

**Barberton Public Library**  
**Regular Board of Trustees Meeting, November 16, 2023**

**MEMBERS PRESENT**

Kenneth Cheatham  
Jennifer Doll  
James Leonard  
C. Racyne Leskanic  
Terri Masich  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Karen Nist, Associated Underwriter's Insurance

**MEMBERS EXCUSED**

Heather McMullen

Vice President Miller called the meeting to order at 6:37 p.m.

DeSan reviewed the Library's 2024 health insurance options. There will be no significant increases in the cost of health insurance premiums for 2024. Dental insurance premiums will increase by approximately 5%. Nist introduced herself to the Board and offered them the opportunity to ask any questions they had about the insurance renewals. Inquiries were made regarding spousal coverage and the possibility of a wellness program that would result in rewards for employees. Nist will investigate the cost associated with a wellness program for 2025.

**RESOLUTION 31-2023** - Moved by Cheatham, seconded by Leskanic, for the Library **to offer group health care plan Anthem Blue Access Option 52 with Rx Option 7 (Traditional Plan)** to those employees who are eligible to participate for the renewal term January 1, 2024 through December 31, 2024. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 32-2023** - Moved by Masich, seconded by Leonard, for the Library **to offer group health care plan Lumenos Health Savings Account Option 51 with Rx Option 9** to those employees who are eligible to participate for the renewal term January 1, 2024 through December 31, 2024. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

**RESOLUTION 33-2023** - Moved by Leonard, seconded by Masich for the Library **to offer Anthem Dental Insurance** to those employees who are eligible to participate for the renewal term January 1, 2024 through December 31, 2024. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

Nist left the meeting at 6:46 p.m.

Hutchison reported that the Friends of the Library earned just over \$3,000.00 at their fall book sale and have a balance of \$18,027.37 in their checking account. At their annual organizational meeting on November 15, they elected officers for 2024: Rhonda Garvin, president; Natalie Genet, vice president; Helen Gore, treasurer; Conrad Storad, secretary; Marilyn Dickel, Janet Ehrich, Veronica Hegarty, Christina Patterson, and Becky Yurchiak, directors. There was a discussion regarding possible donation requests for the Friends of the Library.

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

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the October 2023 statistics, highlighting several areas of growth. Staff notarized 23 documents, processed 38 passport applications, and sold 39 passport photos in October. Hutchison noted that visits to the Library increased 40% from October 2022, and are up over 24% year to date.

**Programs & Publicity:** Hutchison distributed the October 2023 publicity packet, noting that program attendance is up over 56% year to date, with adult attendance increasing over 32% and school age attendance increasing 51%. On Friday, December 1, the Library will host the Summit County Domestic Relations Court and the Ohio Justice Bus, a mobile legal aid office. Judge Katarina Cook will hold court in the Library's Board Room and legal aid will be

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available in the Spillette Room, with childcare available in the Children's Department for those who are attending court.

**Donations:**

Jerry Gleckner: \$5.00, to show appreciation for Ghost Walk  
C. Racyne Leskanic: 25 books

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

**Mission Moment:** Hutchison shared the following from Children's Services Librarian Monica Haney: "At our October Craft Connections program, we had some new people attend. One gentleman, named Patrick, was so pleased with his completed crafts (a bat and a toilet paper tube mummy) that he walked around with a huge smile on his face and gave hugs to both staff and other attendees. His enthusiasm brought smiles to many faces!" Hutchison also shared a thank you card that the Children's Department received from a grandmother who expressed her appreciation for their preschool programming and activities.

**Strategic Plan:** Hutchison shared a progress report with the Board, highlighting a number of ongoing and upcoming community partnerships and collaborations with which the Library is involved. DeSan gave an update on the first-floor renovation project, and Futrell shared information about the Library's involvement with the Barberton Christmas Walk being held on Saturday, November 25, 2023.

**Other:** None.

**FISCAL OFFICER'S REPORT**

**Moved** by Masich, seconded by Leskanic, **to amend Resolution 30-2023** as follows: 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 excluding the Director. In July 2024, all employees who have been employed by the Library for at least six months who are not on a performance improvement plan or probation, including the Director, will be eligible for an additional 1% to 3% merit-based increase, as determined by their performance evaluation. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

**RESOLUTION 34-2023** - **Moved** by Masich, seconded by Cheatham for the Library **to amend Resolution 30-2023** 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 excluding the Director. In July 2024, all employees who have been employed by the Library for at least six months who are not on a performance improvement plan or probation, including the Director, will be eligible for an additional 1% to 3% merit-based increase, as determined by their performance evaluation. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

DeSan reviewed the 2024 Temporary Appropriations Budget. There was a discussion regarding the teen programming budget.

DeSan reviewed a fee schedule provided by Hummel Construction for the first-floor renovation project.

**RESOLUTION 35-2023** - **Moved** by Doll, seconded by Masich **to contract with Hummel Construction to act as the construction manager at risk** for the first-floor renovation project and accept the provided fee schedule. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

The Public Library Fund tax distribution for November 2023 for the Barberton Public Library was \$99,143.18.

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

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**Moved** by Leskanic, seconded by Leonard, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of October 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, 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, November 16. Hutchison and DeSan provided an update on several newer Library employees. The Board asked that Hutchison begin providing a monthly update on her involvement in community groups and meetings outside of the Library.

**Summit County Library Trustees Council:** No meeting held.

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** Hutchison shared that 25 of the 26 Ohio libraries that had levies on the November ballot passed.

**Community Correspondence:** None.

**OLD BUSINESS**

There was a discussion regarding yoga classes held at the Library. Hutchison provided attendance numbers from 2022 and 2023.

**NEW BUSINESS**

**Moved** by Masich, seconded by Cheatham, **to accept the resignation of Technical Services Manager Melissa Walker**, effective December 8, 2023. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

**RESOLUTION 36-2023** – **Moved** by Cheatham, seconded by Masich **to accept the revised Technical Services Manager job description** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Resolution adopted.

**Moved** by Masich, seconded by Leskanic, **not to contest VFW Post 1066's liquor permit request**. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

Cheatham commended Hutchison for her presentation at the Barberton Community Foundation's Game Changer Award ceremony.

Hutchison noted that the Sunday usage statistics requested by the Board were included in their information packet.

**Moved** by Masich **to adjourn** the meeting at 7:29 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and Masich. Nays: None. Motion carried.

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Holly Miller, Vice President

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Kenneth Cheatham, Secretary