

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

MEMBERS PRESENT

Kenenth Cheatham
Jennifer Doll
James Leonard
C. Racyne Leskanic
Heather McMullen
Holly Miller

ALSO PRESENT

Joshua Brickner, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Terri Masich

President McMullen called the meeting to order at 6:30 p.m.

Moved by Miller, seconded by Leskanic, **to accept the minutes** of the September 2024 Board meeting. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Futrell reported that the Friends of the Library earned just over \$2,000.00 at their Mum Fest book sale, and that they have elected not to resume accepting donations until after the first-floor renovation is complete.

DIRECTOR'S REPORT

Circulation: Futrell reviewed the September 2024 statistics, noting that 291 new library cards were issued in September, as compared to an average of 150 in previous months of 2024. Futrell attributed this to BPL's Library Card Sign Up Month campaign, as well as new cards that were created for students at Barberton Preschool.

Futrell shared that Aspen Discovery, CLEVNET's new public-facing catalog, as well as new mobile application, were now available for patron use.

Library staff are working with CLEVNET to establish an Outreach location and patron type, with hopes that they will be available to use by January 2025. This will allow tracking and reporting of circulation for adult outreach services, including home delivery and lobby stops, in the same way that it is reported for CHL, Barberton Preschool, and Barberton Head Start.

Programs & Publicity: Futrell distributed the September 2024 publicity packet, noting that registration for the Coffee Tasting with Kave program on November 16 is full and has a waiting list.

Futrell shared that Halloween-themed programming has been very well received, with four Ghost Walk Tours being offered in 2024 as opposed to three in 2023 to accommodate additional participants. All sessions were full and had waiting lists. The Ghost Un-Walking Tour presentations were also very popular, as well as Ohio's Historic Haunts, presented by *Ghosts of Ohio* author James Willis, and the Pumpkin Decorating Contest.

Donations: Gifts were received from the following individuals in September:

- Nancy Arvay: Selected editions of Barberton High School's The Magician newspaper, circa 1940s
- Heather Davis: \$67.50
- Judy Newman: Family genealogy, the Montgomery's of Doylestown
- Diana White: National Sewer Pipe Company brick; Barberton souvenir photo book

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

Community Involvement: A summary of Library Director Ann Hutchison's community involvement since the September Board meeting was included in the information packet sent to Trustees ahead of the meeting.

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

Department Update: Futrell informed the Board that Customer Services Manager Samantha Kuikahi was unable to attend the meeting and shared an update from the department, which is busy with one part-time Library Assistant accepting a full-time position in Technical Services and another leaving to pursue an opportunity in their field of study. The remaining staff in the department are doing an amazing job of keeping up with day-to-day operations and providing outstanding customer service to the community.

Strategic Plan: Futrell highlighted how topics already discussed and to be presented at the meeting work in support of the Strategic Plan, noting that the new Outreach location and patron type are testament to the expansion of outreach services, the first-floor renovation speaks to the Library's commitment to serving the community with up to date and accessible spaces, and a staffing recommendation that supports goal three of the plan, championing staff excellence.

Other: The Library is planning a lunch on Wednesday, October 30 to thank BPL's volunteers from community partners Red Line Advocacy, who visit the Children's Department weekly to help with various tasks, and Equal Care Services, who have a team of two to five clients and a job coach who are at the Library twice weekly to assist with cleaning and other janitorial responsibilities. Futrell noted that this also supports the Library's Strategic Plan by becoming an innovative outreach leader through community partnerships.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for September 2024 for the Barberton Public Library was \$103,271.28.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of September 2024, highlighting income received from the property tax advance from the second half of 2024, as well as a breakdown of interest earned versus fees paid for the Library's checking account.

Moved by Doll, seconded by Miller, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of September 2024. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Brickner informed the Board that the state minimum wage would increase to \$10.70 per hour effective January 1, 2025.

RESOLUTION 32-2024 - **Moved** by Miller, seconded by Doll **to increase the Page position's minimum starting wage from \$10.45 to \$10.70 per hour**, effective January 1, 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Brickner presented the Board with a proposed draft of the Library's Credit Card Policy, as well as information about Huntington National Bank's Commercial Credit Card program.

RESOLUTION 33-2024 - **Moved** by Miller, seconded by Cheatham **to approve the Credit Card Policy** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted. See attached pages 2640 – 2642.

Brickner presented an updated Credit Card Policy, noting that changes were primarily made to allow the Library to issue credit cards to specific positions and departments, rather than individuals, which will help streamline the Library's purchasing workflows.

RESOLUTION 34-2024 – **Moved** by Cheatham, seconded by Miller **to authorize the Library to enter into a Commercial Card Agreement with the Huntington National Bank**. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted. See attached page 2643.

COMMITTEE REPORTS

Building and Equipment Committee: No meeting was held.

