

**Barberton Public Library**  
**Regular Board of Trustees Meeting, August 19, 2021**

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**MEMBERS PRESENT**

Caroline Brindo  
Kenneth Cheatham  
Jennifer Doll  
C. Racyne Leskanic  
Terri Masich  
Heather McMullen  
Holly Miller

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
William Judge, Mayor of Barberton  
Emma Judge  
William Judge, Jr.  
Emma Hutchison

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

Mayor Judge administered the oath of office to Cheatham.

*"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?"* His reply was *"I do."*

Mayor Judge, his children, and Hutchison left the meeting at 6:32 p.m.

Hutchison reported that the Friends of the Library have amended their bylaws to state that the group will meet every other month and that their annual organizational meeting be held in November. The Friends next meeting is September 15, and they will host a book sale at the Library during the Mum Fest.

**Moved** by Masich, seconded by Leskanic, **to accept the minutes** of the July 2021 Board meeting. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

**LIBRARIAN'S REPORT**

**Circulation:** Hutchison informed the Board that STAT Courier replaced Priority Dispatch as the statewide delivery service for Ohio libraries on July 1, 2021. This contract is awarded through a competitive bid process and is negotiated by the State Library of Ohio and OhioLINK on behalf of all public and university libraries in the state. STAT has faced several issues in implementing service to Ohio's libraries, including difficulties hiring drivers and securing warehouse space for regional hubs, which is delaying materials being delivered between libraries. Futrell shared that while BPL has begun receiving deliveries daily, they are much smaller than normal and there is a backlog of materials that have not yet been delivered. The July 2021 statistics report reflects a significant decrease in circulation due to BPL's inability to fill patron holds with interlibrary loan materials because of delivery delays. August's circulation will be impacted as well.

July 2021 circulation was 20,308, down 39.8% from July 2019, up 7.73% from July 2020, and down just slightly from June 2021. Year to date, circulation is 157,070. eMedia circulation through Overdrive was 5,464 in July 2021, up 17.5% from July 2019 and 8.5% from last July. An additional 239 eMedia titles were borrowed through Hoopla in July 2021, up 64.8% from July 2020. Circulation of audiovisual materials was 4,756, accounting for 23.4% of the month's total circulation, down 64.5% from July 2019 and 4.2 % from July 2020. In July 2021, 6,805 people visited the Library, down 52.1% from July 2019 and up 103.9% over July 2020. Of those visitors, 62 visited CHL and 18 received curbside service. Staff issued 111 new patron cards, down 19% from July 2019 and 0.9% from July 2020. Staff answered 1,832 reference questions, the Library's website was visited 3,245 times, and there were 2,972 wireless sessions. Additional public internet computers were made available in July 2021, and there were 1,895 computer-use sessions, down 13.5% from July 2019 and up 186.7% over July 2020. In July, 709 items were added to the collection and 2,776 items were withdrawn.

**Programs & Publicity:** In July 2021, 1,136 people attended 47 live programs and outreach events, either in person or via Zoom and Facebook Live, showing a decrease of 10.9% in the number of programs and 45.7% in attendance as

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compared to July 2019. An additional 2,223 people participated in or viewed 53 passive and recorded programs and outreach events in July 2021, for a total of 3,359 participants at 100 events.

Hutchison shared a folder with publicity for programs held in July 2021 as well as the Barberton City School District's 2021-2022 calendar, which featured a photo of the eSports team at BPL.

Hutchison shared a promotional flyer for METRO Regional Transit Authority's Book it on METRO! Program, in which BPL is participating along with Akron-Summit County, Cuyahoga Falls, Stow Munroe-Falls, and Twinsburg Libraries. Passengers with a valid library card from a participating library can ride free on METRO on the first Thursday of the month when they show their library card to the bus operator upon boarding. Up to two children, age five and under, can ride free with an adult's valid library card.

Today's edition of the Barberton Herald featured an article highlighting efforts made by BPL's Green Team, particularly the Library's new compost bin from Rubber City Reuse. The bin, which is located behind the Library, can be used for yard and food waste, as well as paper towels and pizza boxes. The Library is Rubber City's first composting site in Barberton, and will receive compost created from Library-generated waste in exchange for participation. This compost, in conjunction with a donation from the Rotary Club of Barberton in honor of former Library Director Barbara Kirbawy, will be used to create a pollinator garden in the island between the Library's drive-up book drop and parking lot.

Hutchison informed the Board that CHL's 20<sup>th</sup> anniversary celebration, originally planned for 2020, will be held the week of September 13, 2021. The branch is currently open Monday, Wednesday, and Friday from 10:00 a.m. to 3:00 p.m.

