

Barberton Public Library
Regular Board of Trustees Meeting, February 22, 2024

MEMBERS PRESENT

Jennifer Doll
James Leonard
C. Racyne Leskanic
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Timothy Thrasher, Facility Services Manager

MEMBERS EXCUSED

Kenneth Cheatham
Terri Masich

President McMullen called the meeting to order at 6:30 p.m.

Hutchison reported that the Friends of the Library earned approximately \$1,100.00 at their February 10, 2024 book sale.

Moved by Miller, seconded by Doll, **to accept the minutes** of the January 2024 Board meeting. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the January 2024 statistics, highlighting several areas of growth.

Programs & Publicity: Hutchison distributed the January 2024 publicity packet, noting that programming attendance was up just over 60% from January 2023.

Donations:

Al Allender: Oil painting of Barber Barns, circa 1950s
Sue Gerwig: \$2.00
Ramandan Kelani: 70 children's books
Pat McGinnis: Autographed 1992 Alvin Robinson Fan Club t-shirt
Tom Reljin: 50 books
Terry Renninger: Poems by Horace Greely Kirk, husband of former Library Director Tallulah Kirk, circa 1940s
Rotary Club of Barberton: Two disc golf sets
Sharman Stender: \$100.00, in memory of Elizabeth Wilson
Anne Sweeney: \$260.00, in honor of the Sweeney / Kepler Family
Anonymous: \$5,000.00, in support of children's and youth programming

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

Department Update: Thrasher provided an overview of current and completed projects and welcomed recommendations from the Board regarding building improvements.

Thrasher left the meeting at 6:33 p.m.

Strategic Plan: Hutchison shared a progress report with the Board, highlighting several new community engagement efforts and staff initiatives. She noted that staff have not yet been able to investigate the utilization of project management software for the Strategic Plan.

Other: **Moved** by Miller, seconded by Doll, **to accept the resignation of Fiscal Officer Michael DeSan**, effective March 6, 2024. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

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RESOLUTION 4-2024 – Moved by Doll, seconded by Miller to increase the starting salary range for the Fiscal Officer Position from \$14.55 - \$31.33 per hour to \$30.00 - \$38.00 per hour, effective February 22, 2024. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

The Library’s annual Staff Development Day was Monday, February 19. It was noted that the Board was not formally invited to attend as they have been in past years, and Hutchison apologized for any oversight in the matter.

There was a discussion regarding employee benefits, and how those benefits are paid upon resignation or retirement.

Hutchison noted that the Library’s current property tax levy will expire at the end of 2025 and suggested that the Board should begin preparations for a levy campaign.

FISCAL OFFICER’S REPORT

The Public Library Fund tax distribution for February 2024 for the Barberton Public Library was \$103,440.86.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of January 2024.

DeSan reviewed the 2024 Annual Financial Report, which has been submitted to the Auditor of State and advertised in the Barberton Gazette.

Moved by Miller, seconded by Doll, to accept the financial report, bank reconciliations, reappropriations, and bills paid for the month of January 2024. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

RESOLUTION 5-2024 – Moved by Miller, seconded by Doll, to accept the amounts and rates as determined by the Summit County Budget Commission for collection year 2024 and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

DeSan reviewed the Barberton Public Library Now & Forever Fund Statement from the Barberton Community Foundation.

RESOLUTION 6-2024 Moved by Doll seconded by Leskanic, to accept the Barberton Public Library Now and Forever Fund Statement provided by the Barberton Community Foundation. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

RESOLUTION 7-2024 Moved by Miller seconded by Doll, to adopt the 2024 estimated revenue and permanent appropriation budget of \$3,923,965.78 as follows:

REVENUES				
		General Revenue Fund		
		General Property Tax / RE	604,000.00	684,892.00
		Homestead Rollback (PT Allocation)	80,892.00	
		Public Library Fund (PLF)		1,130,827.00
		Other Income		55,000.00
		Total Revenue		1,870,719.00
		Carryover of Unencumbered General Fund Balances		2,053,246.78
		TOTAL Revenue + Unencumbered Balance Carryover		3,923,965.78
		Less Investments		800,000.00
		Funds to be Appropriated in General Fund		3,123,965.78

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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		902,050.00
910	Transfers		33,965.78
930	Contingencies		12,000.00
	Total General Fund Expenditures		\$ 3,123,965.78
	Capital Projects		-
4001	Building & Equipment	-	
	Total All Expenditures		\$ 3,123,965.78
		Plus Investments	800,000.00
	Total of All Funds		\$ 3,923,965.78

Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Building and Equipment Committee: A meeting was held on February 22, 2024.

