

**Barberton Public Library**  
**Regular Board of Trustees Meeting, May 27, 2021**

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**MEMBERS PRESENT**

Caroline Brindo  
Jennifer Doll  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**MEMBERS EXCUSED**

Holly Miller  
Leon Ricks

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

This Board meeting was held both in person and virtually using Zoom. Doll attended virtually; all other attendees were present at the Library. Members of the public were given the opportunity to request an invitation by emailing Hutchison.

Hutchison reported that the Friends of the Library held a Grab and Go Bag Sale on the Library's front lawn on Saturday, May 22 from 11 a.m. to 2 p.m., which raised approximately \$160.00 for the group. The Friends are planning to hold a sale during the Mum Fest in the fall. Hutchison and other staff members will attend the Friends' Board meeting on Tuesday, June 8 to present the Library's 2021 donation requests. This will be the first in-person meeting held by the FOL since the Library's closure due to COVID-19 in March 2020, and will be followed by a full Friends of the Library meeting on July 21, 2021 at 6:00 p.m.

**Moved** by Masich, seconded by Leskanic, **to accept the minutes** of the April 2021 Board meeting. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

**LIBRARIAN'S REPORT**

**Circulation:** Hutchison noted that a column has been added to the Statistics Report to compare April 2021 with 2019, since the Library was closed due to COVID-19 during the entire month of April 2020. The column will remain at least through the months that BPL was closed in 2020.

April 2021 circulation was 26,459, down 16.3% from April 2019, and down just slightly from March 2021. Year to date, circulation is 93,516. eMedia circulation through Overdrive was 5,303 in April 2021, down 3.8% from last April, but up 13.5% from April 2019. An additional 231 eMedia titles were borrowed through Hoopla in April 2021, up 92.5% from April 2020, when the service was added. Circulation of audiovisual materials was 7,773, accounting for 29.4% of the month's total circulation. In April 2021, 3,890 people visited the Library, down 67.8 % from April 2019. Of those visitors, 95 received curbside service, and staff issued 61 new patron cards. Staff answered 1,946 reference questions, the Library's website was visited 2,836 times, and there were 2,173 wireless sessions. In April, 783 items were added to the collection and 603 items were withdrawn.

**Programs & Publicity:** Hutchison informed the Board that changes will be made to the programming portion of the Statistics Report over the next several months so that the figures accurately reflect how they are reported to the State Library of Ohio. In April 2021, 568 people attended 36 live programs and outreach events via Zoom and Facebook Live, and an additional 1,810 people participated in or viewed 80 passive and recorded programs and outreach events, for a total of 2,378 participants at 166 events.

Hutchison shared that the Library's quarterly newsletter, The Enchanted Times, has been printed and distributed for the first time since early 2020. Features in the current issue include new staff members, Summer Reading Club for all ages, and the Library's status as a sensory inclusive location through KultureCity.

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The Library's Summer Reading Club starts June 7, with activities available through July 31 for adults and teens, and August 14 for children. Reading logs will be distributed to all students by the Barberton City School District.

The Library will begin offering limited in-person programming on June 1, 2021, with registration required. LibCal, the Library's new calendar, event management, and booking software, will allow customers to register online.

Hutchison shared a folder with publicity for upcoming programs, and noted the Library will work with the Parrot Film Company to create an advertisement to be played before feature films at Lake 8 Movies this summer.

**Donations:**

Mindy Armbrust - 100 books

George Jakubiak - 30 books

William Richards - Gift subscription to *Air & Space*

Anonymous - 882 books, 52 CDs, 63 DVDs, 10 magazines, 19 VHS tapes, and \$20 in memory of Maggie Gale

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

**Other:** Hutchison attended the first in-person meeting of the Downtown Barberton Merchant's Association since the pandemic at White Rabbit Galleries on May 18, and is looking forward to the Library's involvement with the group. The possibility of a downtown-wide Potter Mania event to be held in 2022 was discussed.

