

Barberton Public Library
Regular Board of Trustees Meeting, October 27, 2022

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MEMBERS PRESENT

Caroline Brindo
Kenneth Cheatham
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

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

MEMBERS EXCUSED

Jennifer Doll

Masich called the meeting to order at 6:29 p.m.

Last week, October 16-22, 2022, was National Friends of the Library Week. Hutchison will present a card signed by Library staff and Board members and provide refreshments at the FOL's November 16 meeting to celebrate. Hutchison informed the Board that this week's edition of the Barberton Herald includes a request from the Friends of the Library for donations of books and movies, and well as Barberton memorabilia. Hutchison has explained to the Friends that any memorabilia donated would be evaluated first by Library staff and passed on to the FOL only if it is not added to BPL's collection.

Moved by Miller, seconded by Cheatham, **to accept the minutes** of the September 2022 Board meeting. Ayes: Cheatham, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: September 2022 circulation was 24,167, up 9.4% from September 2021 and down slightly from August 2022. Year to date, circulation is 202,576, up 1.3% from 2021. eMedia circulation through Overdrive was 5,307 in September 2022, down 0.9% from September 2021. An additional 313 eMedia titles were borrowed through Hoopla in September 2022, up 19.9% from last September. Circulation of audiovisual materials was 7,293, up 21.2% from September 2021, and accounting for 30.2% of the month's total circulation.

In September 2022, 8,961 people visited the Library, up 25.1% from September 2021. Of those visitors, 56 received curbside service and 82 visited the Community Health Library. Staff issued 302 new patron cards, up 17.3% from September 2021, answered 2,069 reference questions, and made 27 homebound deliveries. The Library's website was visited 2,559 times, and there were 1,107 computer-use sessions and 3,752 wireless sessions. In September, 508 items were added to the collection and 399 items were withdrawn.

Hutchison noted that September 2022 was the second highest month in 2022 for circulation of Library materials, and the highest for visitors to the Library, program attendance, wireless usage and cards issued. Circulation of audiovisual materials has also increased, which Hutchison attributed to the removal of security cases. She hopes to see an additional increase because of Binge Boxes being added to the catalog, making them available to fill holds. Other changes that may have a positive impact on circulation include location changes for several collections on the Reference floor and increased display space.

Since passport services were added in July, the Customer Service Department has processed 70 passport applications and taken 52 photos, generating \$3,074.00 in revenue.

Programs & Publicity: Hutchison distributed the September 2022 publicity packet. In September 2022, 1,432 people attended 43 live programs and outreach events, either in person or virtually, showing a decrease of 4.4% in the number of programs and an increase of 149.5% in attendance as compared to September 2021. An additional 378 people participated in or viewed 14 passive and recorded programs and outreach events in September, for a total of 1,810 participants at 57 events. Additionally, 291 people attended 86 non-Library programs or meetings in September 2022.

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September 2022 saw an increase in both the number of programs offered by BPL and program attendance. Some of the month's more popular programs included the Local Author Fair, How to be a Dungeon Master, and Craft Connections, which was held in-person for the second time since 2020. Additionally, the Spectral Hunters Investigation Team presentations on October 22 were very successful, with approximately 40 attendees at each session.

Donations:

Domino's - One large pizza, for teen pizza tasting event
East of Chicago - One large pizza, for teen pizza tasting event
Little Caesar's - One large pizza, for teen pizza tasting event
Mark MacGregor - 91 books
Papa John's - One large pizza, for teen pizza tasting event
Papa Roni's - One large pizza, for teen pizza tasting event
Parasson's - One large pizza, for teen pizza tasting event
Rebecca Pecko - 14 books & 14 DVDs
Pizza BoGo - Two large pizzas, for teen pizza tasting event
Susan Pribonic - 11 books
Jason & Megan Slater - 70 books

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

Mission Moment: Hutchison shared [Beyond books: The 21st century public library](#), a news feature that aired on CBS on July 24, 2022, which highlights how modern libraries serve as public spaces designed to foster connections while keeping pace with technology and community needs.

Department Update: None.

Other: Hutchison shared a report of staff continuing education and training from the second and third quarters of 2022.

Hutchison informed the Board that notary services will be added in early 2023. Staff in the Reference Department have attended training to provide the service.

Summa Health System is closing Barberton Hospital's labor & delivery unit in November, with services being moved to Akron City Hospital. Leadership at the Barberton campus is also undergoing reorganization. Hutchison was quoted regarding the Born to Read Bags distributed to new mothers by CHL in an Akron Beacon Journal article about the changes. The Library is currently considering other locations where the Born to Read bags might be distributed.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of October 2022 for the Barberton Public Library was \$98,172.14.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of September 2022.

President Brindo entered and took control of the meeting at 6:52 p.m.

Moved by Leskanic, seconded by Cheatham, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of September 2022. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 28-2022 - Masich motioned for the adoption a resolution authorizing and requesting the advancement of local taxes from the Summit County Fiscal Officer for the tax year 2022, payable in 2023, 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 2022 tax year, payable in 2023, 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 its budget in 2023, and this action shall take effect upon its adoption by the Trustees, otherwise at the earliest period allowed by law.

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

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 was held virtually on Thursday, October 13, 2022, and was attended by DeSan, Doll, and Hutchison. DeSan provided a summary of the meeting and reviewed the projected figures for 2023.

RESOLUTION 29-2022 - Moved by Masich, seconded by Leskanic to accept the Blasingame Formula percentage as proposed by the Summit County Library Trustees Council for the year 2023, which allows the Barberton Public Library a 5.06817% allocation of the Public Library Fund in Summit County. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

Community Correspondence: Hutchison shared a note that came with a \$10.00 contribution to the Library from an anonymous donor: "When I was young, I had taken some LP records out on my card. A couple of them had gotten broken somehow. I think the fee was \$2.00. I don't think my parents gave me the money to pay for it. I'm enclosing \$10.00 to be used to spend however you wish. I like to be honest, because one day I'll give account of my life here." The note was signed "One of God's children".

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OLD BUSINESS

There was a discussion regarding the Trustee vacancy that will occur when Brindo resigns after completing her term as President in January 2023. The Board would like the position to be advertised as soon as possible and will review interview questions at their November meeting.

Hutchison informed the Board that Library purchased eighteen laptops and Chromebooks using funds from the Emergency Connectivity Fund grant applied for by former Reference Services Manager Paula Wagner. To fulfill the grant's requirements the equipment must be used for outreach, which the Reference Department hopes to implement in early 2023.

NEW BUSINESS

Reference Services Librarian Mary Kay Ball, whose focus is the Community Health Library branch, has announced her intent to retire on November 30, 2022. Ball has been employed at BPL since 1998.

Moved by Masich, seconded by Cheatham, **to accept the retirement of Reference Services Librarian Mary Kay Ball**, effective November 30, 2022. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:11 p.m. Ayes: Cheatham, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary