

Barberton Public Library
Regular Meeting Board of Trustees, December 20, 2018

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MEMBERS PRESENT

Jennifer Doll
Racyne Leskanic
Terri Masich
Heather McMullen
Leon Ricks
Christopher White

ALSO PRESENT

Ken Cornelius, Interim Director / Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Ann Hutchison, Director candidate

MEMBERS EXCUSED

Natalie Genet

President White called the meeting to order at 6:32 p.m.

Doll stated the Friends of the Library did not meet in December. Regular meetings will resume in January.

Moved by Doll, seconded by Masich, to **accept the minutes of the November 2018 regular meeting**. Ayes: Doll, Leskanic, Masich, and McMullen. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Cornelius reported that November 2018 circulation was 32,390, which is 28.6% higher than last November. AV circulation was 13,976, an increase of 25.9% from last year. There were 4,020 eMedia downloads, which is 32.3% higher than last November. Circulation of adult materials was up 24%, teen was up 43.2%, and juvenile was up 35.5%. Year-to-date, circulation is up 13.1% from last year. There were 1,089 new items added to the collection, and 565 items withdrawn. New patron cards were issued to 136 individuals.

Programs & Publicity: The November publicity packet was distributed for review. Last month, 799 individuals attended 44 library programs. Of that total, 536 attended juvenile programs, 241 attended adult programs, and 22 attended teen programs. Staff made 48 outreach trips, reaching 987 individuals. Of those visited, 868 were juveniles, 116 were adults, and 3 were teenagers. There were 2,247 patron interactions and 60.75 volunteer hours.

Donations:

Barberton NAACP – \$20
Byron Barnes – 13 books
Marty Bodnar – 6 books, 2 DVDs
Melissa Dierksheide – 30 books
Danielle Fisher – 6 books

William R. Martin – 1961-1962 Barberton City
Schools staff directory
Andrew O'Connell – 15 books
Diana Staten – \$30 in memory of Sally Maurer
Anonymous – \$120 in memory of Judy Marsh, 365
books, 8 CDs, & 10 DVDs

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

Other:

For the last several years, an anonymous donor from Florida has given money to be used for children's services and programing. Having noticed the administrative changes on our website, he contacted Cornelius with questions regarding the donation process and requesting information about how his past donations have been used. After a brief correspondence, the donor sent \$2,500, a larger contribution than he has previously made.

Ricks entered the meeting at 6:38 p.m.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of December for the Barberton Public Library was \$84,016.78.

Moved by Masich, seconded by Doll, to **accept the financial report, bank reconciliations and bills paid** for the month of November 2018. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion carried.

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RESOLUTION 37-2018 - Moved by Doll, seconded by Leskanic, to adopt the 2019 temporary estimated revenue and appropriation budget of \$1,782,720.80 as follows:

REVENUES				
	General Revenue Fund			
	General Property Tax / RE	580,175.00		650,175.00
	Homestead Rollback (PT Allocation)	70,000.00		
	Public Library Fund (PLF)			923,450.00
	Other Income			57,500.00
	Total Revenue			1,631,125.00
	Estimated Carryover of Unencumbered General Fund Balances			550,000.00
	TOTAL Revenue + Unencumbered Balance Carryover			2,181,125.00
		Less Inactive Funds		400,000.00
		Funds to be Appropriated in General Fund		1,781,125.00

EXPENDITURES				
	100	Library Services		\$ 1,361,650.00
	200	Support Services		398,700.00
	760	Capital Outlay		18,800.00
	910	Transfers		975.00
	930	Contingencies		1,000.00
		Total General Fund Expenditures		\$ 1,781,125.00
		Capital Projects		1,595.80
	4001	Building & Equipment	1,595.80	
		Total All Expenditures		\$ 1,782,720.80

Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion resolved

Cornelius informed the Board that the state minimum wage would increase to \$8.55 per hour effective January 1, 2019.

RESOLUTION 38-2018 - Moved by Masich, seconded by McMullen, to increase the minimum starting wage of the Page position from \$8.30 to \$8.55 per hour effective January 1, 2019. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

The Trustees plan to review the library's starting salary ranges at their February committee meeting.

RESOLUTION 39-2018 - Moved by McMullen, seconded by Ricks, to allow reimbursement of approved library use of a vehicle for 2019 at the rate of 58 cents per business mile driven as adopted by the Internal Revenue Service beginning on January 1, 2019. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

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COMMITTEE REPORTS

Building and Equipment Committee – No meeting held.

Finance and Audit Committee – A summary of the meeting held December 20 was presented by Cornelius during the Fiscal Officer's report.

Personnel Committee – A summary of the meeting held December 20 was presented by White.

RESOLUTION 40-2018 - Moved by Masich, seconded by Leskanic to **hire Ann Hutchison** as a full time (regularly scheduled 40 hours per week) Director at \$38.94 per hour, effective January 7, 2019. Hutchison will be granted vacation time equal to what was received from her previous employer, and will be credited with up to 225 hours of unused sick time. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Resolution adopted.

Moved by Doll, seconded by McMullen, **to accept, with regrets, the retirement of Jim Eritano**, effective January 31, 2019. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion carried.

Moved by McMullen, seconded by Masich, **to accept, with regrets, the retirement of Mary Eritano** effective January 31, 2019. Ayes: Doll, Leskanic, Masich, McMullen, and Ricks. Nays: None. Motion carried.

Summit County Library Trustees Council – No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

State Bill 312 included legislation regarding credit card use by political subdivisions, including public libraries, and became effective on November 2. Affected entities have until February 2, 2019 to make any necessary changes to their policies.

OLD BUSINESS

The Trustees decided to maintain the 6:30 p.m. start time for Board meetings in 2019.

Cornelius and Susanne Cogar recently met with Dr. Hughes, President of Summa Health Barberton Campus, and Van Abel, Regional Director of Facilities Services. The hospital has identified a new space for CHL, not far from its current location on the first floor. Rent for the space will be waived, with the hospital considering the lost revenue a donation to the community. The new room is currently being painted and carpeted. Cornelius believes that some sort of asbestos abatement has been performed as well.

NEW BUSINESS

No new business was addressed.

Moved by Masich, seconded by Leskanic, to adjourn the meeting at 7:14 p.m.

Chris White, President

Jennifer Doll, Acting Secretary