

**Barberton Public Library**  
**Regular Board of Trustees Meeting, June 30, 2022**

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**MEMBERS PRESENT**

Caroline Brindo  
Kenneth Cheatham  
Jennifer Doll  
C. Racyne Leskanic  
Terri Masich  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Alison Huey, Children's Services Manager

**MEMBERS EXCUSED**

Heather McMullen

President Brindo called the meeting to order at 6:31 p.m.

Hutchison reported that the Friends of the Library held a Get to Know Your Friends event on Tuesday, June 14 from 4:00 to 7:00 p.m. in hopes of increasing awareness of their organization as well as membership and are planning a Christmas in July sale to be held on Saturday, July 16 from 10:00 a.m. to 3:00 p.m.

**Moved** by Leskanic, seconded by Cheatham, **to accept the minutes** of the May 2022 Board meeting. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** May 2022 circulation was 22,407, down 3.4% from May 2021, but up slightly from April 2022. Year to date, circulation is 106,152, down 7.8% from 2021. eMedia circulation through Overdrive was 5,155 in May 2022, up 1.5% from May 2021. An additional 387 eMedia titles were borrowed through Hoopla in May 2022, higher than any other month since the service was added in April 2020, and up 68.3% from last May. Circulation of audiovisual materials was 5,824, up 1.1% from May 2021, and accounting for 26% of the month's total circulation.

In May 2022, 7,407 people visited the Library, up 90.8% from May of 2021. Of those visitors, 71 received curbside service and 106 visited the Community Health Library. Staff issued 89 new patron cards, up 39% from May 2021, answered 2,106 reference questions, and made 41 homebound deliveries. The Library's website was visited 2,710 times, there 983 computer-use sessions, and 3,072 wireless sessions. In May, 781 items were added to the collection and 723 items were withdrawn.

**Programs & Publicity:** Hutchison distributed the May 2022 publicity packet. In May 2022, 868 people attended 39 live programs and outreach events, either in person or via Zoom or Facebook Live, showing an increase of 8.3% in the number of programs and 92.9% in attendance as compared to May 2021. An additional 504 people participated in or viewed 18 passive and recorded programs and outreach events in May, for a total of 1,372 participants at 57 events. Additionally, 214 people attended 63 non-Library programs in May 2022.

**Donations:**

Akron Children's Museum - Gift certificate, for Children's SRC  
Akron Rubber Ducks - Family 4-pack of tickets, for Children's SRC  
City of Barberton Building Department - Four books  
East of Chicago - Coupons and gift certificate, for Children's SRC  
Barbara Gercken - Two books  
Michele Hughes - Assorted books and DVDs  
Kave - Gift certificates, for Children's SRC  
Lake 8 Movies - Gift certificates, for Children's SRC  
McDonald's - Coupons for free smoothie, for Children's SRC  
Janice Mondl - Three books  
Ramseyer Farms - Coupons for \$5 off admission, for Children's SRC  
Skoops Ice Cream - Coupons for free small cone, for Children's SRC & Teen programming

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Conrad Storad, author - Six autographed copies of Story Monsters Among Us: A Brief History of Human Storytelling  
Mark Zimmerman, author - Eli: The Phenom's Story  
Anonymous - 444 books, 10 CDs, 155 DVDs

Hutchison noted that going forward, anonymous material donations will not be counted or reported.

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

**Mission Moment:** Hutchison shared that eleven Barberton High School football team members volunteered at BPL on June 21, 2021, assisting Facilities Services Manager Will Swigart with lawn work. They cleaned the Jeep Davis statue, spread stones and mulch, weeded, and, with the help of Public Relations Associate Maggie Rose, split and replanted hostas. Hutchison expressed that in addition to being a service project for the team, it was a learning experience for the volunteers, many of whom learned life skills they'd never experienced before like using a wheelbarrow, shovels, and tools, and learning how to tell the difference between a plant and a weed.

**Other:** Hutchison shared an update on the downtown revitalization program being planned by Heritage Ohio's Downtown Assessment Team (DART). Heritage Ohio conducted a DART program in Cuyahoga Falls several years ago that was incredibly successful, and Hutchison is hopeful that Barberton will see the same level of success.

Hutchison informed the Board that the Library purchased signage space along the Towpath trailhead that includes a QR code that links to the Library's digital collection.

Hutchison shared that BPL and Lake Anna YMCA are participating in Barberton's Active Transportation Plan by providing space for self-serve stations with surveys and maps for community members to share their ideas.

In an effort to increase circulation, video games that have been in BPL's collection for more than one year are now holdable and available to customers at other CLEVNET libraries.

Hutchison shared details of a collaboration between Paula Kallio, Marc's, and several other community members that will provide backpacks with school supplies to students at Barberton East and West Elementary Schools. BPL will be permitted to include promotional materials in the backpacks, and the Library has been invited to attend the distribution event.

Huey shared that Children's Summer Reading Club is off to a strong start, with approximately 200 people attending the SRC kickoff party held on June 8, which included face painting, tie dying, and a virtual program featuring the Greater Cleveland Aquarium. The SRC performer series is averaging 100 attendees each week. To date, 280 children have registered for SRC, and Huey noted that 2021's program had a total of 284 participants. Summer outreach includes weekly visits to Barberton City School District's Summer Extravaganza, storytime visits to local daycares, and a variety of programming at Van Buren Homes, including a performance by Mad Science of Northeast Ohio, Dinosaur Discovery Learning Lunchboxes from COSI, and weekly gardening and storytime programs.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of June 2022 for the Barberton Public Library was \$106,870.62.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of May 2022.

DeSan shared that he is working on creating spreadsheets to match the reports generated by UAN, and that he intends to add a line item for passport services. He also informed the Board that BPL will be audited in 2023, and that he has been in touch with the Auditor of State regarding the process.

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**Moved** by Masich, seconded by Leskanic, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of May 2022. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**RESOLUTION 16-2022** - Moved by Doll, seconded by Masich, **to allow mileage reimbursement of Library-approved use of a private vehicle for the remainder of 2022 at the rate of 62.5¢ per business mile driven**, as adopted by the Internal Revenue Service, effective July 1, 2022. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

**COMMITTEE REPORTS**

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

**Personnel Committee**: No meeting held.

**Building and Equipment Committee**: Miller shared that she has met with DeSan and Swigart regarding necessary building improvements and the Capital Budget. The roof project will likely need to be put on hold, as there have been complications due to supply chain issues. Miller recommended that the Personnel Committee revise the Facility Services Manager job description to report to the Fiscal Officer rather than the Director, as the FSM's projects are heavily tied to the Library's budget.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update**: None.

**Community Correspondence**: None.

**OLD BUSINESS**

Hutchison informed the Board that the Library will be activated as a Passport Acceptance Agency on Tuesday, July 5, but will not market the service until staff are more comfortable with the process and a permanent location to process applications has been identified. This service is being offered by appointment only, with each passport application generating \$35 for the Library, and photos available for \$12.

**NEW BUSINESS**

**RESOLUTION 17-2022** - Moved by Doll, seconded by Masich, **to request that the Barberton Board of Education reappoint Heather McMullen as Trustee** to a full-term expiring June 30, 2029. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Mayor William Judge will attend the July meeting to administer the oath of office to McMullen.

Hutchison informed the Board that the Strategic Plan should be available for approval at the July meeting.

Hutchison recommended that the Board of Trustees permanently eliminate the practice of charging overdue fees on materials owned by BPL. If approved, Hutchison plans to incorporate this into a revised Circulation of Library Materials policy that will include other measures to increase access to community members, as well as circulation, to be presented to the Board for approval at their July meeting.

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**RESOLUTION 18-2022** - Moved by Masich, seconded by Leskanic, **to permanently eliminate overdue fees on materials owned by the Barberton Public Library**. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by Cheatham, **to adjourn** the meeting at 7:16 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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Caroline Brindo, President

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Holly Miller, Secretary