

Barberton Public Library
Regular Meeting Board of Trustees, September 24, 2020

Page 2410

MEMBERS PRESENT

Jennifer Doll
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Ken Cornelius, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

MEMBERS EXCUSED

Caroline Brindo
Leon Ricks

President Masich called the meeting to order at 6:35 p.m.

This Board meeting was held both in person and virtually using Microsoft Teams. Doll, McMullen, and Miller attended virtually; all other attendees were present at the library. Members of the public were given the opportunity to request an invitation by emailing Hutchison.

Hutchison reported that the Friends of the Library have cancelled all their meetings through the end of 2020, but are still coming to the library to restock donation carts, and are investigating fundraising alternatives to book sales.

Moved by Leskanic, seconded by McMullen, **to accept the minutes** of the August 2020 Board meeting. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

LIBRARIAN'S REPORT

Circulation: Hutchison reported that circulation continues to slowly rise. August 2020 circulation was 20,956, down just under 34% from August 2019. Year to date, circulation is 146,336, down 42.3% from 2019. August eMedia circulation was 5,124, and year to date is 41,262, up 11.5% from 2019. Visits to the library increased in August, with 3,802 customers served, of which 107 received curbside service. Overall, library visits were down 70% from August of 2019, and 61% year to date. Hutchison suspects that many customers are not aware that the library is open. CHL remains closed, and Reference Librarian Mary Kay Ball plans to contact the Hospital's Director regarding a date to reopen. Website usage is increasing, with more site visits in August than any month this year.

Programs & Publicity: In August 2020, 644 people attended 20 virtual library programs. Adult attendance is up over 400%, but attendance at children's programs continues to be low despite being well advertised, in part due to the inability to count groups who view virtual programs together individually. Reference will resume delivery services to homebound patrons the second week in October. Children's Department staff are conducting virtual story times with the schools, and 88 Craft Connections Take & Make kits were distributed in August. Makerspace Take & Make kits are now available for children. Reference and Children's are collaborating on a pumpkin decorating contest to be held in October.

Donations:

Marsha Ambrose – 2 - 5' round tables
Norma Boston - Codified Ordinances of the City of Barberton, 1929
Michael Brindo - 30 reams of paper, in memory of Gloria Jean Lash
Dawn Distler & Janie Fazenbaker - \$300, In memory of Charles A. Distler
Allen & Deborah Fazenbaker - \$200, In memory of Charles A. Distler
Friends of the Barberton Public Library - \$4,000, to be used as follows:
 \$300 - Kindles for homebound services
 \$500 - Reading programs
 \$1,040 - Expenses related to COVID-19
 \$2,160 - Chair Yoga programs, April - December 2020
Kevin Hamric (artist) - 5 Woovs CDs
Paul Matovich - \$9.00

Barberton Public Library
Regular Board of Trustees Meeting, September 24, 2020

Page 2411

Ron Molnar - 3 boxes of books
Megan Slater - Assorted books, DVDs & games
Anonymous - 249 Books, 32CDs & 121 DVDs

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

Other: RESOLUTION 26-2020 **Moved** by Doll, seconded by McMullen, **to promote Kayla Mize** to a part-time (regularly scheduled 20 hours per week) Library Assistant in the Customer Services Department at \$9.02 per hour, effective August 31, 2020. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by McMullen, seconded by Leskanic, **to accept the resignation of Public Relations Associate Emma Hutchison**, effective October 8, 2020. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 27-2020 **Moved** by Doll, seconded by Leskanic, **to approve the Library's 2021 Operating Calendar**. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of September 2020 for the Barberton Public Library was \$93,594.02.

Moved by Leskanic, seconded by Miller, **to accept the financial report, bank reconciliations and bills** paid for the month of August 2020. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

RESOLUTION 28-2020 **Moved** by Leskanic, seconded by Miller, **to reduce appropriations** in line item 1000-760, Capital Outlay, expenditures by \$76,200.00, due to the County Auditor's revised estimate of reduced receipts from the 2020 Public Library Fund. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 29-2020 **Moved** by Leskanic, seconded by McMullen, **to establish Special Revenue Fund 2801, Coronavirus Relief Fund, Community Development Block Grant – Coronavirus (CBDG-CV) Program** to record and pay for activity related to this grant. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 30-2020 **Moved** by Leskanic, seconded by Doll, **to establish Special Revenue Fund 2802, Coronavirus Relief Fund, Ohio Public Library (OPL) Assistance**, to record and pay for activity related to this grant. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 31-2020 **Moved** by McMullen, seconded by Leskanic, **to transfer \$30,000.00 from line item 1000-910-910-0000, Transfers Out, of the General Fund to Special Revenue Fund 2801, Coronavirus Relief Fund – CDBG-CV**. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

RESOLUTION 32-2020 **Moved** by Doll, seconded by Leskanic, **to transfer \$25,000.00 from line item 1000-910-910-0000, Transfers Out, of the General Fund to Special Revenue Fund 2802, Coronavirus Relief Fund – OPL Assistance**. Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held.

Building and Equipment Committee: No meeting held.

Barberton Public Library
Regular Board of Trustees Meeting, September 24, 2020

Page 2412

Summit County Library Trustees Council: The annual SCLTC meeting is scheduled for Thursday, October 8, 2020 at 7:00 p.m. and will be held virtually. Cornelius, Doll, and Hutchison plan to attend.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison attended the OLC's virtual Trustee Dinner on September 17. Guest speaker Emelia Sykes, Ohio's House Minority Leader, spoke regarding anticipated financial cuts in 2021, predicting that reductions to the Public Library Fund may be as drastic as during the 2008 recession. Sykes urged library Trustees communicate with legislators, sharing library initiatives and stories about how their libraries helping to support Ohio's economy by buying locally with CARES Act funding.

Hutchison shared a compliment from the parent of a child with Autism in Children's Librarian Monica Haney's virtual story time, who expressed gratitude at the welcoming environment.

OLD BUSINESS

The library is now open until 8:00 p.m. on Mondays and Tuesdays, but remains closed on Sundays.

Hutchison and Facility Services Manager Will Swigart are in the process of obtaining competitive bids for the meeting room equipment and HVAC improvements to be funded by the Community Development Block Grant.

Hutchison reported that 10,000 levy postcards were printed with the wrong date, and without a disclaimer stating that the printing was paid for by the Barberton Public Library Levy Committee. The committee decided to have the postcards reprinted, to be distributed door-to-door to absentee voters beginning the first weekend in October, and distributed in the Barberton Herald the last week in October. Hutchison is organizing letters to the editor of the Barberton Herald and testimonials from community members.

Moved by Doll, seconded by McMullen, **to enter into executive session** at 7:17 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official. Roll call: Doll - Aye, Leskanic - Aye, Masich - Aye, McMullen - Aye, and Miller - Aye. Motion carried.

Moved by McMullen, seconded by Leskanic, **to exit executive session** at 7:19 p.m. Roll Call: Doll - Aye, Leskanic - Aye, Masich - Aye, McMullen - Aye, and Miller - Aye. Motion carried.

NEW BUSINESS

Hutchison presented the Board with a liquor permit renewal request from Ignite Brewing Company, LTD, located at 600 West Tuscarawas Avenue. The Board had no opposition to the request.

Moved by Leskanic, seconded by Doll, **not to contest Ignite Brewing Company, LTD's liquor permit renewal request.** Ayes: Doll, Leskanic, McMullen, and Miller. Nays: None. Motion carried.

Moved by Leskanic, seconded by McMullen, **to adjourn** the meeting at 7:19 p.m.

Terri Masich, President

Jennifer Doll, Secretary