

Barberton Public Library
Regular Meeting Board of Trustees, October 25, 2018

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MEMBERS PRESENT

Jennifer Doll
Natalie Genet
Racyne Leskanic
Terri Masich
Heather McMullen
Leon Ricks
Christopher White

ALSO PRESENT

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

President White called the meeting to order at 6:31 p.m.

A Friends of the Library update was given by Genet. The FOL had their annual meeting on October 17. The 2019 slate of officers is as follows: Janet Ehrich, President; Kelly Fuller, Vice President; Patricia Warner, Secretary; Anne Sweeney, Treasurer. Pat Baliga, Jennifer LaFleur, Scott Petty, Conrad Storad and Sara Vargo will serve as Directors. The current balance of funds is \$11,770. Bylaws were approved with the Trustees' requested change. Guest speaker Mary Eritano spoke about Warm Up Barberton and Paws to Read, with special guest Sunny the therapy dog. Carol Rafferty, current FOL president, will attend the November Board meeting to provide a FOL update. The Friends are awaiting a list of suggested projects for their donations to support, which will be provided after a new Director starts.

Moved by Doll, seconded by Masich **to appoint Natalie Genet as liaison** between the Library Board of Trustees and the Friends of the Library. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion carried. Genet accepted the position.

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

LIBRARIAN'S REPORT

Circulation: Cornelius reported September circulation of 29,969, which was 18.1% higher than last September. There were 4,144 eMedia downloads, an increase of 39.5% from last year. AV circulation was 12,998, a 14.8% increase from last year. Circulation of adult materials was up 15.2%, teen was down 8.8% and juvenile was up 19.2%. There were 1,093 new items added to the collection and 527 items withdrawn. New patron cards issued to 339 individuals.

Publicity: The September publicity packet was distributed for review. Last month, 588 individuals attended 30 library programs. Of that total, 508 attended juvenile programs and 80 attended adult programs. Staff made 42 outreach trips, reaching 579 individuals. Of those visited, 412 were juveniles, 136 were adults, and 31 were teenagers. There were 2,103 patron interactions and 58 volunteer hours.

Donations:

Wayne Goss – 19 CDs
Louise Griffiths – 100 books
Mark Hunter – 1 book
Barberton Woman's Club - \$50, in memory of Judy Marsh
Kathryn White - \$200, in memory of Judy Marsh

Terry Ritter – 70 books
Breanna Walker – 25 children's books
Dr. Lowell S. Zurbach - \$4,876.02, for the construction of protective enclosures for the O.C. Barber Mansion columns
Anonymous – 712 books & 23 magazines

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

Other:

A grand opening for the Teen Room was held October 9. Two Trustees and approximately twenty-five teens attended the event.

Off-duty police officers providing security at the library are now permitted to start their four-hour shifts between 3:00 and 4:15 p.m. This has increased security coverage.

Community Engagement: None

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Staff Continuing Education:

- Mary Kay Ball - Libraries and Community Health: Prescribing Programs that Support Your Community's Needs (webinar)
- Sarah Granville - Teen Think Tank (workshop)
- Dia Thomas – 36 Adult Programming Ideas in 90 Minutes (webinar), Snapchat Explained (webinar)

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of October for the Barberton Public Library was \$74,377.42.

A review of the financial reports was given by Cornelius.

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

RESOLUTION 27-2018 – **Moved** by Doll, seconded by Masich **to accept the amounts and rates** as determined by the Summit County Budget Commission for collection year 2019 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

RESOLUTION 28-2018 – McMullen moved the adoption of the following:

A RESOLUTION AUTHORIZING AND REQUESTING THE ADVANCEMENT OF LOCAL TAXES FROM THE SUMMIT COUNTY FISCAL OFFICER FOR THE TAX YEAR 2018 PAYABLE IN 2019 IN ACCORDANCE WITH ORC SECTION 321.34, AND DECLARING AN EMERGENCY

WHEREAS, the Section 321.34 of the Ohio Revised Code states that all local governments must file a Resolution with the county Fiscal Office each year in order 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 2018 tax year, payable in 2019, 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 for the reason that the Barberton Public Library is dependent on the advancement of tax funds to balance its budget in 2019, and, this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

Ricks seconded the Resolution. The vote for its adoption resulted as follows: Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Building and Equipment Committee – A summary of the meeting held October 9 was presented by Cornelius. White inquired about the status of the sharps containers that had been delivered without lids, and Cornelius stated that the lids had still not arrived. White suggested contacting the Fire Department for sharps containers, and placing wall-mounted containers in all bathrooms for customers to dispose of their needles.

