

Barberton Public Library
Regular Board of Trustees Meeting, May 25, 2023

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MEMBERS PRESENT

Kenneth Cheatham
Jennifer Doll
James Leonard
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer
Tiffany Peters, Barberton Community Foundation

President McMullen called the meeting to order at 6:37 p.m.

Peters provided an overview of the Library's Now and Forever Fund held by the Barberton Community Foundation.

Peters left the meeting at 6:55 p.m.

Hutchison reported that the Friends of the Library earned \$1,142.50 at their spring book sale, \$54.02 from their donation carts, and \$900.00 in 2023 memberships. The Friends will hold a Christmas in July sale on July 8, 2023, from 10:00 a.m. to 4:00 p.m. At their May 17 meeting, the FOL voted to donate \$250.00 to the Library in support of the September 9, 2023 Local Author Fair, as well as \$391.19, five percent of their 2022 expenditures, to the Library's levy campaign fund. Revised bylaws, which no longer include an annual scholarship, will be presented to members for approval at the July meeting.

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

DIRECTOR'S REPORT

Circulation: Hutchison reviewed the April 2023 statistics, highlighting several areas of growth. Circulation of audiovisual materials continues to rise, with a 52% increase year to date, and visits to the Library are up 28% year to date. In April 2023, staff processed 52 passport applications and took 46 photographs.

The Board requested that statistics for notary services be reported going forward.

Programs & Publicity: Hutchison distributed the April 2023 publicity packet, noting that the Library is preparing for Summer Reading Challenge, which will include programming and prizes for all ages from June 5 through August 12, 2023.

Upcoming programs of note include Dungeons and Dragons for teens on June 8, Trivia Night for ages sixteen and up on June 12, Summer Birds of Northeast Ohio with the Audubon Society of Greater Cleveland on June 21, and Family Trivia Night on June 22.

Hutchison shared that several staff members attended Akron Roundtable on May 18, 2023. The event featured speaker Cindy Hohl, Treasurer of the Freedom to Read Foundation and president-elect of the American Library Association.

Donations:

Michael Bail: 6 glass plate negatives, 1910-1914
Donald Groom: 1 box of unused matches from Diamond Match Company
Daniel Huffman: 3 books
Joyce Lucas: 50 books
Pat McGinnis: Remembrance of Barberton Sports Walk of Fame induction
Sandy Rinker: Assorted photos and memorabilia from U.L. Light

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

Mission Moment: Hutchison shared that Reference Services Librarian Glennis Siegfried, who coordinates the Library's Home Delivery Services, has begun sending birthday cards from the Library to her customers. John McMillan, a long-time home delivery recipient, expressed his gratitude for the card and everyone who signed it, stating that it meant a lot to him.

Hutchison also shared "A Love Letter to Libraries, Long Overdue" by Jaida Grey Eagle, an article featured in the February 14, 2023 edition of The New York Times.

Strategic Plan: Hutchison shared a progress report with the Board, noting that staff are working to create a survey to identify the best times and days for programming and what types of programs would be well received by customers.

The Library is hosting a job coach and clients from Equal Care Services, an Akron agency that provides a variety of programs and services to individuals with developmental disabilities, including vocational training. The group is at BPL three times per week and performs a variety of custodial tasks. The Customer Service Department is also scheduled to host a summer worker through Jobs for Ohio Graduates, a youth workforce development agency.

The Library continues its partnership with Ohio Means Jobs of Summit County and is distributing literature for Summit DD's recruitment efforts for Direct Support Professionals. A connection has been made with Ohio Guidestone, which provides job training for ages 16 to 24, and Jobs and Family Services, both of which may provide services in the Library in the future.

Hutchison plans to present the Board with her selected marketing consultant at the June meeting. In other efforts to improve the Library's marketing strategies, staff have formed a Social Media Team, which held its first meeting on May 23, and paid Summer Reading Challenge advertisements will be featured in the South Side Leader newspaper, on Northeast Ohio Family Fun's website, and inside of Akron Metro RTA buses.

Hutchison attended a virtual networking meeting focused on creating a Facilities Replacement Plan.

Children's Services Librarian Alison Huey is collaborating with Barberton Area Community Ministries and Common Threads Closet to provide Library services to children at their organizations.

Other: None.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of May 2023 for the Barberton Public Library was \$113,232.94.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of April 2023, noting that he hopes to add additional certificates of deposit in July 2023.

