

**Barberton Public Library**  
**Regular Board of Trustees Meeting, July 25, 2024**

**MEMBERS PRESENT**

Kenneth Cheatham  
Jennifer Doll  
James Leonard  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen

**ALSO PRESENT**

Ann Hutchison, Director  
Joshua Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Judge Todd McKenney

**MEMBERS EXCUSED**

Holly Miller

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

Judge McKenney administered the oath of office to Masich.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Barberton Public Library, Summit County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?" Her reply was "I do."

Judge McKenney left the meeting at 6:31 p.m.

Hutchison reported that the Friends of the Library will not accept new donations until after their Mum Fest book sale and have donated \$1,000.00 to provide supplies for Magic Mayhem, the Labor Day Parade, and Trick or Treat at the Library.

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

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the June 2024 statistics and noted that while circulation of print materials is down, digital circulation is steadily increasing.

**Programs & Publicity:** Hutchison distributed the June 2024 publicity packet and noted that 2024 Summer Reading Challenge participation and program attendance were higher than before the Covid-19 pandemic.

**Donations:**

Akron Children's Museum: Summer Reading Challenge prizes  
Akron RubberDucks: Summer Reading Challenge prizes  
Durbin Magic Freeze: Summer Reading Challenge prizes  
East of Chicago Pizza: Summer Reading Challenge prizes  
Kave: Summer Reading Challenge prizes  
Barbara Kirbawy: Two typewriters  
Lake 8 Movies: Summer Reading Challenge prizes  
McDonald's: Summer Reading Challenge prizes  
Ramseyer Farms: Summer Reading Challenge prizes  
Skoops Ice Cream: Summer Reading Challenge prizes  
Anonymous: \$10.00

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

**Community Involvement:** Hutchison provided a summary of her community involvement since the June Board meeting.

**Barberton Public Library**  
**Regular Board of Trustees Meeting, July 25, 2024**

**Mission Moment:** Hutchison shared that she was approached by a Library patron who commended staff in the Customer Service for their helpfulness and efficiency in helping another customer who had misplaced their keys in the Library.

McMullen shared an email she received from Mayor William Judge: “I wanted to pass along my sincere appreciation for all of the great things going on at the Barberton Library. I don’t know when or if the library will be going to the voters for a renewal or new levy, but it’s important that people understand that BPL isn’t part of the county and the magnitude and reach of their programming is truly awesome. Ann has been a great leader and partner since she’s been the director. I’m always impressed with the ability of the library to pivot and change when needed (COVID) and add new programs for the community. What I really like seeing is Ann and her staff participating in community events whether the library is involved or not. Showing support for other community groups and programs is what, I believe, sets the Barberton community apart from other communities. There are many positive things going on in town and much to be proud of, I wanted to express my appreciation and gratitude for Ann, her staff and the board.”

**Strategic Plan:** Hutchison shared a progress report with the Board, noting that Trustees should have received an email invitation to the Library’s ClickUp account so that they may monitor progress.

**Other:** Hutchison informed the Board that the Library’s management and administration are working to finish employee performance reviews, and that more information will be available at the August meeting.

There was a discussion regarding telephone harassment from a longtime patron, which Hutchison reported to the Barberton Police Department.

**FISCAL OFFICER’S REPORT**

The Public Library Fund tax distribution for June 2024 for the Barberton Public Library was \$104,758.46.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of June 2024, noting that funds were reallocated from contingencies to postage due to the increase in USPS postage rates in July 2024.

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

**COMMITTEE REPORTS**

**Building and Equipment Committee:** No meeting was held.

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

**Personnel Committee:** No meeting was held.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** Hutchison shared that the Akron-Summit County Public Library will host a Legislative breakfast for Summit County library directors, fiscal officers, trustees, and Friends on Tuesday, August 20 at 8:00 a.m.

**Community Correspondence:** None.

**OLD BUSINESS**

**Barberton Public Library**  
**Regular Board of Trustees Meeting, July 25, 2024**

Hutchison shared a draft of a Continuity of Operations Plan (COOP).

Brickner provided an update on the first-floor renovation project, including an updated contract and construction schedule, as well as the color selection and final pricing for the endcaps.

Brickner informed the Board that he is waiting on a response from S.A. Comunale regarding an estimate for the bidding documents for the HVAC replacement. Due to the lead time on HVAC equipment, it will not be feasible for the project to begin before spring 2025. Necessary preventative maintenance on the existing equipment will be scheduled before winter.

Brickner informed the Board that the contractual agreement with Allied Security Services had been signed, and that Library staff did a walkthrough of the building with client manager Tim Oley. Allied will provide a final job description for approval before beginning the recruitment process, with the goal of having a security officer in place on September 3, 2024.

**NEW BUSINESS**

Futrell presented the Board with an updated 2024 Operating Calendar, which was revised to reflect the Library's closure on Sundays for the remainder of the year.

**RESOLUTION 24-2024** – Moved by Doll, seconded by Masich, to approve the revised 2024 Library Operating Calendar as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

Moved by Masich, seconded by Cheatham, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:56 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich aye; McMullen, aye. Brickner and Futrell left the meeting. The meeting returned to regular session and Brickner and Futrell returned at 7:10 p.m.

Moved by Masich, seconded by Leonard, to adjourn the meeting at 7:11 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary