.

**Moved** by Leskanic, seconded by Miller, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of March 2024. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**Moved** by Masich, seconded by Miller, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:05 p.m. Roll call: Cheatham, aye; Leonard, aye; Leskanic, aye; Masich aye; McMullen, aye; Miller, aye. Brickner, Futrell, and Hutchison left the meeting. Futrell entered the meeting at 7:21 p.m. and left the meeting at 7:27 p.m. The meeting returned to regular session and Brickner, Futrell, and Hutchison returned at 7:32 p.m.

It was suggested that the Library investigate hiring off-duty police officers or a private security company to provide security services at BPL.

**COMMITTEE REPORTS**

**Building and Equipment Committee:** A meeting was held on April 25, 2024 at 5:30 p.m. Hutchison and Brickner will schedule a meeting with Hummel Construction to discuss the progress and timeline of the first-floor renovation project.

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

**Personnel Committee:** A meeting was held on April 25, 2024 at 5:30 p.m.

Hutchison presented the Board with a proposed resolution to promote the existing part-time Library Assistant position in the Children's Department to full-time, effective September 5, 2024.

**Moved** by Masich, seconded by Leskanic, **to amend the proposed resolution** as follows: to promote the existing part-time Library assistant in the Children's Department to full-time, effective May 20, 2024. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**RESOLUTION 11-2024** - **Moved** by Miller, seconded by Cheatham **promote the existing part-time Library Assistant position in the Children's services Department to full-time**, increasing the regularly scheduled weekly hours from 20 to 35, effective May 20, 2024. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Hutchison informed the Board that the Library's part-time Facility Services Assistant will be out of work on leave for at least one month. Beneficial Cleaning Services, who the Library has worked with in the past, is unable to take a month-to-month contract. The Board suggested contacting the Akron Urban League for recommendations.

Hutchison and Brickner shared a proposal from Facility Services Manager Tim Thrasher to add an additional part-time Facility Services Assistant and presented the Board with a proposed resolution.

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**RESOLUTION 12-2024** Moved by Masich, seconded by Miller, **to add a part-time Facility Services Assistant position in the Facility Services Department**, regularly scheduled 20 hours per week, effective April 29, 2024. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** OLC's Northeast Ohio Trustee Dinner will be held on May 2, 2024 at 6:00 p.m. at the Embassy Suites by Hilton Cleveland Rockside in Independence. The event is an opportunity for Library Trustees and administrators to discuss the challenges and opportunities ahead for Ohio's public libraries. Leonard, Brickner, Futrell, and Hutchison will attend.

**Community Correspondence:** Hutchison shared a letter that included a donation in memory of former Children's Librarian Barbara Gercken, who passed away in January 2023.

**OLD BUSINESS**

**RESOLUTION 13-2024** - Moved by Miller, seconded by Leonard, **to request that the Barberton Board of Education reappoint Terri Masich as Trustee** to a full-term expiring June 30, 2031. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Futrell reviewed the results of the survey sent to Trustees regarding the staff programming ideas. Several age groups had program ideas that received the same number of votes; Futrell will identify an appropriate method to determine the favorite suggestions from each category.

There was a discussion regarding the drafts of employee recognition and welcome letters provided by Futrell that were requested at the March meeting, as well as the thank you letters sent to community partners who provide prizes for the Library's Summer Reading Challenge. The Board would like an executive letterhead that lists Library Trustees and Administration to be created for this type of correspondence and noted that they should be signed by either the Director or Board President.

**NEW BUSINESS**

Brickner provided an overview of the process involved in adopting a Records Retention Schedule (RC-2) and informed the Board that he is in the process of creating one for BPL by using the record retention schedule that is included in the Library's Public Records Policy and the Ohio History Connection's RC-2 template.

Hutchison has obtained several other libraries' Continuity of Operation Plans and intends to use them as a guide in creating one for BPL.

Hutchison presented the Board with a spreadsheet detailing the results of BPL's past levy campaigns and there was discussion regarding when the tax levy expiring in 2025 should be placed on the ballot. Brickner will investigate what other levies might be on the ballot during the local primary elections being held in May 2025.

**Moved** by Masich, seconded by Leskanic, **to adjourn** the meeting at 8:03 p.m. Ayes: Cheatham, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary