

Barberton Public Library
Regular Board of Trustees Meeting, June 24, 2021

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MEMBERS PRESENT

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

ALSO PRESENT

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

MEMBERS EXCUSED

Leon Ricks

President Brindo called the meeting to order at 6:41 p.m.

This Board meeting was held both in person and virtually using Zoom. All 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 will hold a book sale on the Library's lawn from 11:30 a.m. to 1:30 p.m. on Wednesday, July 14 to coincide with a concert at Lake Anna. They are also planning two traditional book sales, to be held on July 23-24 and September 24-26, 2021. The Friends' first full meeting since the Library's closure in March 2020 will be held on July 21, and members will vote on BPL's donation requests, which include funding for additional lightweight tables, the Children's Department's 1,000 Books Before Kindergarten program, and a Library of Things. Public Relations Associate Maggie Rose will attend the meeting and will serve as the Library's liaison to the FOL going forward.

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

LIBRARIAN'S REPORT

Circulation: May 2021 circulation was 21,668, down 29.7% from May 2019, and down just slightly from April 2021. Year to date, circulation is 115,184. eMedia circulation through Overdrive was 5,079 in May 2021, down 0.5% from last May, but up 7.7% from May 2019. An additional 230 eMedia titles were borrowed through Hoopla in May 2021, up 25.7% from May 2020. Circulation of audiovisual materials was 5,759, accounting for 26.6% of the month's total circulation, and down 54.6% from May 2019. In May 2021, 3,883 people visited the Library, down 62.6% from May 2019. Of those visitors, 60 received curbside service and staff issued 64 new patron cards. Staff answered 1,783 reference questions, the Library's website was visited 2,682 times, and there were 2,303 wireless sessions. In March, 683 items were added to the collection and 720 items were withdrawn.

Hutchison reported that the Reference Department resumed homebound delivery services on June 7, 2021. Customer Cynthia S., who is on oxygen and unable to leave her apartment, told staff when her books were delivered "This is like Christmas! You have all been a lifesaver to me, and I don't know what I would ever do without you."

Programs & Publicity: In May 2021, 450 people attended 36 live programs and outreach events via Zoom and Facebook Live, as compared to 453 attendees at 31 live programs in May 2019. An additional 1,506 people participated in or viewed 57 passive and recorded programs and outreach events in May 2021, for a total of 1,956 participants at 93 events.

Limited in-person programming began on June 7, 2021 with the Children's Department's first Summer Reading Club performance, The Wonderful World of Bubbles with the Bubble Lady, attended by 39 customers. The second performance in the series, presented by Mad Science of Northeast Ohio, was attended by 34. Hutchison shared that Barberton is the only library performance that the Bubble Lady currently has scheduled and the only live library show that Mad Science is scheduled to present this summer. Live Preschool Storytime is off to a good start, with 25 children in attendance for the first session, and the Children's Department is also offering drop-in school-age

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programming throughout the day on Wednesdays. Since the beginning of June, 600 Take & Make crafts have been distributed to children at the Library, Van Buren Homes, Barberton Area Community Ministries, and the Salvation Army, and 186 children have registered for Summer Reading Club. Staff from the Children's and Customer Services Departments have served approximately 100 children per week during their visits to Barberton City School's Summer School Extravaganza. Upcoming children's programs of note include the Magic of Michael Mage on June 28, Matt Jergen's Comedy Juggling Show on July 12, being held at the gazebo at Lake Anna, and two performances by Outback Ray on July 26.

The Reference Department has begun offering live programming for adults, with attendance split between in-person and virtual so far at Chair Yoga and Romance Book Club. As virtual attendance continues to drop, Hutchison is hopeful that the gradual return to in-person events will cause an increase in programming attendance. Most presenters that are scheduled for this summer prefer to remain virtual only, with the exception of local author Amanda Flower, who will present to a pre-registered live audience at the Library on July 8, and Reference is planning to return to in-person speakers in September 2021. Upcoming virtual programs of note include local author Barbara Hacha's Hobo Talk on June 29, Bird Watching in the Cuyahoga Valley National Park on July 12, and Cryptocurrency 101 on July 21.

The Community Health Library Branch reopened June 2, 2021 and is currently open 10:00 a.m. to 3:00 p.m. on Monday, Wednesday, and Friday. Staff at the Hospital have expressed their gratitude that the branch has reopened.

The Library's Summer Reading Club programming has been featured in Akron Life Magazine, the Akron Beacon Journal's Things to Do column, and on Fred Martin Superstore's digital sign, which is visible from I-76.

