

Barberton Public Library
Regular Meeting Board of Trustees, November 21, 2019

Page 2374

MEMBERS PRESENT

Caroline Brindo
Jennifer Doll
C. Racyne Leskanic
Terri Masich
Heather McMullen
Leon Ricks

ALSO PRESENT

Ann Hutchison, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
William Judge, Mayor
Suzanne Allen, Executive Director of the Barberton
Community Foundation

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

Judge administered the oath of office to Brindo.

"Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Barberton Public Library, Summit County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?" Her reply was "I will."

Judge left the meeting at 6:34 p.m.

Cornelius presented the Board with a letter from the Barberton Community Foundation and a Fund Agreement Amendment from February 2019. Allen reviewed the options presented in the Fund Agreement for the distribution of funds and recommended that the Board not select any of them, as the library may request all but \$5,000.00 from their funds at any time by submitting a standard grant letter.

Allen left the meeting at 6:49 p.m.

Hutchison reported that at their November meeting the Friends of the Library approved a \$140.00 donation for the rental of a Pete the Cat costume, and \$1,500.00 of the \$3,000.00 request to reimburse BPL for new computer monitors. The Friends will hold their spring book sale April 3-4, 2020, and will host their children's book sale on May 2. On March 25, they will hold a fundraising luncheon at Johnson Church, with tickets priced at \$25.00. Hutchison apologized to the FOL for the lack of a volunteer appreciation program in 2019, and plans to hold one in 2020. Friends President Janet Ehrich shared Hutchison's letter regarding the Board's disapproval of the FOL scholarship. The scholarship committee feels very strongly that the scholarships focus the public's attention on the library and its services. The discussion was tabled until January, when new FOL officers will be in place.

Moved by Doll, seconded by Leskanic **to accept the minutes** of the October 2019 regular meeting. Ayes: Brindo, Doll, Leskanic, McMullen and Ricks. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reported October 2019 circulation was 32,689, which is 10.2% lower than last October, but up from last month. AV circulation was 12,457, a decrease of 22.3% from last year. There were 5,088 eMedia downloads, which is 15.6% higher than last October. By reading level, eMedia circulation was up 12.4% for adult, 39.3% for YA, and 30.9% for juvenile. There were 1,117 new items added to the collection and 953 items withdrawn. In October, 12,614 people visited the library, and new patron cards were issued to 209 individuals.

Programs & Publicity: The library will be open until 8:00 p.m. on November 30 to participate in the Downtown Barberton Christmas Walk. Activities will include movies, crafts, face painting and free hot cocoa. Jedi Training is December 17, with Star Wars themed programming for all ages, and Fred Martin will advertise the event on their large sign that is visible from I-76. Hutchison shared that the Mayor's October Newsletter featured advertisements for library programming. The staff Christmas party will be Friday, December 13 at 6:00 p.m., and Hutchison invited the Board to attend.

Barberton Public Library
Regular Meeting Board of Trustees, November 21, 2019

Donations:

Jamy Bechler - 2 copies of each of his books, *Building Champions* and *The Leadership Playbook*
Beverly Cookro - 120 books
Kiwanis Club of Barberton - \$1,400.00, to be used for a makerspace table for the Children's Department

Jane Webb - 20 books
Mark Ziegler - 1 video
Anonymous - 967 Books, 1 DVDs, 15 Magazines, 2 Puzzles

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

Other: **RESOLUTION 32-2019** **Moved** by Doll, seconded by Leskanic **to hire Catherine Jernigan** as a part-time, regularly scheduled 15 hours per week, Page in the Customer Services Department at \$8.70 per hour, effective December 10, 2019. Ayes: Brindo, Doll, Leskanic, McMullen and Ricks. Nays: None. Resolution adopted.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of November was \$83,428.18.

Cornelius reviewed the financial reports.

Moved by Ricks, seconded by Brindo **to accept the financial report, bank reconciliations and bills paid** for the month of October 2019. Ayes: Brindo, Doll, Leskanic, McMullen and Ricks. Nays: None. Motion carried.

RESOLUTION 33-2019 - **Moved** by McMullen, seconded by Doll **to allow a 3% cost of living wage increase** beginning with the pay period that includes January 1, 2020 for all employees employed by the library as of December 1, 2019, including those above their salary ranges. Ayes: Brindo, Doll, Leskanic, McMullen and Ricks. Nays: None. Resolution adopted.

Cornelius presented the Board with the 2020 Temporary Appropriation Budget, which will be approved at the December meeting.

RESOLUTION 34-2019 – **Moved** by Brindo, seconded by Ricks, **to purchase a LED sign** from TV Liquidators at a cost not to exceed \$8,500.00. Ayes: Brindo, Doll, Leskanic, McMullen and Ricks. Nays: None. Resolution adopted.

RESOLUTION 35-2019 **Moved** by McMullen, seconded by Leskanic to reallocate the library's cash on hand as follows: eliminate the \$50 Fiscal Office cash drawer, increase Petty Cash by \$25, and create a \$25 Reference Department cash drawer. This will result in the following allocation of cash on hand:

\$160.00	Petty Cash (in Fiscal Office safe)
\$ 25.00	Reference Department cash drawer
\$ 50.00	Circulation fine drawer
\$100.00	Circulation fax and copy drawer
\$ 15.00	Children's Department cash drawer
\$ 5.00	CHL fine drawer
\$ 5.00	<u>Local History cash drawer</u>
\$360.00	TOTAL

Ayes: Brindo, Doll, Leskanic, McMullen, and Ricks. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Personnel Committee: A summary of the November 21 meeting was presented by Hutchison during New Business.

Building and Equipment Committee: No meeting held.

Finance and Audit Committee: A summary of the meeting held November 21 was presented by Cornelius during the Fiscal Officer's Report.

Barberton Public Library
Regular Meeting Board of Trustees, November 21, 2019

Page 2376

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Voters approved twenty-eight of thirty Ohio public library levies in the November 5 election.

Community Correspondence: The Barberton Community Foundation is donating a number of chairs and other assorted furniture to the library.

OLD BUSINESS – Staff members are working to plan a Food for Fines event in early 2020.

NEW BUSINESS – **Moved** by Ricks, seconded by Brindo **to accept, with regrets, the resignation of Christopher White** effective November 21, 2019. Ayes: Brindo, Doll, Leskanic, McMullen, and Ricks Nays: None. Motion carried.

Hutchison will schedule interviews to fill the Trustee vacancy for December 17, 2019.

Hutchison presented the Board with a liquor permit request from Magic Mart, located at 618 Wooster Road West. The Board had no opposition to the request.

Hutchison requested permission to pursue grant opportunities for computer or technology lab equipment with the assistance of University of Akron student Anne Mendheim, which the Board granted. Hutchison noted that once the grant is written, it could easily be revised to apply for additional funding from other sources.

Moved by Brindo, seconded by McMullen **to adjourn** the meeting at 7:52 p.m.

Terri Masich, President

Jennifer Doll, Secretary