Finance and Audit Committee – A summary of the meeting held October 9 had already been presented by Cornelius. Initial insurance premiums for next year came in with an almost 12% increase. The library's insurance broker is hopeful that this can be reduced after employees update their medical information on FormFire. White suggested joining an insurance pool in order to reduce costs. Cornelius stated that this was attempted in the past, but the library was deemed too unhealthy at the time. Cornelius would like Board approval to offer vision insurance, with the full cost to be paid by the employee.

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Moved by Leskanic, seconded by Ricks **to offer group vision insurance** to employees. The employee would pay the entire cost of the premium with no cost to the library. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion carried.

Personnel Committee - A summary of the meeting held October 9 was presented by White.

RESOLUTION 30-2018 - **Moved** by Doll, seconded by Masich **to promote Marcia Nicholson** from a part-time (regularly scheduled 20 hours per week) to a full-time (regularly scheduled 35 hours per week) Library Assistant in the Customer Services Department at her current rate of pay. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

RESOLUTION 31-2018 - **Moved** by Genet, seconded by McMullen **to hire Abigail Lowe** as a full-time (regularly scheduled 35 hours per week) Librarian in the Children's Department at \$16.00 per hour, effective November 12, 2018. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

Summit County Library Trustees Council – Cornelius presented a summary of the meeting held October 11 at the Cuyahoga Falls Library.

RESOLUTION 29-2018 – **Moved** by McMullen, seconded by Ricks **to accept the Blasingame Formula** percentage as proposed by the Summit County Library Trustees Council for the year 2019, which allows the Barberton Public Library a 5.13766 percent allocation of the PLF in Summit County. Ayes: Doll, Genet, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

Moved by Doll, seconded by Masich **to move to executive session** to consider the appointment of a new Director at 7:14 p.m. Roll call: Doll-aye, Genet-aye, Leskanic-aye, Masich-aye, McMullen-aye, Ricks-aye, and White-aye. Motion carried.

Motion by Masich, second by Ricks **to end executive session** and return to regular meeting at 7:26 p.m. Roll call: Doll-aye, Genet-aye, Leskanic-aye, Masich-aye, McMullen-aye, Ricks-aye and White-aye. Motion carried.

The Board requested that Mary Eritano have sufficient time off on Monday, October 29 for her interview appointment and that she not work past 5:00 p.m. on Tuesday, October 30. They also requested the use of the Friends room as a waiting area for candidates during the interviews.

COMMUNICATIONS AND CORRESPONDENCE – The Barberton Community Foundation 19th Annual Dinner is Thursday, November 1, 2018, at The Galaxy Restaurant in Wadsworth. Fifth annual Game Changer Award winners are Elwood Palmer and the Lake Anna YMCA. Tickets are \$50 per person.

OLD BUSINESS – Director Search Update – Cornelius recommended a start date of January 7, 2019 or later.

NEW BUSINESS – Cornelius and Susanne Cogar met with Dr. Hughes, the President of the Barberton Campus of Summa Health, on October 23 to discuss the CHL contract. Hughes is seeking rent money for our use of the space at the hospital, stating that it could potentially generate \$40,000 or more per year if it were rented to a medical practice. He suggested that we contact BCF about obtaining funding for this purpose. The following day, he approached Cogar while she was working at CHL and stated that he thought another space in the hospital might be available to us rent-free. Cornelius will schedule a follow-up meeting with Hughes.

Moved by Masich, seconded by Doll **to adjourn** the meeting at 7:46 pm.

Chris White, President

Natalie Genet, Secretary