

Barberton Public Library
Regular Board of Trustees Meeting, August 24, 2023

MEMBERS PRESENT

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
Lisa Okolish Miller, City of Barberton Law Director

MEMBERS EXCUSED

Kenneth Cheatham
Terri Masich

President McMullen called the meeting to order at 6:27 p.m.

Okolish Miller administered the oath of office to Miller.

"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."

Okolish Miller left the meeting at 6:28 p.m.

Hutchison reported that Rhonda Garvin will serve as Friends of the Library President for the remainder of 2023, with Natalie Genet filling the role of Vice President. The Friends are preparing for their Annual Mum Festival Book Sale, to be held September 22 - 24, 2023.

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

DIRECTOR'S REPORT

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

Programs & Publicity: Hutchison distributed the July 2023 publicity packet, noting that BPL has placed two advertisements in the first edition of the Barberton Gazette, which will be mailed to 15,000 Barberton residents.

Upcoming programs of note include Self-Love for Women with Keyanna Christian Ellis on Saturday, August 26, the Library's second annual Local Author Fair, featuring 21 authors including Amanda Flower, Mindy McGinnis, Bob Morehead, and former staff member AudraKate Gonzales, on Saturday, September 9, Adaptive Storytime, a new program for children of all ages and abilities who may not be successful in a typical story time environment on Saturday, September 9, National Voter Registration Day on Tuesday, September 19, and a Local History Program focused on Catherine Dobbs, Barberton's first and only female mayor, on Wednesday, September 20.

Hutchison noted that program attendance is up over 60% year to date.

Donations:

East of Chicago Pizza: Pizza for July 26 Kitchen Confidence program
Friends of Barberton Public Library: \$500.00, for Labor Day Parade supplies
Bruce & Kathy Gaddis: \$100.00, in memory of Nancy Linder
Bettie Goodwin: \$50.00, in memory of Brad Iler
Ed & Robin Hindel: \$100.00, in memory of Brad Iler
Keith Howe: 78 books
Barbara Kirbawy: \$100.00, in memory of Nancy Linder
Robert & Kay McLaughlin: \$100.00, in memory of Brad Iler
Larry & Debbie Sudolnik: \$25.00, in memory of Nancy Linder

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

Strategic Plan: Hutchison shared a progress report with the Board, noting that Library staff is communication with Summit County Department of Jobs and Family Services to explore the possibility of hosting a case manager monthly to assist patrons with JFS services. Interviews for the PR and Marketing Associate position concluded this week, and Hutchison plans to present a recommendation to hire at the September Board meeting. Hutchison will recommend the addition of a full-time Library Assistant in the Customer Service department, helping to expand the Library's service potential. Staff from the Children's and Reference departments have been conducting outreach at Common Threads Closet, and talk continues of a Barberton History Museum, which would be a collaboration between the Library, the Barberton Historical Society, and the City of Barberton.

Other: Hutchison informed the Board that Department Updates will resume at the October meeting.

Police were called this evening about a long-time problem patron who will be permanently banned from the Library for fighting and other aggressive behaviors.

Due to staffing restraints, the Library will not participate in Barberton's 2023 Labor Day Parade.

Hutchison informed the Board that September is Library Card Sign-Up month. To celebrate one year of being fine-free, BPL will waive referral fees for customers who return or pay for all lost or damaged materials on their account in September, or who only owe a referral fee for materials that were previously returned. Returned materials must be in good condition to qualify for the promotion. Additionally, the first 100 people to sign up for library cards in September will receive their choice of a Library-branded flash drive or earbud set.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for August 2023 for the Barberton Public Library was \$86,380.39.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of July 2023.

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

DeSan reviewed miscellaneous income generated by vending machines in the Library's lobby.

COMMITTEE REPORTS

Building and Equipment Committee: No meeting held.

Miller requested that a Building and Committee meeting be scheduled prior to the September 28, 2023 Board meeting at 5:30 p.m. Hummel Construction will be in attendance at the meeting.

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

There was discussion regarding a Personnel Committee meeting to be held in October 2023.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison and Leonard attended the Legislative breakfast for Summit County library directors, fiscal officers, and trustees hosted by the Akron-Summit County Public Library on Thursday, August 17.

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Legislators in attendance included Representatives Tavia Galonski and Casey Weinstein and Senator Vernon Sykes, and each director was given the opportunity to present highlights and successes of their libraries.

Community Correspondence: None.

OLD BUSINESS

None.

NEW BUSINESS

Hutchison presented the Board with a draft of the Library's 2024 Operating Calendar.

RESOLUTION 15-2023 Moved by Miller, seconded by Leskanic, to approve the Library's 2024 Operating Calendar. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Moved by Doll, seconded by Miller, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:51 p.m. Roll call: Doll, aye; Leonard, aye; Leskanic, aye; McMullen, aye; Miller, aye. Motion carried. Futrell left the meeting. DeSan left the meeting and Hutchison reentered at 7:10 p.m. Hutchison left the meeting and DeSan reentered at 7:12 p.m. The meeting returned to regular session and Futrell and Hutchison reentered at 7:21 p.m.

Moved by Doll, seconded by Miller, to accept the resignation of Customer Services Page Joan Mainville-Davis, effective August 13, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Moved by Doll, seconded by Leskanic, to accept the resignation of Customer Services Library Assistant Lindsey McCallum, effective August 20, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Moved by Miller, seconded by Doll, to accept the resignation of Technical Services Manager Jennifer O'Neill, effective August 25, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

RESOLUTION 16-2023 Moved by Miller, seconded by Leonard, to transfer Melissa Walker to full-time Technical Services Manager, regularly scheduled at 35 hours per week at \$19.61 per hour, effective August 28, 2023. Walker is to receive a \$1.00 per hour increase after a six-month satisfactory evaluation. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 17-2023 Moved by Miller, seconded by Doll, to add a full-time Library Assistant position in the Customer Services Department, regularly scheduled 35 hours per week, effective August 28, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 18-2023 Moved by Doll, seconded by Miller, to transfer Catherine Jernigan to full-time Library Assistant in the Customer Services Department, regularly scheduled at 35 hours per week at \$14.33 per hour, effective August 28, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Moved by Doll to adjourn the meeting at 7:32 p.m. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Holly Miller, Vice-President