Donations:

Anonymous - 181 books and 18 magazines

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

Other: Hutchison informed the Board that BPL, along Stow-Munroe Falls and Twinsburg Public Libraries, will be joining Akron-Summit County Public Library and METRO Regional Transit Authority's Book it on METRO! program. Beginning Thursday, July 1, passengers with a valid library card from a participating library can ride free on METRO on the first Thursday of the month when they show their library card to the bus operator upon boarding. Up to two children, age five and under, can ride free with an adult showing a valid library card.

Lighting has been installed in the Reading Garden to deter loitering when the Library is closed.

Hutchison informed the Board that she and other staff are reevaluating and updating safety procedures and the Library's Emergency Preparedness Plan.

Hutchison shared that Patron Point has replaced Constant Contact as the software used to create and distribute the Library's digital newsletters. Patron Point is available to BPL through CLEVNET, and the change will save approximately \$500 per year.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of June 2021 for the Barberton Public Library was \$123,138.44.

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

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DeSan distributed and reviewed the draft copy of BPL's audit, which will not be made available to the public until it has been approved by the State.

DeSan informed the Board of the Library's plans to replace the copy machine in the Children's Department and add an additional machine in the lobby. He has met with three vendors and plans to lease the machines from Copeco, who services the Library's existing copy machines.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: Doll read the minutes of the June 17, 2021 meeting.

RESOLUTION 16-2021 Moved by Masich, seconded by Doll, **to reinstate separate full-time Deputy Fiscal Officer and Customer Service Manager positions**, effective September 7, 2021. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by Doll, seconded by Masich, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:28 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison, DeSan, and Futrell left the meeting.

The Board requested that Hutchison return to the meeting.

Moved by Masich, seconded by Doll, **to end executive session** and return to regular meeting at 7:59 p.m. Roll call: Brindo, aye; Doll, aye; Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. Motion carried. DeSan and Futrell returned to the meeting.

RESOLUTION 17-2021 Moved by Doll, seconded by Masich, **to add a part-time Librarian position in the Reference Services Department**, regularly scheduled 28 hours per week, effective September 7, 2021. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 18-2021 Moved by Doll, seconded by Leskanic, **to transfer Melissa Futrell to full-time Deputy Fiscal Officer** in Administration, regularly scheduled 37.5 hours per week at \$19.28 per hour, effective September 7, 2021. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 19-2021 Moved by Masich, seconded by Leskanic, **to approve revised job descriptions**, effective September 7, 2021, for the following positions: Customer Services Manager, Deputy Fiscal Officer, and Reference Services Librarian. Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison reported that the Ohio Senate approved its version of the state budget on June 9, 2021, and included language to maintain the PLF at 1.7% of the General Revenue Fund. Unfortunately, the House did not concur with the Senate's version of the budget and House Bill 110 is being reviewed by a Conference Committee to reconcile the differences.

Community Correspondence: Hutchison shared a card from the City of Barberton thanking the Library for participating in Barberton's campaign for the National Civic League's 2021 All-America City Award.

OLD BUSINESS

COVID-19 Updates: Hutchison informed the Board that the Library's meeting rooms are once again available for community use, though the basement remains closed to the public when there are no programs being held. At this time, the Library's plan is to return to normal hours and full services on September 7, 2021.

Hutchison shared with the Board that Governor Mike DeWine lifted Ohio's State of Emergency on June 18, 2021, and reminded them that the current open meetings flexibility is not tied to the State of Emergency. The ability to conduct Board meetings virtually is temporary and set to expire on July 1, unless an extension is included in the final state budget bill. While the Board will be required to conduct in-person meetings going forward, Hutchison inquired whether they would like to continue offering a virtual attendance option. The Board chose not to continue with the virtual option.

Board Vacancy: Hutchison informed the Board that there are currently three applicants for the vacant Trustee position, with interest expressed by a fourth party who has not yet applied. Applications are being accepted through June 30, 2021. Hutchison distributed copies of applicant information and there was a discussion regarding the candidates.

Hutchison plans to resume collection activity with Unique Management for customers who owe over \$50.00 in fees on August 2, 2021. As of April 2020, when collection activity was suspended due to the Library's pandemic-related closure, the total cumulative recovery of materials and fees through the service was \$158,590.55, yielding a return on investment of 4.9 to 1. From January to April 2020, 64 accounts were referred to Unique, costing the Library \$572.80. Currently, a non-negotiable \$15.00 referral fee is added to accounts that are forwarded to the agency and each placement with Unique costs the Library \$8.95. Hutchison requested Board approval to lower the fee to \$10.00. This will require an amendment to the Circulation of Library Materials Policy.

RESOLUTION 20-2021 Moved by McMullen, seconded by Masich, **to accept the proposed change to the Circulation of Library Materials Policy.** Ayes: Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted. See attached pages 2450-2453.

NEW BUSINESS

Hutchison requested that a Personnel Committee meeting be held to discuss Library policies, including the addition of an FMLA policy to the Employee Handbook. The meeting was scheduled for Thursday, July 29 at 6:00 p.m.

As Juneteenth National Independence Day is now a federal holiday, Hutchison recommended that it be added to the list of holidays for which eligible employees earn holiday time. This will require an amendment to Employee Handbook. The Board tabled the discussion until information is available regarding how other area libraries and agencies will recognize the holiday.

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

Caroline Brindo, President

Holly Miller, Secretary

Barberton Public Library
Circulation of Library Materials Policy

Borrowing Regulations

Ohio residents are entitled to free library services and may apply for a borrower's card. By Ohio law, library records are private (see the Library's Personal Information policy for more information), and the Library does not permit spouses or other family members to use each other's library cards.

The Library offers individual (juvenile and adult), homebound, Three for Me, teacher cards, and Ecards.

1. Individual adult library cardholders are eligible to borrow any circulating materials in any format. Each adult borrower is held responsible for all items charged out on his/her card.
2. Parents/guardians of children under the age of 18 may apply for a library card for their child. Adults who are prohibited from borrowing may not sign for new cards for children. The parent/guardian will be responsible for guiding the child in the selection and use of library materials; this is not the responsibility of the Library. The responsible parent or guardian registering their minor child for an individual library card may restrict the minor child's card from borrowing movies, music and video games from the teen/adult collection. The responsible parent or guardian may change this restriction at any time.

Parents/guardians are responsible for all items charged out on their minor child's card and for the payment of all charges incurred on the card. The minor child must be present at the time the card is issued and at any time the card is used to borrow materials.

3. The Library offers home delivery to a limited number of residential areas within the Barberton City School District. Regular circulation policies generally apply. Anyone who wishes to request homebound delivery may contact the Customer Services Department to determine eligibility and scheduling.
4. Three for Me library cards are available to juveniles without parental signature on the application. Children whose individual accounts are above the fine threshold are also eligible. A child must be able to write his/her name and provide date of birth and contact information in order to be eligible. Three for Me cards may be used to check out up to three print materials owned by Barberton Public Library or to borrow eMedia, and will not accrue any late fees. Lost or damaged items borrowed with a Three for Me card will be charged to the child's account, but Three for Me cards will not be referred to a collection agency should the replacement costs exceed \$50. Three for Me cards may not be used to access the Internet, and are not valid at other CLEVNET Libraries.
5. Please see the Library's Teacher Loan Policy for information specific to teacher cards.
6. Ecards obtained online are only valid for electronic materials (eBooks, digital magazines, databases, etc.) until valid photo identification and proof of current address is presented in person at Main Library or the Community Health Branch. Juvenile Ecards are only valid for electronic materials until a parent or guardian visits a library location with valid photo identification and proof of current address.

Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Thereafter, the card issued in the customer's name should be presented when borrowing items from the Library. An Ohio driver's license or state ID may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.

Library Card

Ecards can be obtained through the library’s website.

To qualify for other library cards, an individual must apply in person either at the Main Library or the Community Health Library Branch located inside Summa Health System. A valid State of Ohio driver’s license or State of Ohio photo ID with current address must be provided by adult card applicants or adult card applicants signing as the responsible party for a minor’s card when the card is issued. If the applicant’s driver’s license or state ID does not show his/her current address, proof of address will be required in the form of US mail or an electronic bill dated within the preceding 30 days.

A replacement card may be obtained upon the payment of a \$1.00 replacement fee.

No person shall damage or fail to return any library materials borrowed from the Library.

No person shall abuse a borrower’s card issued by the Library. Abuse of a library card may include, but is not limited to, any of the following acts:

1. Obtaining or attempting to obtain a library card by means of false identification or address.
2. Using or attempting to use a library card which has been revoked.
3. Using or attempting to use a library card that belongs to someone else.

Checkout Guidelines

Loan periods and item limits are indicated in the chart on page 3.

Many Barberton Public Library items may be renewed up to five times, as long as another customer does not have a request for the item. See the chart on page 3 for renewal limits. Items borrowed from other libraries may have loan periods or fine schedules which vary from Barberton Library items. The due date of each individual item will be noted on the charge receipt.

Items may be renewed at the Customer Service Desk, by telephone or via the Library’s web site.