Unexpectedly high registration for Barberton City School District's Summer School Extravaganza has necessitated last minute changes to the activities offered by the Library. Staff were originally asked to plan a three-hour activity with one group of students, but will need to adapt their plans to facilitate three groups of children for forty-five minutes.

The Library is represented in the City of Barberton's presentation for the National Civic League's 2021 All-America City Award. The award ceremony will be held on June 9, 2021, at 7:30 p.m.

The Library's Green Team has arranged for BPL to be a composting location through Rubber City Reuse, and will be the group's first site in Barberton. A custom-made compost bin will be placed at the back of the building and compost buckets, which are normally \$10 per month, are being provided free of charge for the Library and its staff members.

Hutchison informed the Board that the Library's most recent strategic plan expired in 2015. Work on a new strategic plan was started in 2017, and Hutchison will revisit this and use services offered by NEO-RLS to help in the process of creating an updated strategic plan for the Library.

Hutchison shared that the Library is once again participating in the Summit Bike Share program, along with the Lake Anna YMCA. BPL has four bikes, one of which is for children, available for community members to borrow.

Hutchison is investigating resuming collection activity with Unique Management for customers who owe over \$50.00 in fees. Currently, the referral fee for customers who are sent to collections is \$15.00, though many other CLEVNET libraries only charge \$10.00. Hutchison requested that the Board lower BPL's referral fee to \$10.00. The Board requested additional information from Hutchison, which will be provided at the June meeting.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of May 2021 for the Barberton Public Library was \$95,891.29.

DeSan informed the Board that auditors will be at BPL next Wednesday, June 2. The expected cost of the audit is \$4,300.00.

**Moved** by Leskanic, seconded by Masich, **to accept the financial report, bank reconciliations, and bills** paid for the month of April 2021. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

DeSan reviewed the 2022 tax budget.

**RESOLUTION 15-2021** **Moved** by Masich, seconded by Leskanic, **to accept the 2022 tax budget** as presented. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted. See page 2444.

### **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**: None.

**Community Correspondence**: None.

### **OLD BUSINESS**

**COVID-19 Updates**: Hutchison shared that Library procedures are gradually returning to normal as state and CDC COVID-19 restrictions are lifted. Masks are now recommended, but only required for unvaccinated customers over the age of ten. One-way signage has been removed from the lobby, furniture has been added throughout the building, and returned materials are no longer being quarantined. The Community Health Library will reopen next Wednesday, June 2, and be open on Mondays, Wednesdays and Fridays. The Reference Department will resume homebound delivery services on Monday, June 7, and limited in-person programming, with registration required, will be available throughout the summer. Hutchison is planning to return to full services and normal operating hours in September 2021.

### **NEW BUSINESS**

Hutchison informed the Board that the ADM Board and Summit County Public Health are increasing their efforts on targeted Naloxone distribution, and shared a request from Barberton Police Chief Vince Morber to install a NaloxBox in the Library's lobby. Barberton has been identified as one of four ZIP codes in Summit County with high overdose rates, and Morber stated in his request that the Library "being a public place centrally located in the downtown and in a high overdoes area, I could see it being used to save a life." Staff would not be expected to administer the Naloxone in the event of an overdose on Library property, and the police department will replace any supplies from the box that are used. The Board had no objection to the installation of the NaloxBox.

**Moved** by Masich, seconded by McMullen, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:12 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen. Motion carried. Hutchison, DeSan, and Futrell remained in the room.

**Moved** by Doll, seconded by McMullen, **to end executive session** and return to regular meeting at 7:24 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen, aye. Motion carried.

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**Moved** by Masich, seconded by Doll **to accept the resignation of Leon Ricks** effective June 30, 2021, based on the bylaws of the Board of Trustees of the Barberton Public Library. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

Brindo will organize a celebration in honor of Ricks' 14 years of service to the Barberton Public Library Board of Trustees, to be held at 6:00 p.m. on Thursday, June 24, 2021. She has requested that Mayor William Judge attend to present Ricks with a proclamation from the City of Barberton, and plans to purchase a plaque on behalf of the Board.

Hutchison will advertise the vacant Board position and forward interview materials to the Trustees for their review.

Hutchison requested that a Personnel Committee meeting be held to discuss potential staffing changes. The meeting was scheduled for Thursday, June 17 at 6:00 p.m.

**Moved** by Masich, seconded by Doll, **to adjourn** the meeting at 7:31 p.m. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

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Caroline Brindo, President

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Holly Miller, Secretary

## Barberton Public Library 2022 Tax Budget

		ACTUAL	ACTUAL	CURRENT YEAR	BUDGET YEAR
		2019	2020	Estimated	Estimated
				2021	2022
<b>1000</b>	<b>General Revenue Fund</b>				
	Beginning Cash Fund Balance 1/1	994,189	1,141,247	1,352,812	1,418,312
	<b>REVENUES</b>				
	General Property Tax / RE	660,325	713,177	650,000	650,000
	Public Library Fund (PLF)	984,710	979,951	925,000	950,000
	Other Revenue	56,486	48,415	50,000	50,000
	<b>Total Revenue</b>	<b>1,701,521</b>	<b>1,741,543</b>	<b>1,625,000</b>	<b>1,650,000</b>
	<b>EXPENDITURES</b>				
	<b>Library Services</b>				
110	Public Service - Salaries & Benefits	1,049,543	1,057,907	1,064,000	1,098,000
110	Public Service & Programs - Other	13,588	12,570	13,500	15,700
120	Collection Development & Processing	181,861	140,090	192,000	196,000
	<b>Total Library Services</b>	<b>1,244,992</b>	<b>1,210,567</b>	<b>1,269,500</b>	<b>1,309,700</b>
	<b>Support Services</b>				
210	Facilities Operation & Maintenance	96,587	72,200	78,000	80,000
220	Information Services	102,521	102,415	102,000	104,000
230	Business Administration	65,812	50,474	60,000	65,000
	<b>Total Support Services</b>	<b>264,920</b>	<b>225,089</b>	<b>240,000</b>	<b>249,000</b>
	<b>Capital Outlay</b>	<b>44,551</b>	<b>39,322</b>	<b>50,000</b>	<b>50,000</b>
	<b>Contingencies</b>	-	-		
	<b>Total Expenditures</b>	<b>1,554,463</b>	<b>1,474,978</b>	<b>1,559,500</b>	<b>1,608,700</b>
	<b>Cash Flow from Operations</b>	<b>147,058</b>	<b>266,565</b>	<b>65,500</b>	<b>41,300</b>
	Transfers In/(Out)	-	(55,000)	-	-
	Revenue over/(under) Expenditures	147,058	211,565	65,500	41,300
	<b>Ending Cash Fund Balance</b>	<b>1,141,247</b>	<b>1,352,812</b>	<b>1,418,312</b>	<b>1,459,612</b>
	Less Encumbrances	-	-	-	-
	Ending Unencumbered Fund Balance 12/31	1,141,247	1,352,812	1,418,312	1,459,612
	<b>INACTIVE FUNDS BALANCE</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>
	<b>BANK BALANCE</b>	<b>441,247</b>	<b>652,812</b>	<b>718,312</b>	<b>759,612</b>
	<b>Capital Projects</b>				
<b>4001</b>	<b>Building &amp; Equipment</b>				
	Beginning Cash Fund Balance 1/1	1,597	1,597	-	
	Revenues				
	Expenditures	-	1,597	-	
	Transfers In/(Out)	-	-	-	
	Revenue over/(under) Expenditures	-	(1,597)	-	
	Ending Cash Fund Balance	1,597	-	-	
	Less Encumbrances				
	Ending Unencumbered Fund Balance 12/31	1,597	0	0	