**Donations:**

Martha Bidlingmyer - \$2,000.00

Friends of Barberton Public Library - \$1,004.00, to be used for the purchase of two tables & \$1,000.00, to be used for 1,000 Books Before Kindergarten

Ann Hutchison - \$50.00

Miriam Morris - 630 books

Luis Olmos-Marquez - \$20.00

Tuesday Study Club - \$100.00

Anonymous - 422 Books, 56 DVDs, 58 Magazines

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

**Other:** Hutchison presented the Board with a recommendation to fill the vacant part-time Librarian position in the Reference Services Department. Glennis Siegfried has been employed as a Library Assistant in the Customer Services Department since May 2019 and has assisted the Reference Department in various capacities, including with homebound delivery services. Siegfried, a 2012 MLIS graduate from Kent State University, volunteered in Local History and at Hudson Library and Historical Society prior to her employment at BPL.

**RESOLUTION 22-2021** **Moved** by Masich, seconded by Doll, **to promote Glennis Siegfried** to a part-time Librarian in the Reference Services Department, regularly scheduled 28 hours per week at \$14.55 per hour, effective September 13, 2021. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison presented the Board with a recommendation to fill the vacant Customer Services Manager position. Melissa Walker, who holds a MLIS degree from Kent State University, brings nine years of public library experience in various departments to the role. Walker is currently employed as a Reference Librarian at Akron- Summit County Public Library, where she serves as Vice President of the Staff Association.

**RESOLUTION 23-2021** **Moved** by Doll, seconded by Leskanic, **to hire Melissa Walker** as full-time Customer Services Manager in the Customer Services Department, regularly scheduled 35 hours per week at \$17.00 per hour, effective September 13, 2021. Walker is to receive a \$0.50 per hour increase after a six-month satisfactory evaluation

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and another \$0.50 per hour increase after one full year of satisfactory employment. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

**RESOLUTION 24-2021** Moved by Masich, seconded by Leskanic, to approve the Library's 2022 Operating Calendar. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison reported that she and other staff members were given a tour of the RV owned by the City of Barberton, which Mayor Judge has offered BPL the use of to provide bookmobile services to the community.

Hutchison informed the Board that Reference Services Librarian Sarah Granville has been elected to a leadership position with the Ohio Library Council's Teen Services Division.

Leskanic inquired if Summit County Public Health has approached Hutchison to host a mobile vaccination clinic at the Library. Hutchison replied that they have not, and she has not pursued the possibility as the Board elected not to be a pick-up location for at home test kits.

### **FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for the month of August 2021 for the Barberton Public Library was \$83,101.99.

DeSan reviewed the financial reports, bank reconciliations, and bills paid for the month of July 2021, as well as miscellaneous income generated through vending machines and The Barberton Community Foundation.

DeSan requested permission from the Board to obtain a quote from UAN for year-end assistance in the Fiscal Office, which the Board granted. A motion will be required once more information is available.

Moved by Doll, seconded by Miller, to accept the financial report, bank reconciliations, and bills paid for the month of July 2021. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

### **COMMITTEE REPORTS**

**Finance and Audit Committee:** No meeting held.

**Personnel Committee:** No meeting held.

**Building and Equipment Committee:** No meeting held.

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

### **COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** None.

**Community Correspondence:** None.

### **OLD BUSINESS**

**COVID-19 Updates:** Hutchison informed the Board that while the Library has not reinstated a mask requirement for customers, signage has been updated to respectfully request that all visitors consider wearing a mask and they are required for those who have not been vaccinated. All staff members are asked to wear masks unless working in an isolated area. The Library will return to pre-COVID operating hours on September 13, 2021.

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**NEW BUSINESS:** Hutchison requested permission from the Board to apply for a \$2,000.00 Emergency Response Fund grant from Barberton Community Foundation for the purchase of additional personal protective equipment, cleaning supplies, and other supplies necessitated by the ongoing COVID-19 pandemic. Miller suggested that Hutchison also reach out to Summit County Emergency Management, who offers limited PPE supplies at no cost to local non-profit organizations and small businesses.

**RESOLUTION 25-2021** Moved by Masich, seconded by Doll, to apply for a \$2,000.00 grant from the Barberton Community Foundation's Emergency Response Fund to be used for the purchase of supplies necessitated by the COVID-19 pandemic. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison informed the Board that she has been approached by Barberton High School English teacher and T.V. studio advisor Lance Grimsley regarding the potential for a collaborative grant application to the Barberton Community Foundation and will share more information as it becomes available.

Moved by Masich, seconded by Doll, to adjourn the meeting at 7:16 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

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Caroline Brindo, President

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Holly Miller, Secretary