

**Barberton Public Library**  
**Regular Board of Trustees Meeting, November 17, 2022**

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**MEMBERS PRESENT**

Jennifer Doll  
C. Racyne Leskanic  
Terri Masich  
Holly Miller

**MEMBERS EXCUSED**

Caroline Brindo  
Kenneth Cheatham  
Heather McMullen

**ALSO PRESENT**

Ann Hutchison, Director  
Michael DeSan, Fiscal Officer  
Melissa Futrell, Deputy Fiscal Officer  
Jennifer O'Neill, Technical Services Manger  
Karen Nist, Associated Underwriters Insurance

Vice President Doll called the meeting to order at 6:26 p.m.

Hutchison reported that the Friends of the Library met on Wednesday, November 16 and elected a new slate of officers for 2023, including Carol Rafferty as president, Rhonda Garvin as vice president, Elizabeth Wilson as secretary, and former Library staff member Helen Gore as treasurer. Conrad Storad, Marylin Dickel, Janet Ehrich, Kat Potts-Books, and Natalie Genet will serve as directors in 2023. The Friends currently have \$9,968.43 in their checking account, and \$53.19 in savings. Their fall book sale, held the weekend of the Mum Fest, was the group's highest earing sale to date, generating \$2,662.00 in revenue. Their next book sale will be for Valentine's Day, with a large sale being planned in May 2023. The FOL's 2022 donation of \$5,000.00 was used to purchase new holiday decorations and materials for the Library of Things, which will be cataloged and available for circulation in 2023. At their meeting, the Friends elected to donate \$50.00 to the Library in memory of Reverend Victor Myers, a member of the FOL and Library levy supporter, who passed away November 10.

**Moved** by Miller, seconded by Masich, **to accept the minutes** of the October 2022 Board meeting. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

**Circulation:** October 2022 circulation was 25,755, up 10.3% from October 2021 and up slightly from September 2022. Year to date, circulation is 228,331, up 2.25% from 2021. eMedia circulation through Overdrive was 5,482 in October 2022, up 6.3% from October 2021. An additional 383 eMedia titles were borrowed through Hoopla in October 2022, up 45.1% from last October. Circulation of audiovisual materials was 7,545, up 18.8% from October 2021, and accounting for 29.3% of the month's total circulation.

In October 2022, 7,516 people visited the Library, up 7.3% from October 2021. Of those visitors, 61 received curbside service and 75 visited the Community Health Library. Staff issued 144 new patron cards, up 4.4% from October 2021, answered 1,941 reference questions, made 40 home deliveries, and distributed 150 Covid test kits. The Library's website was visited 2,620 times, and there were 1,007 computer-use sessions and 3,099 wireless sessions. In October, 950 items were added to the collection and 735 items were withdrawn.

Library staff processed 20 passport applications and took 15 passport photos in October 2022, grossing \$880.00. After postage, the Library's net income was \$781.55 for the month.

**Programs & Publicity:** Hutchison distributed the October 2022 publicity packet. In October 2022, 1,776 people attended 66 live programs and outreach events, either in person or virtually, showing an increase of 26.9% in the number of programs and 33.7% in attendance as compared to October 2021. An additional 476 people participated in or viewed 15 passive and recorded programs and outreach events in October, for a total of 2,252 participants at 81 events. Additionally, 356 people attended 57 non-Library programs or meetings in October 2022.

Hutchison shared that three press releases submitted to the Barberton Herald, including one advertising the vacant Trustee position, were not published and have been resubmitted for their consideration. The newspaper has also recently published several articles written by former Local History Librarians. Ann spoke with staff from the Barberton

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Herald this week regarding how to ensure that the Library's articles are included in future editions and to request that current Library staff be given the opportunity to review any past articles before they are republished.

Upcoming programs of note for children and families include Bad Guys Mania on December 7, Paws to Read on December 10, and Holiday Pajama Family Storytime on December 15. Teens are invited to attend 100 Books Before Graduation Book Club on December 10 and Random Fandom on December 12, and teens and adults alike may find Leveraging a Modern Resume useful on December 6. Other upcoming adult programs include local author Kathryn Long on December 10 and free hearing screenings from the Reserve Hearing Center on December 12.

**Donations:**

Anonymous - \$10.00

Wade Lucas - 298 books

Barberton Community Foundation - Case of crayons

NAACP, Barberton Unit 3213 - \$10.00

Lewis Caruso - 15 books

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

**Mission Moment:** Ada "Jean" Freeman was a long-time patron of the Library who passed away on November 8. She walked everywhere she went, and the Library was almost always a daily stop for her. She brightened staff members' days with her smile and kind words. She would often sit by the windows on the main floor to read the newspapers and magazines. Jean loved to attend craft classes and her son John, who is also a Library patron, would make sure she attended each class that was offered. Jean loved to come to the Library to socialize and enjoyed meeting and talking to the other patrons. She also loved to hum and would browse the bookshelves humming a relaxing happy tune. On the day of her unexpected death, Jean enjoyed her afternoon at the Library. Library staff will miss her and offer their sincere condolences to her family.

Hutchison also shared that Customer Service Library Assistants Robin Storad and Lauren Planitzer took a last-minute passport appointment on Monday, November 14 for a patron who had been turned away at another passport acceptance facility. The applicant was extremely grateful that they received a same day appointment and registered for a Library after their passport paperwork was completed. After browsing the collection, the customer was excited to borrow a movie that they had not been able to find anywhere else.

