

Barberton Public Library
Regular Board of Trustees Meeting, June 22, 2023

MEMBERS PRESENT

Kenneth Cheatham
Jennifer Doll
James Leonard
C. Racyne Leskanic
Heather McMullen
Holly Miller

ALSO PRESENT

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

MEMBERS EXCUSED

Terri Masich

President McMullen called the meeting to order at 6:30 p.m.

Hutchison reported that the Friends of the Library will hold their Christmas in July sale on Saturday, July 8 from 10:00 a.m. to 4:00 p.m., with a bag sale starting at 2:00 p.m.

Moved by Miller, seconded by Doll, **to accept the minutes** of the May 2023 Board meeting. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the May 2023 statistics, highlighting several areas of growth.

Hutchison shared that the Reference Department notarized five documents in April 2023 and six in May 2023. Reference Services Manager Gretchen Quinn anticipates that demand for the service will increase as it becomes more well known in the community. Notary statistics will be added to the Library's monthly statistical report in July.

Programs & Publicity: Hutchison distributed the May 2023 publicity packet, noting that attendance at live programming and outreach continues to rise.

Upcoming programs of note include African Drumming Experience with Sogbety Diomande at Lake Anna Gazebo on June 26, Volcanoes: Earth's Might on June 27 at 6:00 p.m., and Twenty Years of Genealogical Research Stuff with guest speaker Elissa Scalise Powell on June 29 at 6:30 p.m. Also of note is Kitchen Confidence, a cooking literacy program series for children and teens. Registration for the course is currently full.

Donations: None.

Department Update: Huey shared that Summer Reading Challenge is off to a strong start, with approximately 370 attendees at the SRC Kickoff Party for all ages held on June 7. To date, approximately 329 individuals have registered for SRC. The SRC performer series has averaged 175 attendees each week, and attendance at the weekly school age programs has been high as well. Summer outreach includes storytime visits to local daycares, a variety of programming at Van Buren Homes, and monthly visits to Common Threads Closet.

Strategic Plan: Hutchison shared a progress report with the Board, noting that staff continue to work on policy updates as time permits.

Library staff are collaborating with Ohio Means Jobs Summit County to host a hiring event at the Library on Wednesday, August 2 from 11:00 a.m. to 1:00 p.m. A variety of Barberton and Norton companies will be onsite for the event.

Other: Hutchison informed the Board that the Christmas Walk lighting ceremony will be held at 5:00 p.m. on Saturday, November 25, 2023, an hour earlier than in previous years. As a result, the Library will only need to remain open until 6:00 p.m. that evening. This will require an amendment to the Library's 2023 Operating Calendar.

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RESOLUTION 11-2023 - Moved by Miller, seconded by Doll, to approve the proposed changes to the Library's 2023 Operating Calendar. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Hutchison informed the Board that the Barberton Gazette, a newspaper focused on Barberton and Norton, will begin publication in the fall of 2023.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of June 2023 for the Barberton Public Library was \$114,068.27.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of May 2023, noting that he hopes to add additional certificates of deposit in July 2023.

Moved by Leskanic, seconded by Cheatham, to accept the financial report, bank reconciliations, reappropriations, and bills paid for the month of May 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

DeSan provided an overview of the 2021-2022 Audit Report, which was favorable. DeSan expects the certification from the Ohio Auditor of State in mid-July.

COMMITTEE REPORTS

Building and Equipment Committee: Miller shared that the Library plans to proceed with a Request for Qualifications for a Construction Manager at Risk for the first-floor renovation project.

Finance and Audit Committee: No meeting held.

Personnel Committee: Moved by Doll, seconded by Leskanic, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:01 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison, DeSan, Futrell, and Huey exited the meeting.

The meeting returned to regular session at 7:11 p.m. Hutchison, DeSan, and Futrell returned to the meeting.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison shared that OLC is encouraging library trustees, staff, and advocates to contact their Senators to urge them to maintain the Public Library Fund at a minimum of 1.7% of the General Revenue Fund.

Community Correspondence: Hutchison shared a thank you note from Betty Toy of Paws & Prayers.

OLD BUSINESS

RESOLUTION 12-2023 - Moved by Doll, seconded by Leskanic, to adopt the revised Credit Card Policy as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted. See attached pages 2568-2570.

NEW BUSINESS

Hutchison presented the Board with several policy recommendations.

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RESOLUTION 13-2023 - Moved by Miller, seconded by Leskanic, to **adopt the revised Patron Behavior Guidelines** (formerly the Customer Code of Conduct) as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted. See attached pages 2571-2572.

