

**Barberton Public Library  
Regular Board of Trustees Meeting, April 3, 2025**

**Members Present**

Kenneth Cheatham  
Jenifer Doll  
James Leonard  
C. Racyne Leskanic  
Heather McMullen  
Holly Miller

**Also Present**

Ann Hutchison, Director  
Josh Brickner, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer

**Members Excused**

Terri Masich

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

Hutchison reported that the Friends of the Library met on March 12, 2025 and elected to donate \$4,825.00 to the Library and \$476.00 to the Library's levy campaign. New bylaws were also approved at the meeting.

**Moved** by Leskanic, seconded by Cheatham, **to accept the minutes** of the February 2025 Board meeting. Ayes: Cheatham, Doll, Leonard, and Leskanic. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** Hutchison reviewed the February 2025 statistics.

McMullen entered the meeting at 6:34 p.m.

**Programs & Publicity:** Hutchison distributed the February 2025 publicity packet. Hutchison also highlighted several recent and upcoming programs.

BPL will celebrate its 122<sup>nd</sup> Founders Day on Monday, April 7, 2025. Planned activities include a caricature artist, raffle, and State of the Library address.

**Donations:** Gifts were received from the following individuals in February 2025:

- Conda Borgan: Barberton High School memorabilia

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

**Community Involvement:** A summary of Hutchison's community involvement since the February Board meeting was included in the information packet sent to the Trustees ahead of the meeting.

**Strategic Plan:** Hutchison highlighted that staffing recommendations regarding the Public Relations Department to be presented later in the meeting support the goals of increasing staff, expanding service potential, enhancing communication, and energizing marketing strategies.

**Mission Moment:** Hutchison shared some of the comments, introductions, and feedback that she has received when speaking to community groups to advocate for the Library and its services.

**Other:** Hutchison informed the Board that the Employee Handbook has been returned to legal counsel for final review.

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**FISCAL OFFICER'S REPORT**

The Public Library Fund tax distribution for February 2025 for the Barberton Public Library was \$111,880.08.

Brickner reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of February 2025.

There was a question regarding communication with the Board from the auditor. Miller informed the Board that she had completed the required questionnaire.

**Moved** by Doll, seconded by Leonard, **to accept the financial reports, bank reconciliations, reappropriations, and bills paid** for the month of February 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Motion carried.

Hutchison and Brickner provided an update on the state budget proposed by the House of Representatives as compared to Governor DeWine's proposed budget in relation to the Public Library Fund. The proposed changes would reduce the amount of funding for Ohio's Libraries, place library funding into a budget line-item instead of using a percentage of the state general revenue fund, and move to a per capita formula to calculate distribution of funds between counties.

**COMMITTEE REPORTS**

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

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

**Personnel Committee**: No meeting was held.

Hutchison presented the Board with several staffing updates and recommendations.

**Moved** by Doll, seconded by Leonard, **to accept the resignation of Children's Librarian Lori Cochran**, effective March 28, 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Motion carried.

**Resolution 9-2025** – **Moved** by Doll, seconded by McMullen, **to transfer LaQuata Williams to part-time Facility Services Assistant**, regularly scheduled at 20 hours per week, effective March 10, 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

**Moved** by Doll, seconded by Cheatham, **to change the name of the Public Relations Department to the Community Relations Department**. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Motion carried.

**Resolution 10-2025** – **Moved** by Doll, seconded by Cheatham, **to approve the Community Relations Manager job description** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

**Resolution 11-2025** – **Moved** by Cheatham, seconded by McMullen, **to approve the Community Relations Department Library Assistant job description** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

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**Resolution 12-2025** – Moved by Leonard, seconded by Leskanic, to promote **Chloe Zofchak to full-time Community Relations Manager**, regularly scheduled at 35 hours per week, effective April 7, 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

**Resolution 13-2025** – Moved by Cheatham, seconded by Leskanic, to add a **part-time Library Assistant** in the Community Relations Department, regularly scheduled at 20 hours per week, effective April 7, 2025. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

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

**COMMUNICATIONS AND CORRESPONDENCE**

**OLC Legislative Update:** Hutchison informed the Board of the following upcoming Ohio Library Council events for Trustees: Legislative Day on April 8, 2025 and the Northeast Ohio Trustee Dinner on May 8, 2025. Hutchison and Brickner will attend Legislative Day. Trustees who were interested in attending either of the events were asked to notify Hutchison as soon as possible.

**Community Correspondence:** Hutchison shared a post card from Grace Church praising BPL and its service to the community: "Thanks for all you do for the community of Barberton! We so appreciate the opportunities and experiences you create for the community. Thanks for making a difference in kids and families lives by creating a safe place for all to learn. We appreciate the leadership in our community and how you use it to benefit many. Keep up the good work!"

**OLD BUSINESS**

Brickner reviewed the ballot language for the Library's tax levy, and Hutchison provided an update on the campaign.

**NEW BUSINESS**

There was a discussion regarding committees and committee meetings. Miller suggested that committees should meet at least quarterly, the Board should consider discontinuing the practice of meeting as a committee of the whole. Miller also proposed the creation of a marketing committee.

Miller appointed the following committees for the remainder of 2025:

Building and Equipment – Leonard (Chair), Masich, and Leskanic

Finance and Audit – McMullen (CH), Cheatham, and Leskanic

Marketing – Doll (CH), Leonard, and Miller

Personnel – Cheatham (CH), Doll, and Masich

Summit County Trustees Council – Doll (delegate) and Masich (alternate)

Hutchison requested that the Board reschedule their May 2025 so that she would be available to attend the Northeast Ohio Library System's Director Retreat.

**Resolution 14-2025** – Moved by Doll, seconded by Leonard, to approve the **Library's revised Operating Calendar** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Resolution adopted.

There was a discussion regarding a recent shooting at another library. Miller suggested that staff receive a review of BPL's active shooter and evacuation policies ahead of the ALICE training being planned for the October 13, 2025 Staff Development Day.

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There was a discussion regarding the Library's security service, and the possibility of adding an officer on Friday afternoons.

Brickner informed the Board that he will attend the Ohio Library Council's Public Library Fiscal Officer Conference in Columbus on May 1 – 2, 2025.

**Moved** by McMullen **to adjourn** the meeting at 7:19 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, and McMullen. Nays: None. Motion carried.

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Holly Miller, President

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James Leonard, Secretary