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

RESOLUTION 9-2023 Moved by Miller seconded by Masich, **to accept the 2024 tax budget** as presented. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted. See page 2563.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

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Personnel Committee: No update.

Building and Equipment Committee: No meeting held. Miller requested that a meeting be scheduled for 5:30 p.m. on Thursday, June 22, 2023.

Summit County Library Trustees Council: No meeting held.

COMMUNICATIONS AND CORRESPONDENCE

OLC Legislative Update: Hutchison shared that OLC is encouraging library trustees, staff, and advocates to contact their Senators to urge them to maintain the Public Library Fund at a minimum of 1.7% of the General Revenue Fund. Other Senate talking points suggested by OLC include supporting funding for public libraries, increasing the competitive bidding threshold for public libraries, and restoring the option for replacement levies.

Community Correspondence: None.

OLD BUSINESS

None.

NEW BUSINESS

Moved by Masich, seconded by Leskanic, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:21 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. Motion carried. Hutchison and Futrell left the meeting.

DeSan left and Hutchison entered the meeting at 7:49 p.m.

Moved by Doll, seconded by Leskanic, **to end executive session** and return to regular meeting at 8:15 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich, aye; McMullen, aye; Miller, aye. DeSan and Futrell returned to the meeting.

Leskanic left the meeting at 8:16 p.m.

RESOLUTION 10-2023 - **Moved** by Masich, seconded by Doll, **to request that the Barberton Board of Education reappoint Holly Miller as Trustee** to a full-term expiring June 30, 2030. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Hutchison will arrange for an elected official to administer the oath of office to Miller.

Hutchison informed the Board that a revised Customer Code of Conduct will be presented to the Board for approval at their June 2023 meeting. Miller requested that the Credit Card Policy revision be tabled until June as well.

Moved by Masich, seconded by Miller, **to adjourn** the meeting at 8:25 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary

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Barberton Public Library
2024 Tax Budget

		ACTUAL	ACTUAL	CURRENT YEAR	BUDGET YEAR
		2021	2022	Estimated	Estimated
				2023	2024
1000	General Revenue Fund				
	Beginning Cash Fund Balance 1/1	1,352,812	1,699,053	1,923,179	1,990,443
	REVENUES				
	General Property Tax / RE	693,469	690,794	690,000	700,000
	Public Library Fund (PLF)	1,126,416	1,216,296	1,232,210	1,275,000
	Other Revenue	35,949	35,010	55,000	55,000
	Total Revenue	1,855,834	1,942,100	1,977,210	2,030,000
	EXPENDITURES				
	Personnel Services				
110	Public Service - Salaries & Benefits	1,076,187	1,225,243	1,262,000	1,299,860
110	Public Service & Programs - Other	15,927	17,066	17,578	18,105
120	Collection Development & Processing	151,058	166,745	171,747	176,899
	Total Library Services	1,243,172	1,409,054	1,451,325	1,494,864
	Operational Services				
210	Facilities Operation & Maintenance	81,418	103,150	106,245	109,432
220	Information Services	98,060	97,441	100,364	103,375
230	Business Administration	71,408	79,623	82,012	84,472
	Total Support Services	250,886	280,214	288,621	297,279
	Capital Outlay	15,535	28,706	170,000	232,057
	Contingencies	-	-	-	-
	Total Expenditures	1,509,593	1,717,974	1,909,946	2,024,200
	Cash Flow from Operations	346,241	224,126	67,264	5,800
	Transfers In/(Out)	-	-	-	-
	Revenue over/(under) Expenditures	346,241	224,126	67,264	5,800
	Ending Cash Fund Balance	1,699,053	1,923,179	1,990,443	1,996,243
	Less Encumbrances	-	-	-	-
	Ending Unencumbered Fund Balance 12/31	1,699,053	1,923,179	1,990,443	1,996,243
	INACTIVE FUNDS BALANCE	500,000	500,000	500,000	500,000
	BANK BALANCE	1,199,053	1,423,179	1,490,443	1,496,243
	Capital Projects				
4001	Building & Equipment				
	Beginning Cash Fund Balance 1/1	-	-	-	-
	Revenues	-	-	-	-
	Expenditures	-	-	-	-
	Transfers In/(Out)	-	-	-	-
	Revenue over/(under) Expenditures	-	-	-	-
	Ending Cash Fund Balance	-	-	-	-
	Less Encumbrances	-	-	-	-
	Ending Unencumbered Fund Balance 12/31	0	0	0	0