

**Barberton Public Library**  
**Regular Board of Trustees Meeting, October 26, 2023**

**MEMBERS PRESENT**

Kenneth Cheatham  
Jennifer Doll  
James Leonard  
Terri Masich  
Heather McMullen

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Samantha Kuikahi, Customer Services Manager  
Kayla Semelsberger, Library Assistant

**MEMBERS EXCUSED**

C. Racyne Leskanic  
Holly Miller

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

Hutchison introduced the Board to Kuikahi and Semelsberger, who exited the meeting at 6:33 p.m.

Hutchison reported that the Friends of the Library received a donation of 1,000 children's books and will hold their annual organizational meeting on November 15, 2023.

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

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the September 2023 statistics, highlighting several areas of growth. Staff created 281 new patron cards in September, notarized 21 documents, processed 38 passport applications, and sold 38 passport photos. Hutchison noted that there has been a recent increase in demand for Covid tests, with 192 distributed in September.

**Programs & Publicity:** Hutchison distributed the September 2023 publicity packet. Upcoming programs of note include tonight's Halloween Costume Family Storytime, Teen Dungeons and Dragons on October 28, two Trick or Treat at the Library events on October 31, Knights in Training for grade school students on November 1 and Trivia Night on November 13.

**Donations:**

Cooper, Adel, Vu & Associates, LPA: \$100.00  
NAACP, Barberton Unit 3213: \$10.00  
Cathy Romig: Books  
Tuesday Study Club: \$100.00

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

**Department Update:** None.

**Strategic Plan:** Hutchison shared a progress report with the Board, noting that the Library has experienced six staffing changes in the past two months, including adding staff in the Customer Services and Children's Services Departments. DeSan expects to hear from Hummel Construction regarding the first-floor renovation project tomorrow and plans to provide an update at the November meeting. Hutchison and Public Relations Associate Chloe Zofchak have revisited the idea of using a marketing firm to help create new branding and an advertising campaign in 2024. Zofchak has compiled the results of the Library's programming survey, which Hutchison reviewed with the Board.

**Other:** Beginning in 2024, Peter James Behavioral Health will utilize the Library's Quiet Study Rooms to work with students who have been suspended from Barberton Middle and High Schools.

Hutchison will meet with Kastner, Westman, and Wilkins, LLC next week regarding the Employee Handbook.

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Hutchison has arranged for two upcoming staff training sessions, which all employees will be required to attend. Pete Pruitt from Peter James Behavioral Health will provide training on effective communication with youth on November 6 and Kastner, Westman, and Wilkins, LLC will present a session on positive employee relations on December 4.

Staff from the Reference Department have begun offering supervised after-school activities in the Teen Room on weekdays from 3:00 to 5:00 p.m.

Hutchison shared information about Main Street Barberton's first Fourth Friday Event, scheduled for Friday, October 27, 2023.

**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for October 2023 for the Barberton Public Library was \$95,493.56.

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

There was an inquiry and discussion about the Library's certificates of deposit that expire in October 2023.

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

**COMMITTEE REPORTS**

**Building and Equipment Committee:** No meeting held.

**Finance and Audit Committee:** No meeting held.

**Personnel Committee:** A meeting was held on Thursday, October 19.

**RESOLUTION 25-2023** Moved by Masich, seconded by Doll, **to hire Olivia Orzech as a part-time Library Assistant in the Customer Services Department**, regularly scheduled at 20 hours per week at \$13.50 per hour, effective October 3, 2023. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 26-2023** Moved by Cheatham, seconded by Leonard, **to hire Kayla Semelsberger as a part-time Library Assistant in the Customer Services Department**, regularly scheduled at 20 hours per week at \$13.50 per hour, effective October 16, 2023. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 27-2023** Moved by Doll, seconded by Masich, **to hire Samantha Kuikahi as full-time Customer Services Manager**, regularly scheduled at 35 hours per week at \$18.50 per hour, effective October 23, 2023. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 28-2023** Moved by Cheatham, seconded by Leonard, **to hire Cody Yankello as a part-time Library Assistant in the Customer Services Department**, regularly scheduled at 20 hours per week at \$13.50 per hour, effective November 6, 2023. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

**Summit County Library Trustees Council:** The annual SCLTC meeting was held virtually on Thursday, October 19, 2023, and was attended by DeSan, Doll, and Hutchison. DeSan provided a summary of the meeting and reviewed the projected figures for 2024.

**RESOLUTION 29-2023** – Moved by Doll, seconded by Masich **to accept the Blasingame Formula** percentage as proposed by the Summit County Library Trustees Council for the year 2024, which allows the Barberton Public Library a 4.97624% allocation of the Public Library Fund in Summit County. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

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**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** No update.

**Community Correspondence:** Reference Services Librarian Sarah Granville received a thank you note from Barberton High School's Advancement to Nursing Class for visiting the class to showcase Library resources and provide students with library cards.

Hutchison shared an old Barber Public Library card that was donated to the Library by a community member.

Reference Services Librarians Sarah Hays and Glennis Siegfried received positive feedback from participants in the Haunted Walking Tours presented in October. One participant stated that "both of the guides were friendly and knowledgeable and made the event enjoyable. Thank you for a wonderful Friday the 13<sup>th</sup>!" and another said that they "enjoyed learning more about Barberton history, hearing the haunted stories of buildings, the canal, and railroads that we'd driven by many times...thank you for the fun and educational tour!"

**OLD BUSINESS**

None.

**NEW BUSINESS**

DeSan presented the Board with several options for 2024 cost of living wage increases.

**Moved** by Doll, seconded by Masich, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:01 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; aye; McMullen, aye; Masich, aye. Motion carried. DeSan, Futrell, and Hutchison left the meeting. The meeting returned to regular session and DeSan, Futrell, and Hutchison returned at 7:20 p.m.

**RESOLUTION 30-2023** - **Moved** by Masich, seconded by Doll for the Library **to allow a 2.5% cost of living wage increase** beginning with the pay period that includes January 1, 2024 for all employees employed by the Library as of July 1, 2023. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Resolution adopted.

There was a discussion regarding employee compensation and transitioning to merit-based increases in the future.

There was a discussion regarding yoga classes held at the Library.

**Moved** by Masich **to adjourn** the meeting at 7:27 p.m. Ayes: Cheatham, Doll, Leonard, and Masich. Nays: None. Motion carried.

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Heather McMullen, President

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Kenneth Cheatham, Secretary