Finance and Audit Committee: No meeting held.

Personnel Committee: No meeting held. A meeting was scheduled for March 5, 2024 at 5:30 p.m.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Library Legislative Day is Wednesday, April 24, 2024 at the Sheraton on Capitol Square in Columbus. Legislative Day is an opportunity for Library staff and trustees to meet with legislators to advocate on behalf of Ohio’s public libraries. Hutchison plans to attend and would welcome any available Trustees to join her.

OLC’s Northeast Ohio Trustee Dinner will be held on May 2, 2024 at 6:00 p.m. at the Embassy Suites by Hilton Cleveland Rockside in Independence. The event is an opportunity for library trustees and administrators to discuss the challenges and opportunities ahead for Ohio’s public libraries. Leonard plans to attend.

OLC’s annual Library Trustee Workshop will be held on Saturday, March 9 from 8:45 a.m. to 4:30 p.m., with in-person and virtual options available. Hutchison encouraged any Board members who have not attended the workshop in the past to consider doing so.

Community Correspondence: Hutchison shared the following from Library Assistant and Passport Acceptance Agent Katie Jernigan: “I just wanted to share how grateful the family I helped tonight with passports were. They are from Shreve. They went to the BMV. He had made a mistake on his form, and the woman told him he had one minute

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to fill out a new form and give it back to her, then turned them away, even though they supposedly took passport appointments for another hour. They then called 7 libraries, but no one had any openings. They didn't tell me that when they called. And I briefly considered not taking the appointment, because we are so backed up with shelving, but I'm so glad I did! And so were they!"

OLD BUSINESS

Per Board instructions, all staff members were asked to submit two programming ideas for six age groups. Hutchison and other key staff will pick the top two ideas from each category to be submitted to the Board at their March meeting. The Board apologized for any frustration that this exercise created amongst the staff.

Hutchison received a draft of the Employee Handbook on December 30, and has a call planned with Kaster, Westman, and Wilkins, LLC to discuss changes. She hopes to present the Board with a final draft of the handbook ahead of the March meeting and hopes to have an update regarding performance evaluations also.

NEW BUSINESS

The Library attended a joint meeting with the Barberton Parks and Recreation, Police, and Fire Departments regarding the April 8, 2024 eclipse, and noted that Summit County has recommended that residents avoid any unnecessary travel on that day.

Moved by Doll, seconded by Leonard, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:29 p.m. Roll call: Doll, aye; Leonard, aye; Leskanic, aye; aye; McMullen, aye; Miller, aye. DeSan, Futrell, and Hutchison left the meeting. DeSan returned to the meeting at 7:57 p.m. The meeting returned to regular session and Futrell and Hutchison returned at 8:00 p.m.

The Board requested that Hutchison attend the March 5, 2024 personnel committee meeting. DeSan's exit interview will be conducted privately in advance of the meeting. They also requested that Hutchison provide them with the dates of any vacation she anticipates taking in March, as well as an update of any community engagement she conducted in February.

Hutchison presented the Board with a proposal by Public Relations and Marketing Associate Chloe Zofchak to rename the Board Room in honor of O.C. Barber, with a dedication ceremony to be held in celebration of the Library's Founders' Day in April 2024.

RESOLUTION 8-2024 **Moved** by Miller seconded, by Doll, **to rename the Board Room the O.C. Barber Board Room**. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

Moved by Doll, seconded by Leonard, **to adjourn** the meeting at 8:04 p.m. Ayes: Doll, Leonard, Leskanic, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Holly Miller, Vice President