

Barberton Public Library
Regular Board of Trustees Meeting, September 23, 2021

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MEMBERS PRESENT

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

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Caroline Brindo
Holly Miller

Vice-President Doll called the meeting to order at 6:33 p.m.

Hutchison reported that the Friends of the Library are preparing for their Mum Fest book sale this Friday, Saturday, and Sunday, September 24-26, 2021. The FOL have discussed the possibility of applying for a vendor's license that would allow them to hold more than six sales annually. The Friends have been granted \$2,000.00 from the Barberton Community Foundation's Emergency Response Fund to be used to update their Little Free Libraries. The Friends met on September 15 and elected to keep the same officers in 2022, and Conrad Storaad will be conducting an audit for the FOL.

Moved by Masich, seconded by Leskanic, **to accept the minutes** of the August 2021 Board meeting. Ayes: Cheatham, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reminded the Board that delays in the delivery of interlibrary loan materials due to a courier transition has had a negative impact on circulation figures. The delivery contract is negotiated by the State Library of Ohio and OhioLINK on behalf of all public and university libraries in the state and is beyond the control of individual libraries. BPL has been receiving regular deliveries since mid-August, though there is still a backlog of materials in transit.

August 2021 circulation was 20,787, down 34.5% from August 2019 and 0.8% from August 2020, and up just slightly from July 2021. Year to date, circulation is 177,857. eMedia circulation through Overdrive was 5,457 in August 2021, up 14.5% from August 2019 and 6.5% from last August. An additional 279 eMedia titles were borrowed through Hoopla in August 2021, up 87.3% from August 2020. Circulation of audiovisual materials was 5,299, accounting for 25.5% of the month's total circulation, down 58.3% from August 2019 and 16.5% from August 2020. In August 2021, 6,040 people visited the Library, down 53.7% from August 2019 and up 58.9% over August 2020. Of those visitors, 61 visited CHL and 28 received curbside service. Staff issued 157 new patron cards, down 38.2% from August 2019 and up 74.5% from August 2020. Staff answered 2,283 reference questions, made 15 homebound deliveries, and the Library's website was visited 3,087 times. There were 848 computer-use sessions, down 60.3% from August 2019 and up 35.7% over August 2020. In August, 787 items were added to the collection and 1,207 items were withdrawn.

Programs & Publicity: Hutchison distributed the August 2021 publicity packet. In August 2021, 818 people attended 25 live programs and outreach events, either in person or via Zoom and Facebook Live, showing a decrease of 69.1% in the number of programs and 48.5% in attendance as compared to August 2019. An additional 823 people participated in or viewed 22 passive and recorded programs and outreach events in August 2021, for a total of 1,641 participants at 47 events. Additionally, 151 people attended 6 non-Library programs in August 2021.

The Reference Department is accepting entries for their Get a Clue Scavenger Hunt and Mini Masterpiece Art Show. The scavenger hunt leads customers to participating downtown businesses, and winners will receive an assortment of gift cards and merchandise from those businesses. Entries for the art show will be displayed in the lobby from September 27 through October 18.

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Hutchison shared that the Library's 2021 Summer Reading Club had 304 children, 76 adult, and 3 teen participants. Throughout the summer, 918 people attended 26 live children's programs, staff from the Children's Department and Customer Services interacted with 518 children through the Barberton City School District's summer school program, and over 2,000 children's Take and Make craft kits were distributed.

Donations:

Rotary Club of Barberton: \$250.00, in honor of Barbara Kirbawy	Anonymous - 485 Books, 21 CDs, 33 DVDs, 30 Magazines
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Moved by McMullen, seconded by Leskanic, **to accept the donations.** Ayes: Cheatham, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

Hutchison shared that the donation honoring former Library Director Barbara Kirbawy will be used to start a pollinator garden.

Other: Hutchison presented the Board with a recommendation to fill the vacant full-time Librarian position in the Children's Services Department. Anna Shorter is currently enrolled in the MSLS program at Clarion University of Pennsylvania and is completing her practicum at BPL. She is expected to complete her degree in December 2021.

