

Barberton Public Library
Regular Board of Trustees Meeting, December 21, 2023

MEMBERS PRESENT

C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Gretchen Quinn, Reference Services Manager

MEMBERS EXCUSED

Kenneth Cheatham
Jennifer Doll
James Leonard

President McMullen called the meeting to order at 6:29 p.m.

Hutchison reported that there was no update from the Friends of the Library.

Moved by Masich, seconded by Leskanic, **to accept the minutes** of the November 2023 Board meeting. Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the November 2023 statistics, highlighting several areas of growth.

Programs & Publicity: Hutchison distributed the November 2023 publicity packet, noting that the Library's Christmas Walk activities on Saturday, November 25 were well attended and received.

Donations:

Joyce Anthony: \$100.00 in memory of Kenneth Granville
Mary Kay Ball: \$50.00 in memory of Kenneth Granville and \$50.00 in memory of Leon Ricks
Mary Bishop: Barber Public Library card, to Local History
Jenna Brisbin: 10 books
Roy Hathaway: Framed photo of Barberton Oil Gas Station, to Local History
Betsy Henry: \$250.00 in memory of Jim Lazar
Barbara Kirbawy: \$100.00

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

Department Update: Quinn presented the Board with statistics comparing Barberton's teen programming and attendance with other northeast Ohio libraries, noting that Barberton's numbers are as good as or higher than most libraries of comparable size. Quinn also noted that teenagers are the smallest demographic served by the Library, so programming statistics seem comparatively low as a result. Additionally, programs that are intended to serve multiple age levels are counted as general interest programs, as mandated by the State Library of Ohio, so teen attendance at these programs is not accurately reflected in the monthly statistical reports. Quinn reported that in 2023, BPL saw an 81% increase in teen participation in the Summer Reading Challenge and Teen Services Librarian Sarah Granville introduced several new after-school programs while also expanding collaborations at the middle and high schools with plans for additional new offerings in 2024.

Strategic Plan: Hutchison shared a progress report with the Board, highlighting several ongoing and upcoming community partnerships and collaborations, and provided an update on several goals related to public relations and marketing. Hutchison will provide a written report in the information packet that is sent in advance of the January 2024 Board meeting.

There was a discussion regarding the status of the Employee Handbook. Hutchison reported that she expects to receive a draft from the Library's attorneys before the end of the year.

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Masich left the meeting at 6:48 p.m. DeSan left the meeting at 6:49 p.m. Masich returned to the meeting at 6:50 p.m. DeSan returned to the meeting at 6:51 p.m.

Other: Hutchison presented the Board with a log of employee continuing education conducted in 2023.

Hutchison provided the Board with a summary of her community engagement in December.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for December 2023 for the Barberton Public Library was \$104,467.79.

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

Moved by Masich, seconded by Miller, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of November 2023. Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

DeSan informed the Board that the state minimum wage would increase to \$10.45 per hour effective January 1, 2024.

RESOLUTION 37-2023 - **Moved** by Miller, seconded by Masich **to increase the Page position’s minimum starting wage from \$10.10 to \$10.45 per hour**, effective January 1, 2024. Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

DeSan presented the 2024 Temporary Budget.

RESOLUTION 38-2023 - **Moved** by Masich, seconded by Miller **to adopt the 2024 temporary estimated revenue and appropriation budget** of \$2,972,000.00 as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	600,000.00	677,000.00
	Homestead Rollback (PT Allocation)	77,000.00	
	Public Library Fund (PLF)		1,140,000.00
	Other Income		55,000.00
	Total Revenue		1,872,000.00
	Estimated Carryover of Unencumbered General Fund Balances		1,900,000.00
	TOTAL Revenue + Unencumbered Balance Carryover		3,772,000.00
	Less Inactive Funds		800,000.00
	Funds to be Appropriated in General Fund		2,972,000.00
EXPENDITURES			
110	Public Service & Programs	\$	1,436,822.00
120	Collection Development & Processing		220,800.00
210	Facilities Operation & Maintenance		192,300.00
220	Information Services		164,278.00
230	Business Administration		161,750.00
760	Capital Outlay		772,050.00
910	Transfers		12,000.00
930	Contingencies		12,000.00
	Total General Fund Expenditures	\$	2,972,000.00
SPECIAL REVENUE FUNDS			
2801	Coronavirus Relief Fund - CBDG-CV		-
2802	Coronavirus Relief Fund - OPL Assistance		
CAPITAL PROJECTS			
4001	Building & Equipment		-
	Total All Expenditures	\$	2,972,000.00

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Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Building and Equipment Committee: No meeting held.

Finance and Audit Committee: No meeting held.

Personnel Committee: A meeting was held on Tuesday, December 12.

RESOLUTION 39-2024 – Moved by Miller, seconded by Leskanic to **hire Sarah Massey** as full-time Technical Services Manager, regularly scheduled 35 hours per week at \$26.00 per hour, effective January 29, 2024. Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by Miller, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:10 p.m. Roll call: Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. Futrell and Quinn left the meeting. DeSan left the meeting at 7:36 p.m. The meeting returned to regular session and DeSan and Futrell returned at 7:47 p.m.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: None.

Community Correspondence: Hutchison shared a holiday card from an annual donor, thanking the Library's staff for their work in serving the community's children and teens.

OLD BUSINESS

None.

NEW BUSINESS

There was a discussion regarding the possibility of refreshments being provided at future meetings.

Moved by Masich **to adjourn** the meeting at 7:51 p.m. Ayes: Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Holly Miller, Vice President