

Barberton Public Library
Regular Board of Trustees Meeting, June 27, 2024

MEMBERS PRESENT

Jennifer Doll
James Leonard
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

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

MEMBERS EXCUSED

Kenneth Cheatham
C. Racyne Leskanic

President McMullen called the meeting to order at 6:21 p.m.

RESOLUTION 18-2024 - Moved by Doll, seconded by Miller, to request that the Barberton Board of Education reappoint Terri Masich as Trustee to a full-term expiring June 30, 2031. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by Doll, to move to exyexecutive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:26 p.m. Roll call: Doll, aye; Leonard, aye; Masich aye; McMullen, aye; Miller, aye. Brickner, Futrell, Huey, and Hutchison left the meeting. The meeting returned to regular session and Brickner, Futrell, Huey, and Hutchison returned at 6:59 p.m.

Department Update: Huey provided a Summer Reading Challenge update, highlighting several programs, outreach partnerships, and performers for various ages. She also noted that, with one month of the program remaining, there are already more participants registered than in the entirety of 2023's SRC program.

Huey left the meeting at 7:12 p.m.

Hutchison reported that the Friends of the Library were approached by Papa Roni's to partner for a summer story time series, with a portion of sales during the events being donated to the FOL.

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

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

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the May 2024 statistics and noted that circulation remains relatively steady, and that the Library of Things collection is now available for patron use.

Futrell presented the Board with circulation and visitor statistics by day of the week, and there was a discussion regarding Sunday hours. After discussion, the Board concurred that closing the Library on Sundays going forward would allow for additional services and programming during hours that have been prohibitive due to scheduling constraints.

RESOLUTION 19-2024 - Moved by Doll, seconded by Masich, for the Library to remain closed on Sundays after Labor Day 2024. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

An updated operating calendar to reflect the Library's closure on Sundays for the remainder of 2024 will be presented for approval at the July meeting.

Programs & Publicity: Hutchison distributed the May 2024 publicity packet and presented the Board with an updated draft of the executive letterhead requested at the May meeting.

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Hutchison reviewed the May 2024 programming statistics, noting that school age and teen attendance is up over 90% from 2023, and teen outreach attendance is up over 150%. In May 2024, staff processed 47 passport applications, sold 57 passport photos, and notarized 36 documents for community members.

Hutchison informed the Board that Ohio Means Jobs has suspended their library outreach services until at least September 2024. BPL has hosted an OMJ representative on site weekly to aid community members with various services since March 2023.

Donations:

Marty Bidlingmyer: \$2,000.00

Friends of Barberton Public Library: \$50.00, in memory of Diane Weaver

Carrie Herman: \$20.00, in support of April 2024 Change for Change fundraiser

Ann Hutchison: \$50.00, in memory of Elizabeth Wilson

Anonymous: Rototiller, gas can, snow shovel, and rake

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

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

Strategic Plan: Hutchison shared a progress report with the Board, noting that the staff are working with ClickUp to digitize the plan's progress and assign tasks for unfinished action items. Hutchison demonstrated the software and will provide access to the Board in advance of the July 2024 meeting.

Other: There was a discussion regarding the former Masonic Temple, located at 107 5th Street, whose demolition has been approved by City Council.

Hutchison informed the Board that BPL will likely be the location for one or more informational meetings for the community presented by the International Welcome Center regarding refugee families being placed in Barberton.

Hutchison highlighted the progress that Facility Services Manager Tim Thrasher has made with the Library's landscaping and encouraged the Board to take note of the Library's grounds.

Hutchison presented to the Rotary Club of Barberton on June 20, highlighting Library services and particularly the newly available Library of Things.

The Library will participate in the Labor Day parade on Monday, September 2, and Hutchison would welcome any interested Trustees to join staff in the parade.

Hutchison shared that several staff members attended the Akron RubberDucks' Barberton Chicken and Hot Rice night together on June 21, 2024.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for May 2024 for the Barberton Public Library was \$97,982.37.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of May 2024, noting that the Library received the first half property tax settlement and the Homestead Rollback payment from the State of Ohio, totaling \$264,484.03, as well as the first interest payment from the checking account for \$1,490.37.

After meeting with the Library's investment representative from Huntington, Brickner plans to begin utilizing an Insured Cash Sweep (ICS) account, which will provide comparable interest rates but more liquidity than a CDARS account, with an initial investment of \$50,000.00. When the remaining CDARS mature in October 2024, Brickner

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feels he will have enough familiarity with the ICS account to determine if that will be the best investment option for the Library going forward.

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

COMMITTEE REPORTS

Building and Equipment Committee: A meeting was held on June 27, 2024 at 5:30 p.m.

RESOLUTION 20-2024 Moved by Doll seconded by Leonard, **to reject all bids received for the rooftop HVAC replacement project.** Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

Finance and Audit Committee: No meeting held.

Personnel Committee: A meeting was held on June 27, 2024 at 5:30 p.m.

RESOLUTION 21-2024 - Moved by Doll, seconded by Leonard, **to hire LaQuata Williams** as a part-time Facility Services Assistant, regularly scheduled 20 hours per week at \$13.50 per hour, effective June 12, 2024. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

RESOLUTION 22-2024 - Moved by Masich, seconded by Miller, for the Library **to allow merit-based wage increases** beginning with the pay period that includes July 1, 2024, retroactively if necessary, for all employees employed by the Library as of January 1, 2024 who are not on a performance improvement plan or probation, based on their performance evaluation as follows: 0% for those employees whose evaluation average is between 1.0 and 1.99; 1% for those employees whose evaluation average is between 2.0 and 2.99; 2% for those employees whose evaluation average is between 3.0 and 3.99; and 3% for employees whose evaluation average is between 4 and 5. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: 2024 OLC membership cards were distributed to each Trustee in attendance.

Community Correspondence: None.

OLD BUSINESS

Futrell informed the Board that nineteen staff members had at least one programming idea that was selected for implementation at BPL. After discussion, it was decided that each of those staff members would receive a \$20.00 gift card to a local business.

Hutchison presented a rough draft of a COOP, as well as the Library's existing Emergency Preparedness Plan and Pandemic Response Policy. She will send digital copies of these documents to the Board and would appreciate any input.

Brickner presented the Board with a recommendation that Allied Universal be contracted to provide security services at the Library.

RESOLUTION 23-2024 - Moved by Masich, seconded by Miller, for the Library **to enter into a contract with Allied Universal** to provide private security services to the Library, with services beginning after Labor Day 2024. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Resolution adopted.

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NEW BUSINESS

Moved by Doll, seconded by Masich, **not to contest the Downtown Corner Grille & Pub's liquor permit request.** Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Motion carried.

Moved by Masich, seconded by Miller, **to accept the resignation of Technical Services Library Assistant Carie Stansky-Hunter,** effective July 26, 2024. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Motion carried.

Moved by Masich, seconded by Miller, **to accept the resignation of Children's Services Librarian Monica Haney,** effective July 31, 2024. Ayes: Doll, Leonard, Masich, and Miller. Nays: None. Motion carried.

Moved by Miller, 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 8:05 p.m. Roll call: Doll, aye; Leonard, aye; Masich aye; McMullen, aye; Miller, aye. Brickner and Futrell left the meeting. The meeting returned to regular session and Brickner and Futrell returned at 8:19 p.m.

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

Heather McMullen, President

Holly Miller, Vice President