

Barberton Public Library
Regular Meeting Board of Trustees, September 27, 2018

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MEMBERS PRESENT

Jennifer Doll
Racyne Leskanic
Heather McMullen
Christopher White

ALSO PRESENT

Ken Cornelius, Interim Director / Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Natalie Genet
Terri Masich
Leon Ricks

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

A Friends of the Library update was given by Doll. The FOL have a balance of approximately \$9,055.00. The Kave donation jar provided \$310.28 in cash. Officers were nominated for the upcoming year. The Friends were enthusiastic about the library providing them a list of project ideas and were receptive to providing an annual report to the Trustees. The Trustees' suggestion for a change in the FOL by-laws was approved. The Trustees will consider appointing a Board Liaison to the Friends.

Moved by McMullen, seconded by Doll **to accept the minutes** of the August 2018 regular meeting. Ayes: Doll, Leskanic, McMullen and White. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Cornelius reported August circulation of 33,503, which is 23.1% higher than last August. AV circulation was 14,717, which was 23.6% higher than this month last year. There were 4,371 eMedia downloads, which was 28.8% higher than last August. Circulation of adult materials was up 24.7%, teen up 28.4% and juvenile up 15.6%. 1,127 new items were added and 362 items withdrawn. 185 new patron cards were issued.

Programs & Publicity: The August publicity packet was distributed for review. 397 individuals attended 21 library programs. Of that total, 275 attended juvenile programs, 114 attended adult programs, and 8 were at teen events. 34 outreach trips were made reaching 327 individuals. Of those visited, 145 were juveniles, 80 were adults, and 102 were teenagers. There were 2,229 patron interactions and 47.75 volunteer hours.

Donations:

Jill Berenyi – 45 books & CDs
Janet Campbell - \$600 (In memory of James N. Campbell)
Marilyn Crenshaw – 72 books
Don Ehrich - \$25 credit token from Marshall's Department store
Jerry Fox – Holiday gift envelopes from Great Northern Savings Bank & First National Bank of Akron
Kiwanis Club of Barberton - \$600 (to purchase books for preschool outreach)
Stephanie Petit – 14 books
Brad Phillips – Dolly's Hot Water Bottle (Sun Rubber toy) & *Steam, Its Generation and Use*, B&W publication (1963)
Thom George - \$25 (In memory of Richard J. Rees)
Diana Stevenson – 30 children's books
Friends of the Library - \$50 (In memory of Conrad Storad, Sr.)
Anonymous – 695 books, 15 CDs, 56 DVDs, 5 magazines & 1 puzzle

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

Cornelius notified Dr. Zurbuch that the approximate cost of the enclosures for the Barber Mansion columns was \$4,900, and that construction could begin upon receipt of his donation. Dr. Zurbuch dropped off a check the following day, and stated that he paid more for the columns than the enclosures.

Other:

Moved by Doll, seconded by McMullen **to accept, with regrets, the retirement of Lisa Paridon** effective September 30, 2018. Ayes: Doll, Leskanic, McMullen and White. Nays: None. Motion carried.

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Cornelius presented a written request from Customer Services Manager Mary Eritano to promote Chris Probst from part-time to full-time in his current Library Assistant position.

Moved by McMullen, seconded by White **to move to executive session** to consider employment issues at 6:55 pm. Roll call: Doll-aye, Leskanic-aye, McMullen-aye, and White-aye. Motion carried.

Motion by Doll, second by McMullen **to end executive session** and return to regular meeting at 7:09 pm. Roll call: Doll-aye, Leskanic-aye, McMullen-aye, and White-aye. Motion carried.

RESOLUTION 26-2018 **Moved** by Doll, seconded by Leskanic **to promote an existing part-time** (20 hour a week) **Library Assistant position in the Customer Services Department to full-time** (35 hours a week). This position is to be posted internally to determine employee interest. Ayes: Doll, Leskanic, McMullen, and White. Nays: None. Motion resolved.

A bicycle from the Bike Share program was recently borrowed at the library and not returned.

A grand opening for the Teen Room is planned for October 9, from 3 - 4:30pm. There will be light refreshments. Trustees were invited.

The former Director requested that off-duty police officers providing security at the library work until 8:00 PM during the school year, which has resulted in poor coverage. Allowing them to start their four-hour shifts between 3:00 PM and 4:15 PM may increase interest.

Community engagement:

- Sarah Granville and Jennifer O'Neill attended Magic Mayhem at Barberton High School.
- Melissa Futrell attended a College Now grant announcement ceremony.
- Emma Hutchison and Mary Eritano had a craft table at the Lake Anna Labor Day festival.

Continuing education:

- Mary Kay Ball - Voter Registration Requirements for Ohio's Public Libraries (webinar)
- Susanne Cogar - LibCal by Spring Share (product demo), Voter Registration Requirements for Ohio's Public Libraries (webinar)
- Sarah Granville - Beyond Books: Changing Youth Services (conference), Voter Registration Requirements for Ohio's Public Libraries (webinar)
- Jennifer O'Neill – Best Practices in Performance Documentation (webinar)
- Dia Thomas – Adult Books on the Horizon: Fall and Winter Announcements (webinar), LinkedIn/Lynda.com Training and Marketing (webinar), Voter Registration Requirements for Ohio's Public Libraries (webinar)

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of September for the Barberton Public Library was \$84,632.17.

A review of the financial reports was given by Cornelius. The Certificate of Deposit interest rates recorded on the August Statement of Finances were not updated, but the correct information is on the UAN Reports under Investment Listing.

Moved by Leskanic, seconded by McMullen **to accept the financial report, bank reconciliations and bills** paid for the month of August 2018. Ayes: Doll, Leskanic, McMullen and White. Nays: None. Motion carried.

COMMITTEE REPORTS

Building and Equipment Committee – No meeting held.

Finance and Audit Committee – No meeting held.

Personnel Committee – No meeting held.

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Summit County Library Trustees Council –Cornelius stated the library has not received the 2019 Blasingame formula projections and no time has been set for the annual meeting as of yet.

Friends of the Library - A meeting concerning the Friends of the Library was held September 18.

COMMUNICATIONS AND CORRESPONDENCE – Cornelius shared a letter from the Barberton Community Foundation seeking sponsors for their 19th annual dinner, which will be held on November 1, 2018, at The Galaxy in Wadsworth.

OLD BUSINESS – The outside electronic sign is still functioning adequately.

The children’s room carpeting is finished and minor issues have been resolved. Canton Floors will be here on Tuesday for a final follow-up. Maintenance will be critical for the upkeep of this carpeting, which is very light and will show dirt easily, similar to the café area of the library.

White inquired about adding flooring above the vestibule. Cornelius will get an estimate from Jenco Construction.

NEW BUSINESS – None

Moved by McMullen, seconded by Leskanic **to adjourn** the meeting at 7:42 pm.

Chris White, President

Jennifer Doll, Acting Secretary