**Department Update:** O'Neill provided the Board with a tour of the Technical Services Department and shared an overview of her department's duties and recent projects, including adding Lucky Day book titles, which provide a browsing collection of popular authors for Library patrons, and participating in Baker and Taylor's Sustainable Shelves program, which allows the Library to exchange discarded books and donations for a credit on future orders.

**Other:** There was a discussion regarding the Board vacancy that will occur when Brindo resigns after completing her term as President in January 2023. The vacancy had been advertised, though Hutchison has not yet received any applicants. Drafted interview questions were distributed, to be discussed at December's meeting.

DeSan has added a line item in UAN to begin purchasing materials for the Library of Things before the end of the year. Items purchased will not be cataloged or circulated until 2023.

Barberton's annual Christmas Walk is Saturday, November 26, and Public Relations Associate Maggie Rose has been actively involved on the planning committee. The Library will be open until 8:00 p.m. for the event and will distribute and collect event passports and coloring contest sheets. Commemorative 2022 Christmas Walk badges will be available exclusively at BPL, and a variety of activities will be offered throughout the building.

The Reference Department will begin offering notary services in early 2023. Several staff members have attended training and completed the required background checks to provide the service.

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Reference and Customer Services have begun shifting materials on the first floor to better organize the collection, which should result in improved circulation. Audio books will be moved to the book ranges and will be located where mystery books currently are, followed by general fiction and then genres in alphabetical order. DVDs will be rearranged after the audio books have been moved. Staff also have plans to increase the number of front-facing displays, which will likely also help to increase circulation.

Hutchison informed the Board that the Library's leadership team is in the process of creating tasks and timelines for each goal and objective of the Strategic Plan. The Board requested that a monthly Strategic Plan update be included in the Director's Report beginning in January 2023 so that they remain informed of the progress.

Hutchison provided a brief update on the Main Street Barberton project.

Hutchison shared *Title Unknown*, a community project book created by Think Share Play, a nonprofit organization that aims to engage the local community by connecting people through shared experiences. Entries for the book were gathered at the Library during the 2021 Mum Festival, when community members were invited to write a segment of the book on slips of paper having only seen the slip that immediately preceded theirs. The group has also placed signs with QR codes in various locations, including the Library, as part of their Geo-Journal project, which encourages participants to contribute the collective experience of a particular space by sharing their thoughts, memories, and experiences there.

**FISCAL OFFICER'S REPORT**

DeSan reviewed the Library's 2023 health insurance options. Nist introduced herself to the Board and offered them the opportunity to ask any questions they had about the insurance renewals. Inquiries were made regarding vision insurance and the possibility of a fitness or wellness program that would result in rewards for employees to spend toward deductibles. Nist will investigate the cost associated with a benefits program for 2024 and gather quotes for vision insurance.

**RESOLUTION 30-2022** - Moved by Masich, seconded by Leskanic for the Library **to offer Anthem Dental Insurance** to those employees who are eligible to participate for the renewal term January 1, 2023 through December 31, 2023. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

**RESOLUTION 31-2022** - Moved by Masich, seconded by Leskanic, for the Library **to offer group health care plan Anthem Blue Access Option 52 with Rx Option 7 (Traditional Plan)** to those employees who are eligible to participate for the renewal term January 1, 2023 through December 31, 2023. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

**RESOLUTION 32-2022** - Moved by Miller, seconded by Masich, for the Library **to offer group health care plan Lumenos Health Savings Account Option 51 with Rx Option 9** to those employees who are eligible to participate for the renewal term January 1, 2023 through December 31, 2023. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

Nist left the meeting at 7:08 p.m.

The Public Library Fund tax distribution for the month of November 2022 for the Barberton Public Library was \$96,492.25.

DeSan reviewed the financial reports, bank reconciliations, reappropriations, and bills paid for the month of October 2022.

Moved by Masich, seconded by Miller, **to accept the financial report, bank reconciliations, reappropriations, and bills** paid for the month of October 2022. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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**RESOLUTION 33-2022** - Moved by Masich, seconded by Miller for the Library **to allow a 3% cost of living wage increase** beginning with the pay period that includes January 1, 2023 for all employees employed by the Library as of December 1, 2022, including those above their salary ranges. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Resolution adopted.

DeSan reviewed a draft of the 2023 Temporary Budget, to be approved at the December meeting.

Inquiries were made about bids for snow plowing services, whether a marketing plan has been implemented to support the proposed increase to the Library's advertising budget, and the reason behind the proposed increase to the furniture and equipment budget. Hutchison informed the Board that a marketing plan will be created as part of the Strategic Plan, and that there are plans to update furniture on the main floor and in the Quiet Study Rooms. DeSan will provide specifics on the plow service bids.

**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:** On November 8, Ohio voters approved 18 of 19 public library issues on local ballots throughout the state.

**Community Correspondence:** Hutchison shared a letter sent to Summit County libraries regarding the writer's opposition to materials and programs that they feel will indoctrinate children, which concluded with a statement that actions have consequences during levy campaigns.

Correspondence sent to the Library for each Trustee was distributed and briefly discussed.

**OLD BUSINESS**

None.

**NEW BUSINESS**

DeSan and his wife are expecting their first child in December, and there was a discussion regarding DeSan's plans for leave.

**Moved** by Masich, seconded by Leskanic, **to adjourn** the meeting at 7:39 p.m. Ayes: Doll, Leskanic, Masich, and Miller. Nays: None. Motion carried.

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Jennifer Doll, Vice President

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Holly Miller, Secretary