RESOLUTION 26-2021 **Moved** by Masich, seconded by McMullen, **to hire Anna Shorter** as a full-time Librarian in the Children's Services Department, regularly scheduled 35 hours per week at \$14.00 per hour, effective September 13, 2021. Shorter is to receive a \$0.55 per hour increase at her completion of the MSLS program. Ayes: Cheatham, Leskanic, Masich, and McMullen. Nays: None. Resolution adopted.

Hutchison distributed a report of continuing education completed by Library staff in June, July, and August of 2021.

National Voter Registration Day is September 28, and BPL will host a voter registration table staffed by the Hudson League of Women Voters.

Hutchison shared that the display case formerly located in the basement has been relocated to the lobby for better accessibility and visibility.

A second copy machine will be installed in the lobby tomorrow.

The Library is participating in a geo-journal project hosted by Think Share Play, a local nonprofit organization. A sign has been installed by the main entrance with a QR code. When people scan the code, it links them Think Share Play's website, where they are invited to share a memory specific to BPL. Alix R. and Sophia Senderak of Think Share Play will have a table at BPL during the Mum Fest to explain the geo-journal project to visitors and will also be compiling entries for an exquisite corpse book. In exchange for a \$1.00 donation to Think Share Play that will be used to fund future geo-journals, people will be given the opportunity to contribute to a collective story that will be compiled into a book and donated to the Library.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of September 2021 for the Barberton Public Library was \$98,409.63.

DeSan reviewed the financial reports, bank reconciliations, and bills paid for the month of August 2021, as well as several re-appropriations.

Moved by Leskanic, seconded by Cheatham, **to accept the financial report, bank reconciliations, and bills** paid for the month of August 2021. Ayes: Cheatham, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

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DeSan presented the Board with a consulting agreement for year-end assistance from UAN Visiting Clerk Anthony Pranger.

Moved by Leskanic, seconded by Masich, **to approve up to 40 hours of consulting with UAN Visiting Clerk Anthony Pranger** over a two-month period at a rate of \$30.00 per hour. Ayes: Cheatham, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

Building and Equipment Committee: No meeting held.

Summit County Library Trustees Council: The annual SCLTC meeting is scheduled for Thursday, October 14, 2021 at 7:00 p.m. and will be held virtually. Brindo, DeSan, and Hutchison will attend.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

Community Correspondence: Hutchison shared a note from the Barberton City School District thanking BPL for hosting their bus tour for new teachers, and a compliment from a Massillon man who stated that this is one of the most beautiful libraries he's ever visited.

OLD BUSINESS

COVID-19 Updates: Hutchison informed the Board that the Library returned to pre-COVID operating hours on September 7, 2021. The Library is now open 10:00 a.m. to 8:00 p.m. Monday through Thursday, 10:00 a.m. to 6:00 p.m. on Friday, 10:00 a.m. to 5:00 p.m. on Saturday and 1:00 to 5:00 p.m. on Sunday.

Hutchison informed the Board that BPL began distributing at-home COVID-19 test kits on September 16. The kits are provided free of charge by the Ohio Department of Health and are available for curbside pick-up only. Though the Board initially recommended that BPL not be a distribution site for the kits, Hutchison and President Brindo elected to offer the service due to an increasing demand from the community. Since receiving the first shipment of 500 test kits, 371 have been distributed and 1,500 additional kits have been ordered.

NEW BUSINESS: Hutchison plans to begin sharing a Mission Moment with the Board each month to highlight small but powerful examples of how the Library is making an impact in the community.

Mission Moment: While performing homebound deliveries, Reference Services Manager Paula Wagner discovered a note tucked into a bag of returns from one of her customers asking her to visit a new resident at the senior apartment. Paula learned that the new resident has suffered several strokes and has no family nearby. When she delivered a Kindle pre-loaded with books to the resident, she cried, hugged Paula, and said "you gave me my life back." The Reference Department was able to purchase a small collection of Kindles in 2020 for homebound services, and this is the first time that they have been utilized.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:12 p.m. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

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Jennifer Doll, Vice-President

Terri Masich, Trustee