Interlibrary loan items from other libraries may be renewed according to the owning library’s renewal policy.

Vacation Loans of 28 days will be permitted upon request. DVDs, interlibrary loan items, media projector and items in high demand may not be borrowed on vacation loan.

Reserved items will be held for five business days.

Item Type	Number Permitted	Loan Period	Late Fee	Renewable*
Audiobooks	10	14 days	.05/day	Yes x 5
Books	unlimited	14 days	.05/day	Yes x 5
Chromebooks (In-library use only)	1	4 hours	\$10/hour	No
DVD/Blu-ray- Entertainment	10	7 days	.50/day	Yes x 1
DVD/Blu-ray- Instructional	10	14 days	.50/day	Yes x 5
Magazines	10	14 days	.05/day	No

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Media Projector (\$50 deposit)	1	3 days	\$25/day	No
Music CDs	10	14 days	.05/day	Yes x 5
Sprout Backpacks	1	14 days	.50/day	No
Video Games	2	7 days	.50/day	Yes x 1
* Please note that renewable items may not be extended if another customer has a hold on them.				

Fines

Fines will be charged for all days the Library is open, except Sundays.

The Library’s after-hours book drop at the Community Health Branch is available when the branch is closed. Main walk-up and drive-up item returns are available at all times. Items returned after hours are considered as having been returned on the day that the Library building was last open.

Barberton Public Library overdue fines are indicated in the chart on page 3. Items borrowed from other libraries may have overdue fines that vary from Barberton Library’s fine structure.

The maximum overdue fine per returned item is \$3.00, except for the following items:

1. DVD/Blu-ray, Sprout Backpacks and video games have a maximum overdue fine of \$7.00.
2. Chromebooks have a maximum overdue fine of \$50.00.
3. Media projector has a maximum overdue fine of \$100.00.

No late fees are charged for items borrowed through homebound delivery.

Personal cardholders owing \$10.00 or more in fines and/or charges will be prohibited from borrowing.

Lost materials

A customer will be charged a lost item fee to replace a lost item. This fee includes the cost of the item and a \$3.00 processing charge per item. If the lost item is found and returned, the Library will refund the item cost, if the following criteria are met:

1. The item is owned by the Barberton Public Library. Refunds are not issued on items owned by other agencies.
2. The item is found and returned less than sixty days after the lost item fee was paid.
3. The item is in good condition – defined as still being able to be circulated. “Good condition” is at the discretion of Library staff.
4. The customer brings the “lost item fee” receipt with the item when it is returned.

No refund will be paid in cash. Lost materials and related fees paid by cash or check will be refunded by check and mailed to the customer. This process may take up to four weeks to complete. If you do not receive your refund within four weeks, please contact the Fiscal Officer at 330-745-1194 ext. 1426.

Damaged Materials

If materials are returned in such condition that they can no longer be circulated, a fee will be assessed. Examples may include, but are not limited to, excessive damage, missing pieces, or vandalism.

Damage fees will vary depending on the type of problem and format of the damaged item. Missing or extremely damaged media cases will be charged at the rate of \$1.00 each. Library barcodes torn from materials will be charged at the rate of 50 cents per item.

If a damaged item needs to be replaced, the customer will be charged the replacement cost of the item, plus a \$3.00 processing charge per item.

Non-Barberton Public Library materials that are damaged will be sent back to the owning library, who will determine the damage charge for the item.

NSF Fees

In the event the Library receives payment for fines or fees by check, and the check is returned unpaid because of non-sufficient funds (NSF), the Library will:

1. Place the pertinent fines and fees back on the customer's Library record.
2. Add an additional \$20.00 fee to the customer's record for the NSF returned check.
3. Note "cash or money order payments only" on the customer's record.

Collection Agency

The Library has contracted with a collection agency to assist in the retrieval of long overdue materials and to collect outstanding fines/fees from accounts. Customer accounts will be forwarded to the agency when:

1. Items are at least six weeks overdue; and
2. An account has fines and/or fees totaling \$50.00 or more.

A non-waivable \$10.00 referral fee will be added to each account that is forwarded to the collection agency.

Cardholders whose accounts have been referred to the collection agency will be prohibited from borrowing Library materials. Fines must be paid in full in order for an account to be removed from collections.

Authority

The Director has the authority to waive or modify any part of this policy at his/her discretion if warranted by extenuating circumstances.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees February 28, 2008. Amended May 28, 2009; February 25, 2010; October 28, 2010 by motion; July 28, 2011; July 25, 2013; June 25, 2015; March 24, 2016; February 23, 2017; June 24, 2021.