

Barberton Public Library
Regular Meeting Board of Trustees, September 28, 2017

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MEMBERS PRESENT

Jennifer Doll
Natalie Genet
Terri Masich
Heather McMullen
Christopher White

ALSO PRESENT

Julianne Bedel, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Caroline Brindo
Leon Ricks

President White called the meeting to order at 6:33 pm.

Friends of the Library Update – Genet stated the Friends made \$1,800 at the MumFest book sale. A Little Free Library has been placed at the former Portage Junior High School. City Council is interested in placing a Little Free Library in each of the wards and may help in the cost of the installation.

Moved by Masich, seconded by Doll **to accept the minutes** of the August 2017 regular meeting. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Bedel reported August circulation of 27,226, which is 0.9% lower than last August. AV circulation was 11,907, which was 7.9% lower than this month last year. There were 3,394 eMedia downloads, which was 26% higher than last August. Circulation of adult materials was down 0.9%, teen down 8.7% and juvenile down 6.9%. 1,082 new items were added and 1,020 items withdrawn. 214 new patron cards were issued.

Programs & Publicity: 570 individuals attended 23 library programs. Of that total, 500 attended juvenile programs, 65 attended adult programs, and 5 were at teen events. 52 outreach trips were made reaching 496 individuals. Of those visited, 234 were juveniles, 212 were adults, and 50 were teenagers.

Donations:

Frank Bischoff – 23 books
Anonymous - \$50 (in memory of Ann F. Johns)
John & Cartie Antonelli - \$50 (in memory of Ann F. Johns)
Robert & Marjorie Guilda - \$50 (in memory of Ann F. Johns)
Kathleen Harnden - \$50 (in memory of Ann F. Johns)
Tom & Barbara Heil - \$25 (in memory of Ann F. Johns)
Barbara Kirbaw - \$25 (in memory of Ann F. Johns)
Steve & Peggy Madorsky - \$100 (in memory of Ann F. Johns)
Ron & Susan Martin - \$25 (in memory of Ann F. Johns)
John & Betsy O'Donnell - \$25 (in memory of Ann F. Johns)
Nancy Krstich – 19 books
Kae Ling – 1 copy of her book, *Resting my Eyes, I See*
William Smith – 15 Nintendo DS cases
Summa Health System, Barberton Campus – Historical photos, news articles, and other printed materials pertaining to Barberton Hospital
Diane Wykoff – 1 book, *What Every Senior Should Eat*
Dr. Lowell Zurbuch – 2 original columns from the O.C. Barber mansion
Anonymous – 995 books, 55 magazines, 1 DVD, and 11 audio books

Moved by Masich, seconded by Doll **to accept the donations** with thanks. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion carried.

Other:

Stena has been implemented and feedback from staff has been positive. Jennifer O'Neill has been managing the inventory.

Invitations have been distributed for the fundraiser. Currently, the library has 12 baskets and is in need of several more. The library has \$1,450 in sponsorships and \$375 in donations. This is in addition to the \$1,250 the Friends have pledged to match.

The strategic planning survey has been distributed. It is also available online until tomorrow. The library has received 100 survey responses so far. The strategic planning focus groups are tentatively scheduled for patrons on the evening of November 14 and for staff on Wednesday, November 15 from 8:00 am to 9:30 am, pending the consultant's return from medical leave. He is unavailable for the Board focus group on the requested date of October 17. November 4 was proposed as an alternative date. The Board should plan on the group discussion to last 1.5 to 2 hours.

Beginning October 1, our OverDrive Advantage eBooks will be shared with other CLEVNET libraries who participate in the program. This means that the titles the library purchases in addition to the shared CLEVNET collection will now be available to other cardholders, but our users will have priority on holds. Conversely, our patrons will have access to holdings from other libraries. Metered titles are excluded from the sharing program.

Community engagement: During the last month, the library presented local history programs to the River Styx Historical Society, Barberton Rotary, and Barberton Kiwanis. Also, the library had activities at Magic Mayhem on Friday night, September 1, took the pop-up library to Labor Day at Lake Anna on September 2, and visited the BHS nursing students for the annual orientation to CHL and health information. The Children's Department started up annual service to Barberton Head Start and recently set up a schedule to make a weekly visit to Barberton City Schools Preschool. Initially, they are just visiting each classroom on alternating weeks for story time. We've also extended the summer Mommy/Daddy and Me story times into the fall (indefinitely depending on staffing).

Staff continuing education: Mary Kay Ball attended an Ohio Health Sciences Library Association grant writing workshop. Melissa Futrell viewed online information from ALA called "Violence Prevention in the Public Library". Jennifer O'Neill attended the CLEVNET/Overdrive Advantage Plus Meeting. Dia Thomas attended Booklist reader's advisory webinars (Sci-Fi/Fantasy books and romance audiobooks). She also participated in Library Journal's "Selecting Adult Debut Fiction with Confidence" and viewed active shooter training online.

Cornelius stated he had visited five wood working shops to obtain potential donor display makers. He received two quotes, one from Cabinet Specialties for \$3,332.00 and one from Mullet Cabinet for \$2,025.00. These quotes are several thousand dollars less than other vendors. The library will pursue final drawings and pricing from Mullet Cabinet.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of September for the Barberton Public Library was \$79,922.97.

Moved by Doll, seconded by McMullen **to accept the financial report, bank reconciliations and bills** paid for the month of August, 2017. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion carried.

Cornelius distributed the final audit report received from auditor Perry and Associates which was approved by the State Auditor. The audit report states in part "we did not identify any deficiencies in internal control that we consider material weakness". The audit report also states in part, "The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*". A memo from the auditor himself stated that the experience of the Fiscal Officer and the well-organized documentation made his job very easy.

COMMITTEE REPORTS

Building and Equipment Committee – A summary of the meeting held September 19 was presented by Bedel.

Finance and Audit Committee – No meeting held.

Personnel Committee – A summary of the meeting held September 19 was presented by Bedel.

Moved by Masich, seconded by Genet **to accept the resignation of McKenzie Johnson** effective August 28, 2017. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion carried.

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Moved by Doll, seconded by Genet **to accept, with regrets, the resignation of Kaitlin Braman** effective September 25, 2017. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion carried.

RESOLUTION 16-2017 **Moved** by Genet, seconded by McMullen to change the starting salary range for a Marketing / Public Relations Associate to a minimum of \$13.00 per hour and a maximum of \$17.00 per hour. Ayes: Doll, Genet, Masich, and McMullen. Nays: None. Motion resolved.

Summit County Library Trustees Council – A SCLTC meeting is scheduled for October 19 at 7:00 pm to be held at the Cuyahoga Falls Library. Cornelius stated the library has not received any 2018 Blasingame formula projections for review as of this time.

COMMUNICATIONS AND CORRESPONDENCE –

OLD BUSINESS –

NEW BUSINESS –

Moved by Masich, seconded by Doll **to adjourn** the meeting at 7:28 pm.

Chris White, President

Natalie Genet, Secretary