RESOLUTION 14-2023 - Moved by Miller, seconded by Doll, to **adopt the revised Unattended Children and Vulnerable Adults Policy** (formerly Unattended Minors Policy) as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted. See attached pages 2573.

Moved by Cheatham, seconded by Leskanic, to **adjourn** the meeting at 7:28 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary

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Barberton Public Library
Credit Card Policy

This policy applies to all payment cards, checks, or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.

This policy does not apply to procurement cards (P-cards), gas cards, or other payment cards that are used only for the purchase of certain limited types of goods.

The Library will not obtain or maintain debit cards. Credit or purchasing cards may not be used for cash transactions such as advances or ATM activity.

Credit cards will be established in the name of the Barberton Public Library with a maximum credit limit not to exceed \$18,000.

The Fiscal Officer will work with the appropriate financial institutions to determine the best type of credit card accounts for the Library, and to determine which store credit card accounts the Library will utilize.

Responsibilities of the Fiscal officer pertaining to credit card accounts include:

1. Working with the issuing financial institution to determine the dates when credit cards expire and the reissuance of replacement cards.
2. Determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits.
3. Notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.

Credit cards will be kept in the Fiscal Office and issued to authorized Library personnel as necessary. Credit Cards should be promptly returned to the Fiscal Office once approved purchases have been made.

Credit cards may be signed out only to the following Library personnel:

1. Director with a credit limit up to \$3,000
2. Fiscal Officer with a credit limit up to \$5,000
3. Deputy Fiscal Officer with a credit limit up to \$3,000
4. Children’s Services Manager with a credit limit up to \$500
5. Facilities Services Manager with a credit limit up to \$2,000
6. Reference Services Manager with a credit limit up to \$500
7. Technical Services Manager with a credit limit up to \$1,000

A credit card may not be used by anyone other than the individual to whom it is signed out.

Prior to initial receipt of a credit card, Library personnel must agree to and sign the Credit Card Responsibility and Use Procedures. See Appendix A.

The Board authorizes the use of Library credit cards for Board approved or Library-related activities, and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose.

Credit cards will be used primarily for travel expenses to conferences or workshops, purchases that exceed the amount of petty cash available, and prepayment of materials when required by a vendor. Credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

The Library is exempt from sales tax, and a tax exemption form is available for use by Library personnel. Taxes incurred will be reimbursed to the Library by the purchaser.

Requests for online purchases requiring credit card payments should include documentation of current prices, including shipping. Approved online purchases will be completed by the Fiscal Office or Director. Library credit card

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information is not to be saved to any website, and Library personnel are not to authorize the autofill of credit card information online.

For any purchase made using a credit card, Library personnel must provide the Fiscal Office with an itemized receipt that includes the date of purchase, amount paid, vendor's name and address, and goods or services purchased.

Use of a credit card for personal expenditures, expenditures more than the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

If a credit card is lost or stolen, or if any Library personnel becomes aware of unauthorized or fraudulent use of any of the Library's credit card accounts, it must be reported immediately to the Fiscal Officer.

All monthly credit card statements and other correspondence associated with credit card accounts will be sent to the Barberton Public Library. Payment of the monthly statements will be made in a timely fashion so that finance charges and late payment fees are not incurred.

Cards must be surrendered to the Library upon request by the Fiscal Office or Director.
Cards must be promptly returned to the Fiscal Office or Director at the time an employee separates service.

On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding any credit card rewards received by the Library.

Appendix A: Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipts, credit card expenditures will be paid through the Fiscal Office.

A credit card does not replace requisitions or purchase orders.

Conditions of Use: Expenses may be incurred with Library credit cards only if all the following conditions are met:

1. A requisition form is to be completed before a purchase is made and must include the following:
 - a. Anticipated date of transaction.
 - b. The vendor will be Huntington Master Card with the actual location of purchase listed after, i.e.: Huntington Maser Card / Giant Eagle.
 - c. Line-item account to be used.
 - d. Item or service being purchased including justification.
 - e. Total amount of purchase, including shipping but not to include sales tax.
2. All expenditures should be within the scope of your department's duties and budget. Purchases may be made after a request has been approved and a purchase order has been generated by the Fiscal Office. Library credit cards are not to be used for any personal expenses.
3. Purchases made must be less than your credit limit of \$_____. There are no exceptions.
4. Approved online purchases will be completed by the Fiscal Office or Director. No employee shall save Library credit card information to any website or authorize the autofill of credit card information online.
5. Proper documentation must be submitted to the Fiscal Office as soon as possible after purchases are made or received.
 - a. Proper documentation is to include:
 - Itemized receipts indicating the date of purchase, amount paid, vendor's name and address, and a description of the goods or services purchased.