Finance and Audit Committee: No meeting was held.

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

Personnel Committee: No meeting was held.

Moved by Doll, seconded by Leonard, to move to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 6:51 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; McMullen, aye; Miller, aye. Futrell left the meeting. Brickner left the meeting at 7:00 p.m. and returned at 7:10. The meeting returned to regular session and Futrell returned at 7:14 p.m.

Brickner presented the Board with a proposal to add a full-time Library Assistant in the Customer Services Department, replacing two currently vacant part-time positions. If approved, this recommendation would likely allow the Library to promote an existing employee from part-time to full-time, which, in turn, would support staff retention and excellence, as well as increasing staffing levels to better serve the community.

RESOLUTION 35-2024 - Moved by Doll, seconded by Cheatham, to add a full-time Library Assistant position in the Customer Services Department, regularly scheduled for 35 hours per week, replacing two part-time positions, regularly scheduled at 20 hours per week, effective October 28, 2024. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

McMullen proposed that a Board retreat be planned, which all were amenable to. Staff will work with an appropriate consulting agency to schedule and plan this Trustee development training.

Summit County Library Trustees Council: Brickner, Doll, and Hutchison attended the virtual public library fund allocation meeting with other trustees, directors, and fiscal officers from Summit County libraries on Thursday, October 10. Brickner reported that all the representatives in attendance unanimously approved the proposed PLF percentages for 2025, which were presented to the Board.

RESOLUTION 36-2024 - Moved by Miller, seconded by Cheatham to accept the Blasingame Formula percentage as proposed by the Summit County Library Trustees Council for the year 2025, which allows the Barberton Public Library a 4.98993% allocation of the Public Library Fund in Summit County. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Brickner and Hutchison will attend OLC's Ballot Issue Workshop virtually on November 21 in preparation for the Library's upcoming tax levy. Topics will include the latest levy FAQ from the Auditor of State's Office, legal process for placing the issue on the ballot, developing the campaign message, running the mechanics of a library campaign, connecting with the media and developing message strategies, coordinating a lawful campaign.

Community Correspondence: Futrell shared a card from Anne Sweeney, former Friends of the Library treasurer and current Home Delivery patron congratulating the Library on winning the Barberton Community Foundation's Game Changer award. To the staff she wrote: "I am so proud to live in a community with such a fine service available to all who in our area – for free! Enjoy every bit of positive PR you receive from this award – (it is) truly deserved!" A postscript to Ann read "Thanks for your leadership, Ann – That has been a driving force in the Library's success!"

OLD BUSINESS

Brickner provided an update on the first-floor renovation, including an updated construction schedule that anticipates much of the work to be completed by November 15, with the following week reserved to complete punch list items. Brickner noted that there was a slight delay in the project while Hummel planned and subcontracted the ceiling work, which has now been completed, and that carpet installation continues. Brickner presented an updated shelving plan provided by Patterson Pope, which includes work to correct the spacing mistakes made earlier in the project, and the Library is to receive a credit for the extra row of shelving initially included in the plan. A schedule for endcap installation is currently being outlined.

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

NEW BUSINESS

None.

Moved by Doll, seconded by Leonard, **to adjourn** the meeting at 7:20 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

Barberton Public Library
Credit Card Policy

This policy applies to all payment cards, checks, or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.

This policy does not apply to procurement cards (P-cards), gas cards, or other payment cards that are used only for the purchase of certain limited types of goods.

The Library will not obtain or maintain debit cards. Credit or purchasing cards may not be used for cash transactions such as advances or ATM activity.

Credit cards will be established in the name of the Barberton Public Library with a maximum credit limit not to exceed \$40,000.

The Fiscal Officer will work with the appropriate financial institutions to determine the best type of credit card accounts for the Library, and to determine which store credit card accounts the Library will utilize.

Responsibilities of the Fiscal officer pertaining to credit card accounts include:

1. Working with the issuing financial institution to determine the dates when credit cards expire and the reissuance of replacement cards.
2. Determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits.
3. Notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.

Credit cards will be kept in the Fiscal Office and issued to authorized Library personnel as necessary. Credit Cards should be promptly returned to the Fiscal Office once approved purchases have been made.

Credit cards may be signed out only to the following Library personnel:

1. Director
2. Fiscal Officer
3. Deputy Fiscal Officer
4. Children’s Services Librarians
5. Facilities Services Manager
6. Reference Services Librarians
7. Technical Services Manager
8. Public Relations Associate

A credit card may not be used by anyone other than the individual to whom it is signed out.

Prior to initial receipt of a credit card, Library personnel must agree to and sign the Credit Card Responsibility and Use Procedures. See Appendix A.

The Board authorizes the use of Library credit cards for Board approved or Library-related activities, and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose.

