

**Barberton Public Library**  
**Regular Board of Trustees Meeting, May 23, 2024**

**MEMBERS PRESENT**

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

**ALSO PRESENT**

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

**MEMBERS EXCUSED**

Kenneth Cheatham  
James Leonard

President McMullen called the meeting to order at 6:34 p.m.

Hutchison reported that the Friends of the Library met on May 15 and earned \$1,500.00 at their spring book sale. Their next sale will be the weekend of the Mum Festival.

**Moved** by Miller, seconded by Masich, **to accept the revised minutes** of the January 2024 Board meeting. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**Moved** by Doll, seconded by Miller, **to accept the minutes** of the April 2024 Board meeting. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the April 2024 statistics, noting that circulation at CHL was up over 70% from April 2023 and 24% year to date and computer use at the branch increased 87.5% from April 2023 and 21% YTD. Hoopla, a digital streaming service, was up almost 65% from April 2023 and 52% year to date. In April, staff processed 51 passport applications, sold 45 passport photos, notarized 50 documents, and made 47 home deliveries.

**Programs & Publicity:** Hutchison distributed the April 2024 publicity packet and presented the Board with a draft of the executive letterhead requested at the April meeting. Hutchison also noted that overall program attendance is up over 28% from April 2023, with significant increases in adult, teen, and children's attendance.

There was a discussion regarding a photo of a former staff member that was used in current promotional materials for Summer Reading Challenge.

**Donations:**

Kathleen Allen: \$50.00, in memory of Barbara Gercken  
Mary Kay Ball: \$25.00, in memory of Diane Weaver  
City of Barberton: \$329.86, raised at the April 19 Change for Change event  
Friends of the Barberton Public Library: \$2,000.00 for the Library of Things; \$1,000.00 for Summer Reading Challenge; \$1,000.00 for literature racks  
Linda Moyers: \$130.00

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

**Community Involvement:** Hutchison provided a summary of her community involvement since the April Board meeting, as well as her calendar for June 2024.

**Department Update:** Quinn provided a Reference Department update, highlighting several new services, community collaborations, and projects, and provided an overview of the Library of Things collection. There was a brief discussion regarding how items in the collection would be maintained.

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**Strategic Plan:** Hutchison shared a progress report with the Board, noting that the staff are working with ClickUp and Trello after researching several other project management software options to determine which would be best for the Library's purposes.

**Other:** Hutchison plans to revisit the search for a marketing firm in late 2024 or early 2025.

Hutchison noted that Facility Services Manager Tim Thrasher has been working to improve the Library's landscaping.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for April 2024 for the Barberton Public Library was \$65,415.03.

Brickner provided the Board with a revised statement of finances from March 2024, noting that the Library's internal financial spreadsheet had not been updated to reflect the correct year to date figures. Brickner stated that the UAN reports and bank statements presented in March were correct.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of April 2024, noting that a fund balance adjustment was required to cancel three outstanding checks from 2023. Brickner also provided an update on the Library's investments and current CD rates, noting that he has a meeting scheduled with representatives from Huntington regarding reinvestments. Per the Board's request, the Library's checking account has been changed to 1.5% interest earning account, and Brickner has also enrolled in Huntington's Positive Pay fraud protection program.

**Moved** by Masich, seconded by Miller, **to accept the revised financial report** for the month of March 2024. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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

Brickner presented the Board with the 2025 Tax Budget, explaining that the tax budget is the first estimate of the Library's finances for the upcoming year, which must be submitted annually to the Summit County Budget Commission.

**RESOLUTION 14-2024** Moved by Masich seconded by Miller, **to accept the 2025 tax budget** as presented. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted. See page 2612.

**COMMITTEE REPORTS**

**Building and Equipment Committee:** A meeting was held on May 23, 2024 at 5:30 p.m.

**RESOLUTION 15-2024** Moved by Masich seconded by Doll, **to approve the scope of work, bid general conditions, bid submission form, and public notice as presented for the rooftop HVAC replacement project.** Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

**RESOLUTION 16-2024** Moved by Miller seconded by Masich, **to open any bids received for the rooftop HVAC replacement project** at 5:30 p.m. on Thursday, June 27 in the Library's O.C. Barber Board Room. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

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

**Personnel Committee:** A meeting was held on May 23, 2024 at 5:30 p.m.

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Brickner shared that two interviews have been scheduled on Tuesday, May 28 for the newly created Facility Services Assistant.

Futrell is working to incorporate the Board's suggested changes from the April 25 committee meeting into the Employee Handbook.

Moved by Miller, seconded by Doll, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:15 p.m. Roll call: Doll, aye; Leskanic, aye; Masich aye; McMullen, aye; Miller, aye. Brickner, Futrell, and Hutchison left the meeting. Hutchison entered the meeting at 7:52 p.m. The meeting returned to regular session and Brickner and Futrell returned at 8:02 p.m.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update**: Hutchison informed the Board that she has registered for a virtual town hall meeting for library directors hosted by OLC on May 30. Topics will include issues related to the PLF and state revenues, First Amendment Audits, the One-Time Strategic Community Investment Fund (OTSCIF), recent legislation on creating criminal liability for pandering obscenity, and more. OLC is also offering a legal update webinar on June 5, which will focus on the latest rules being handed down from the federal level related to HR and employment law.

**Community Correspondence**: None.

**OLD BUSINESS**

Final selections were made from the staff programming ideas. Futrell will determine which staff members submitted the selected programs for the June 27 meeting.

Brickner will send the drafted RC-2 to the Board ahead of the June 27 Records Commission meeting. After the draft has been approved by the BOT, it will be forwarded to the Ohio Historical Center for review before being filed with the State Auditor's office.

Hutchison intends to have a draft of the Continuity of Operations Plan ahead of the June 27 meeting.

Brickner informed the Board that the Children Services Board's levy expires at the same time as BPL's, and that steps have been taken by the agency that indicate their levy will likely be on the ballot this upcoming November. After discussion, it was suggested that the Board would like the Library's levy to be on the May 2025 ballot.

**NEW BUSINESS**

Brickner and Futrell met with representatives from Allied Universal and 1<sup>st</sup> Security Services regarding security services at the Library. Before bringing a suggestion to the Board, Brickner would like for each company to provide a short presentation, including Q&A sessions, at upcoming supervisor meetings.

There was a discussion regarding the merit-based raises scheduled to take effect in July 2024. Hutchison informed the Board that supervisors received evaluation training from legal counsel on April 20, and that she intends to meet with the full staff after the Board has determined a raise schedule based on the Library's 1-5 evaluation rating scale to explain the process. Her hope is to have evaluations completed in time for the June 27 Board meeting but noted that the increases can be retroactive to July 1 if necessary due to time constraints. With the process established, completing evaluations in advance of the June Board meeting should not be an issue going forward. The Board noted that staff should be made aware that any delay in the merit raises should be attributed to unavoidable timeline complications in implanting the merit-based system and updated evaluation process and not some other action on the part of the Board. It was also

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noted that the Board intends to continue to consider cost of living increases annually in January in addition to merit-based in July.

**Moved** by Masich, seconded by Leskanic, **to adjourn** the meeting at 8:19 p.m. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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Heather McMullen, President

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Holly Miller, Vice President

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	ACTUAL	ACTUAL	CURRENT YEAR	BUDGET YEAR
	2022	2023	Estimated	Estimated
	2022	2023	2024	2025
<b>General Revenue Fund</b>				
Beginning Cash Fund Balance 1/1	1,699,078	1,929,548	2,061,353	801,280
<b>REVENUES</b>				
General Property Tax / RE	690,794	677,996	688,000	690,000
Public Library Fund (PLF)	1,216,296	1,207,191	1,140,000	1,275,000
Other Revenue	35,011	56,366	44,000	55,000
<b>Total Revenue</b>	<b>1,942,101</b>	<b>1,941,552</b>	<b>1,872,000</b>	<b>2,020,000</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Public Service - Salaries & Benefits	1,225,243	1,260,317	1,412,829	1,455,214
Public Service & Programs - Other	17,066	19,398	32,100	33,063
Collection Development & Processing	166,745	158,884	220,800	227,424
<b>Total Library Services</b>	<b>1,409,055</b>	<b>1,438,600</b>	<b>1,665,728.71</b>	<b>1,715,701</b>
<b>Operational Services</b>				
Facilities Operation & Maintenance	103,150	135,095	192,300	198,069
Information Services	97,441	98,525	164,278	169,206
Business Administration	79,623	104,011	161,750	166,603
<b>Total Support Services</b>	<b>280,214</b>	<b>337,632</b>	<b>518,328</b>	<b>533,878</b>
<b>Capital Outlay</b>	<b>28,706</b>	<b>33,515</b>	<b>902,050</b>	<b>50,000</b>
<b>Contingencies</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	
<b>Total Expenditures</b>	<b>1,717,975</b>	<b>1,809,746</b>	<b>3,098,107</b>	<b>2,299,579</b>
<b>Cash Flow from Operations</b>	<b>224,126</b>	<b>131,806</b>	<b>(1,226,107)</b>	<b>(279,579)</b>
Transfers In/(Out)			(33,966)	-
Revenue over/(under) Expenditures	224,126	131,806	(1,260,072)	(279,579)
<b>Ending Cash Fund Balance</b>	<b>1,923,204</b>	<b>2,061,354</b>	<b>801,280</b>	<b>521,702</b>
Less Encumbrances	-	8,107	-	-
Ending Unencumbered Fund Balance 12/31	1,923,204	2,053,247	801,280	521,702
<b>INACTIVE FUNDS BALANCE</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>BANK BALANCE</b>	<b>1,423,204</b>	<b>1,553,247</b>	<b>301,280</b>	<b>21,702</b>
<b>Capital Projects</b>				
<b>Building &amp; Equipment</b>				
Beginning Cash Fund Balance 1/1	-	-	-	
Revenues				
Expenditures	-	-	-	
Transfers In/(Out)	-	-	-	
Revenue over/(under) Expenditures	-	-	-	
Ending Cash Fund Balance	-	-	-	
Less Encumbrances				
Ending Unencumbered Fund Balance 12/31	0	0	0	