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- In the case of books, subscriptions, or similar types of orders, a copy of the order form or document and the packing slip or other receiving document.
 - Printed documentation for any items ordered online.
- b. Examples of documentation not allowed include:
- Non-itemized cash register receipts.
 - Handwritten requests for reimbursement without receipts or other verification.
6. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available for use by Library personnel. Taxes incurred will be reimbursed to the Library by the purchaser.
7. Cards must be surrendered to the Library upon request by the Fiscal Office or Director.
8. Cards must be promptly returned to the Fiscal Office or Director at the time an employee separates service.

Safekeeping: You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose the card number, CVV, or other pertinent account information to anyone other than the vendor or merchant. You shall promptly return the credit card to the Fiscal Office after approved purchases have been made.

Unauthorized Use: If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, it must be immediately reported to the Fiscal Office.

No Right to Credit Card: The credit card is issued to you on a temporary basis and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Fiscal Office or Director.

Personal Responsibility: You are personally responsible for any unauthorized credit card expenditures or expenditures made in violation of applicable Library policies.

Policy: In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities regarding the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that I am responsible to reimburse the Library for any misuse of the credit card and that said misuse may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Fiscal Office Signature: _____ Date: _____

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, July 23, 2009. Revised: April 18, 2019; June 22, 2023.

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Barberton Public Library
Patron Behavior Guidelines

The Barberton Public Library encourages the use of Library facilities for learning, enrichment, and any legitimate utilization of its resources and services. To preserve that opportunity, patrons are asked to be respectful of others and behave in a manner that does not disrupt other patrons or staff.

Any behavior that disrupts the orderly use of the Library is prohibited. This includes, but is not limited to, any behavior that interferes with:

- The use of Library property, materials, and services by other patrons.
- The ability of Library employees and volunteers to conduct Library business.
- The safety of Library patrons, employees, and volunteers.
- The Library's materials, facilities, or property.

Behaviors prohibited on Library property include, but are not limited to:

- Unreasonable noise, including loud talking, singing, boisterous activity, cell phone usage, or audiovisual equipment usage.
- Using profane, obscene, or abusive language.
- Making racial, ethnic, religious, gender, or sexual orientation epithets or slurs.
- Harassing patrons or staff. Deliberate repeated behavior that is intimidating, hostile, or offensive, or that adversely impacts staff work performance.
- Intentionally damaging, destroying, or stealing any property belonging to the Library, another patron, or staff, or vandalizing Library facilities or equipment.
- Failure to adhere to the Library's Computer Usage Policy.
- Abuse or improper use of furniture, equipment, or materials.
- Running or horseplay.
- Monopolizing or obstructing space, seating, tables, or equipment to the exclusion of others.
- Blocking aisles, exits, or entrances.
- Selling, purchasing, or offering to purchase an item or service.
- Gambling, panhandling, soliciting money, or any activity for personal profit.
- Failure to properly supervise children. Please refer to the Library's Unattended Children and Vulnerable Adults Policy.
- Fighting, challenging someone to fight, roughhousing, wrestling, physical abuse, or assault.
- Exhibiting unhygienic behavior such as spitting, clipping nails, or changing diapers in public areas.
- Photographing or recording that invades the privacy of Library patrons or employees or disrupts or interferes with the operations or functions of the Library.
- Violating the posted concealed weapons prohibition or possessing weapons or other items deemed dangerous by Library staff.
- Engaging in or soliciting a sexual act. Indecent exposure.
- Public displays of affection that are disruptive to others.
- Improper dress. Proper coverage and shoes are required.
- Littering.
- Distributing or posting unauthorized materials. All materials must be submitted in accordance with the Library's Distribution of Community Information Policy.
- Being under the influence of, possessing, or selling drugs or alcoholic beverages.
- Use of public restrooms or Library facilities for bathing or laundering purposes.
- Roller skating, roller blading, skateboarding, ball playing, or cycling. Bicycles and scooters are not permitted in the Library building.
- Bringing animals other than service animals into the Library.
- Smoking, vaping, or use of any tobacco product.
- Entering unauthorized workspaces or other non-public areas.
- Using emergency exits at times other than an emergency.
- Sleeping or engaging in other acts disruptive to patrons or staff.

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- Trespassing, violating an eviction, or entering Library property when restricted.

Patrons must also comply with all federal, state, and local laws while on Library property. Suspected illegal activity will be reported to the police.

The examples listed above are intended to provide guidance for patron behavior on Library property but are not a complete list of prohibited behaviors. Library employees are authorized to determine what constitutes disruptive behavior and address any situation accordingly.

Library property includes the Library building, parking lot, and grounds.

Outreach Services

Library patrons receiving outreach services are subject to the Library's Patron Behavior Guidelines. If a situation arises in which a Library employee conducting outreach services feels that a particular environment or situation is unsafe, the Library may immediately discontinue that service. Individuals will have the opportunity to request a review of this decision with the Library Director. See Appeal Process, below.

Eating and Drinking in the Library

The Library permits light snacks and covered beverages with no-spill lids, except in the Local History Room and at computers and other technologies. Other food may be permitted in the Lobby. Wrappers, bottles, and trash should be recycled or disposed of properly.

Personal Belongings

The Library is not responsible for lost or stolen items. It is recommended that patrons do not leave personal belongings unattended. The Library reserves the right to inspect personal belongings for Library materials.

Emergencies

In the event of an emergency, patrons shall comply with instructions from Library employees.

Weapons

It is illegal to carry weapons of any kind, either concealed or in plain view, in the building unless the person in possession of the weapon is a law enforcement officer.

Violations

Individuals who violate the Library's Patron Behavior Guidelines may be restricted from the Library for varying periods of time, depending on the severity or frequency of the violation. If restricted for more than one month, the Library will give written notice of the violation and restriction, either in person at the time of violation or by mail if possible. With respect to juveniles, any such notice of restriction will be sent to the juvenile's parent or guardian.

Appeal Process

Any individual whose privileges have been restricted may have the decision reviewed by the Board of Trustees. The individual may appeal against the restriction by sending a written petition to the Director within 30 days of the ban explaining why the restriction should be lifted. Upon receipt of the petition, the Director shall schedule a hearing with the Library Board of Trustees. Failure to appear at the hearing will be considered withdrawal of the appeal. At the conclusion of the hearing, the Board may affirm, modify, or cancel the restriction.

Questions about this policy or actions the Library has taken may be addressed to the Library Director or the Board of Trustees.

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 Barberton Public Library Board of Trustees, June 28, 1990. Revised: July 28, 1994; January 8, 2004; October 25, 2007; June 26, 2014; June 22, 2023.

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Barberton Public Library
Unattended Children and Vulnerable Adults Policy

The Barberton Public Library encourages children and vulnerable adults to use its facilities and services and strives to provide a warm and welcoming environment for customers of all ages.

While the Library is concerned for the wellbeing of children and vulnerable adults, their safety and supervision while using the Library is the responsibility of their parent, guardian, or caregiver. The Library will not act in place of parents, guardians, or caregivers, and Library employees are not responsible for the safety, supervision, or discipline of children or vulnerable adults who are left unattended.

For the purposes of this policy, an unattended child is any individual seventeen years of age or younger who is not accompanied by a parent, guardian, or caregiver. A vulnerable adult is an individual eighteen years of age or older who is unable to reasonably care for themselves without the assistance of a caregiver.

The Library will adhere to the following guidelines regarding the safety and supervision of children and vulnerable adults:

- Children eight years of age and younger and vulnerable adults who are unable or unwilling to care for themselves must be accompanied by a parent, guardian, or caregiver while at the Library.
- Children ages nine through seventeen and vulnerable adults who can understand and follow the Library's Patron Behavior Guidelines may use the Library unaccompanied, subject to Library policies and rules concerning behavior and conduct. Unattended children or vulnerable adults should have contact information for a parent, guardian, or caregiver who can assist them in the event of an emergency.
- Children seventeen years of age and younger are not permitted to be at the Library during regular school hours unless they are approved by their school for early dismissal, have written permission excusing them from school attendance, or are accompanied by a parent, guardian, or caregiver.

Library employees may attempt to contact a parent, guardian, or caregiver in the following circumstances:

- The health or safety of an unattended child or vulnerable adult is in doubt.
- An unattended child or vulnerable adult becomes frightened while alone at the Library.
- An unattended child or vulnerable adult's behavior is disruptive to other Library customers or prohibits employees from conducting Library business.
- An unattended minor or vulnerable adult does not have transportation from the Library at closing time.

If Library employees are unable to reach a parent, guardian, or caregiver, the Barberton Police Department may be contacted to report the presence of an unattended minor or vulnerable adult. In this circumstance, police officers may transport the child or vulnerable adult to the Barberton Police Station until a parent, guardian, or caregiver can be located.

Library employees are not permitted to transport children or vulnerable adults away from Library facilities for any reason.

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 Trustee July 27, 2006. Revised September 23, 2010; June 22, 2023.