Credit cards will be used primarily for travel expenses to conferences or workshops, purchases that exceed the amount of petty cash available, and prepayment of materials when required by a vendor. Credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

The Library is exempt from sales tax, and a tax exemption form is available for use by Library personnel. Taxes incurred will be reimbursed to the Library by the purchaser.

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

Requests for online purchases requiring credit card payments should include documentation of current prices, including shipping. Library personnel are not to authorize the autofill of credit card information online. On occasion and as appropriate, the Fiscal Office may issue temporary, single-use virtual cards for online purchases.

For any purchase made using a credit card, Library personnel must provide the Fiscal Office with an itemized receipt that includes the date of purchase, amount paid, vendor's name and address, and goods or services purchased.

Use of a credit card for personal expenditures, expenditures more than the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

If a credit card is lost or stolen, or if any Library personnel becomes aware of unauthorized or fraudulent use of any of the Library's credit card accounts, it must be reported immediately to the Fiscal Officer.

All monthly credit card statements and other correspondence associated with credit card accounts will be sent to the Barberton Public Library. Payment of the monthly statements will be made in a timely fashion so that finance charges and late payment fees are not incurred.

Cards must be surrendered to the Library upon request by the Fiscal Office or Director.

Cards must be promptly returned to the Fiscal Office or Director at the time an employee separates service.

On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding any credit card rewards received by the Library.

Appendix A: Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipts, credit card expenditures will be paid through the Fiscal Office.

A credit card does not replace requisitions or purchase orders.

Conditions of Use: Expenses may be incurred with Library credit cards only if all the following conditions are met:

1. A requisition form is to be completed before a purchase is made and must include the following:
 - a. Anticipated date of transaction.
 - b. The vendor will be Huntington Master Card with the actual location of purchase listed after, i.e.: Huntington Master Card / Giant Eagle.
 - c. Line-item account to be used.
 - d. Item or service being purchased including justification.
 - e. Total amount of purchase, including shipping but not to include sales tax.
2. All expenditures should be within the scope of your department's duties and budget. Purchases may be made after a request has been approved and a purchase order has been generated by the Fiscal Office. Library credit cards are not to be used for any personal expenses.
3. Purchases made must be less than your credit limit of \$_____. There are no exceptions.
4. No employee shall authorize the autofill of credit card information online.
5. Proper documentation must be submitted to the Fiscal Office as soon as possible after purchases are made or received.
 - a. Proper documentation is to include:
 - Itemized receipts indicating the date of purchase, amount paid, vendor's name and address, and a description of the goods or services purchased.

**Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024**

- In the case of books, subscriptions, or similar types of orders, a copy of the order form or document and the packing slip or other receiving document.
 - Printed documentation for any items ordered online.
- b. Examples of documentation not allowed include:
- Non-itemized cash register receipts.
 - Handwritten requests for reimbursement without receipts or other verification.
6. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available for use by Library personnel. Taxes incurred will be reimbursed to the Library by the purchaser.
7. Cards must be surrendered to the Library upon request by the Fiscal Office or Director.
8. Cards must be promptly returned to the Fiscal Office or Director at the time an employee separates service.

Safekeeping: You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose the card number, CVV, or other pertinent account information to anyone other than the vendor or merchant. You shall promptly return the credit card to the Fiscal Office after approved purchases have been made.

Unauthorized Use: If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, it must be immediately reported to the Fiscal Office.

No Right to Credit Card: The credit card is issued to you on a temporary basis and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Fiscal Office or Director.

Personal Responsibility: You are personally responsible for any unauthorized credit card expenditures or expenditures made in violation of applicable Library policies.

Policy: In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities regarding the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that I am responsible to reimburse the Library for any misuse of the credit card and that said misuse may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Fiscal Office Signature: _____ Date: _____

All library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, July 23, 2009. Revised: April 18, 2019; June 22, 2023; October 24, 2024.

Barberton Public Library
Regular Board of Trustees Meeting, October 24, 2024

COMMERCIAL CARD RESOLUTION

Pursuant to Ohio State law and public policy, the following apply:

Authorization: The governing board of the Barberton Public Library has authorized credit card use for specific purposes and has approved and adopted a policy governing usage of credit cards and appropriate oversight controls.

Appropriation: The governing board of the Barberton Public Library has approved card usage for purposes involving the procurement of goods or services for which the Library has appropriated funds in its annual appropriations budget.

Usage and Oversight Controls: The governing board of the Barberton Public Library has adopted formal policies and procedures concerning credit card usage and oversight, including but not limited to the following considerations: a list of employees authorized to use the cards; custody of the cards; and the pre-approval of card usage and reconciliation of usage against purchase orders.

Authorized Person to Execute Agreement: The governing board of the Barberton Public Library certifies that the following individual is fully authorized to execute a card agreement with The Huntington National Bank on behalf of the Barberton Public Library: Joshua A. Brickner, Fiscal Officer.