

Barberton Public Library
Regular Board of Trustees Meeting, September 28, 2023

MEMBERS PRESENT

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

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Alison Huey, Children's Services Manager
Tim Thrasher, Facility Services Manager
Chloe Zofchak, Public Relations Associate

President McMullen called the meeting to order at 6:35 p.m.

Hutchison introduced the Board to Thrasher and Zofchak, who exited the meeting at 6:37 p.m.

Huey presented the Board with a proposal to add a part-time Library Assistant in the Children's Department and recommended that Customer Services Library Assistant Robin Storad be transferred into the position, effective November 6, 2023.

Huey left the meeting at 6:43 p.m.

Hutchison reported that the Friends of the Library earned \$3,131.00 at their Mum Festival Book Sale, making it their highest earning sale to date. At their September 13, 2023 meeting, the FOL voted to remove the \$1,000.00 annual scholarship from their bylaws. The group has a full slate of officers for 2024.

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

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the August 2023 statistics, highlighting several areas of growth. Staff created 301 new patron cards in August, notarized 24 documents, processed 36 passport applications, and sold 41 passport photos. Hutchison noted that there has been a recent increase in demand for Covid tests.

Programs & Publicity: Hutchison distributed the August 2023 publicity packet. Upcoming programs of note include a Civic Engagement Night on October 3, three Haunted Barberton Walking Tour sessions, and the Library's annual Pumpkin Decorating Contest.

Donations:

Mary Kay Ball: \$25.00, in memory of Carol Rafferty
Danielle Dawson: 1875 Barberton Street Directory
William Martin: 1956, 1957, & 1957 Barberton High School football programs & 1957 team photo
Ernie Penko, VFW Post 1066: Barberton Military Honor Roll index and information
Marie Zagar: 5 Barberton postcards

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

Mission Moment: Hutchison shared pictures from Barberton High School students with access cards provided to them by the Library and other outreach events at the High School.

McMullen shared a positive experience she had with Reference Services Manager Gretchen Quinn when utilizing the Library's notary services.

Strategic Plan: Hutchison shared a progress report with the Board, noting that the Library will host a case worker from Jobs and Family Services monthly beginning in October 2023, and that Reference Services Librarian Sarah Granville has been asked to serve on the advisory committee for the Advancement to Nursing Program at Barberton

Barberton Public Library
Regular Board of Trustees Meeting, September 28, 2023

High School. Zofchak is in her third week of employment at BPL and is working on the results of the Summer Programming Survey to assess community needs. At this time, the plans to move forward with a marketing and PR consultant have been placed on hold. Thrasher will work to develop a facility maintenance plan as one of his first projects, and DeSan has spoken to BPL's IT consultants regarding a technology plan. Hutchison noted that the Library plans to use employment attorneys Kastner, Westman, and Wilkins, LLC to conduct positive employee relations training sessions for employees and supervisors. Library Assistant Katherine Jernigan's hours have increased from part-time to full-time.

Other: Hutchison informed the Board that all performance reviews have been completed in preparation for the October meeting.

Hutchison informed the Board that the Library intends to use Kastner, Westman, and Wilkins, LLC to review the Employee Handbook and provide recommendations for legal updates and employee relations best practices.

Hutchison and public service department managers met with staff from Peter James Behavioral Health today to discuss strategies for managing after-school student behavior at the Library.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for September 2023 for the Barberton Public Library was \$108,771.19.

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

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

RESOLUTION 19-2023 - **Moved** by Miller, seconded by Masich **to accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2024 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

RESOLUTION 20-2023 - Miller motioned for the adoption **a resolution authorizing and requesting the advancement of local taxes from the Summit County Fiscal Officer for the tax year 2023, payable in 2024, in accordance with the Ohio Revised Code (ORC), section 321.34, and declaring an emergency.**

Whereas section 321.34 of the ORC states that all local governments must file a resolution with the county Fiscal Office each year to receive advance payment of local taxes, now therefore be it resolved by the Board of Trustees of the Barberton Public Library, County of Summit, and State of Ohio:

Section 1. That the Board of Trustees of the Barberton Public Library hereby authorizes the advance of local taxes by the County Fiscal Officer for the 2023 tax year, payable in 2024, to the extent appropriate and feasible.

Section 2. That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

Section 3. That the Fiscal Officer of the Library is authorized and directed to forward a certified copy of this resolution to the Fiscal Officer of Summit County, Ohio.

Section 4. That this Resolution is hereby declared to be an emergency measure necessary for the on-going operations of the public library because the Barberton Public Library is dependent on the advancement of tax funds to balance

Barberton Public Library
Regular Board of Trustees Meeting, September 28, 2023

its budget in 2024, and this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

Leonard seconded the resolution. The vote for its adoption resulted as follows: Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miler. Nays: None. Resolution adopted.

DeSan reviewed the wage reports requested by the Board.

Moved by Masich, 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 7:04 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; McMullen, aye; Masich, aye; Miller, aye. Motion carried. DeSan, Futrell, and Hutchison left the meeting. The meeting returned to regular session and DeSan, Futrell, and Hutchison reentered at 7:33 p.m.

COMMITTEE REPORTS

Building and Equipment Committee: A meeting was held prior to the regular meeting.

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

Summit County Library Trustees Council: Doll will attend the annual SCLTC meeting, scheduled to be held virtually on Thursday, October 19, 2023 at 7:00 p.m.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: No update.

Community Correspondence: Hutchison shared a note from Kathy Maybin, treasurer of the Tuesday Study Club, expressing their appreciation for the Library's contributions to the Barberton Community.

OLD BUSINESS

A Personnel Committee meeting will be held on Thursday, October 19, 2023 at 6:00 p.m.

Moved by Masich, seconded by Doll, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:39 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; McMullen, aye; Masich, aye; Miller, aye. Motion carried. The meeting returned to regular session at 7:45 p.m.

NEW BUSINESS

RESOLUTION 21-2023 **Moved** by Doll, seconded by Masich, **to hire Chloe Zofchak as full-time Public Relations Associate**, regularly scheduled at 35 hours per week at \$16.70 per hour, effective September 6, 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

RESOLUTION 22-2023 **Moved** by Masich, seconded by Doll, **to hire Timothy Thrasher as full-time Facility Services Manager**, regularly scheduled at 37.5 hours per week at \$29.74 per hour, effective September 28, 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

RESOLUTION 23-2023 **Moved** by Doll, seconded by Masich, **to add a part-time Library Assistant position in the Children's Services Department**, regularly scheduled 20 hours per week, effective November 6, 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Barberton Public Library
Regular Board of Trustees Meeting, September 28, 2023

RESOLUTION 24-2023 Moved by Masich, seconded by Leonard, to **transfer Robin Storad to part-time Library Assistant in the Children’s Services Department**, regularly scheduled at 20 hours per week at \$16.00 per hour, effective November 6, 2023. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Masich inquired about yoga classes held at the Library.

Moved by Doll to **adjourn** the meeting at 7:54 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary