

Barberton Public Library
Regular Board of Trustees Meeting, December 15, 2022

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MEMBERS PRESENT

Caroline Brindo
Kenneth Cheatham
Jennifer Doll
C. Racyne Leskanic
Terri Masich
Heather McMullen
Holly Miller

ALSO PRESENT

Ann Hutchison, Director
Michael DeSan, Fiscal Officer
Melissa Futrell, Deputy Fiscal Officer

President Brindo called the meeting to order at 6:29 p.m.

Hutchison had no update from the Friends of the Library.

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

DIRECTOR'S REPORT

Circulation: November 2022 circulation was 25,153, up 14.7% from November 2021 and down slightly from October 2022. Year to date, circulation is 253,484, up 3.4% from 2021. eMedia circulation through Overdrive was 5,131 in November 2022, up 5% from November 2021. An additional 393 eMedia titles were borrowed through Hoopla in November 2022, up 50% from last November. Circulation of audiovisual materials was 7,551, up 35% from November 2021, and accounting for 30% of the month's total circulation.

In November 2022, 8,404 people visited the Library, up 18.7% from November 2021. Of those visitors, 70 received curbside service and 95 visited the Community Health Library. Staff issued 111 new patron cards, up 8.8% from November 2021, answered 2,062 reference questions, made 51 home deliveries, and distributed 183 Covid test kits. The Library's website was visited 2,662 times, and there were 1,055 computer-use sessions and 2,845 wireless sessions. In November, 595 items were added to the collection and 218 items were withdrawn.

Library staff processed 14 passport applications and took 11 passport photos in November 2022, grossing \$622.00. After postage, the Library's net income was \$532.50 for the month.

Programs & Publicity: Hutchison distributed the November 2022 publicity packet. In November 2022, 1,897 people attended 64 live programs and outreach events, either in person or virtually, showing an increase of 33.3% in the number of programs and 103.3% in attendance as compared to November 2021. An additional 639 people participated in or viewed 16 passive or recorded programs and outreach events in November, for a total of 1,258 participants at 80 events. Additionally, 217 people attended 53 non-Library programs or meetings in November 2022.

Upcoming programs of note include Noon Year's Eve on December 30, Mastering the Interview on January 4, Mouse and Keyboard Training on January 4, The Intersection of Medicaid, Estate Planning, and Probate on January 11, and Cottagecore on January 17.

Donations:

Douglas & Carla McBain - \$250.00, to be used for Children's or Teen services
Stephanie Mohler - \$100.00, in memory of Nancy Granville

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

Mission Moment: Hutchison shared the following from Barberton City School District special education teacher Jennifer Monroe regarding Children's Services Librarian Monica Haney: "Miss Monica comes to visit our self-contained special education classroom each month. It can be very challenging to present to this population as a whole

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group. Ms. Monica always comes prepared to provide a story time and craft that is engaging for all students. She is very patient and loving towards the students. Monica has been visiting our classroom for 3 years...and those have been 3 challenging years!!! She continued services via Zoom calls during the pandemic. She even sent over the monthly craft! The first time Miss Monica's face popped up on our big screen, the students were so excited to see her warm smile once again after being shut down suddenly the previous Spring. The students were even more excited to see Miss Monica return in person! Monica provides services to students that might not be able to make it into the library or participate in a typical story time. We appreciate her flexibility and efforts."

Department Update: None.

Other: Hutchison recommended that the 28-hour per week part-time Librarian position in the Reference Services Department be promoted to a 35-hour per week full-time position. This position focuses on Home Delivery Services and is occupied by Glennis Siegfried, who would transition to the full-time hours upon her return from leave in the first quarter of 2023. As outreach occupies a significant portion of the Library's strategic plan, allocating these additional hours will have a positive impact on the services offered, while also providing much needed assistance to the Reference Department in staffing their multiple service points and expanding programming.

RESOLUTION 34-2022 - Moved by Doll, seconded by Masich to **promote the existing part-time** (28 hour a week) **Librarian position in the Reference Services Department to full-time** (35 hours a week). This position is to be filled by current employee Glennis Siegfried upon her return from leave in 2023. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison presented the Board with a hiring recommendation for the vacant Librarian position in the Reference Department.

RESOLUTION 35-2022 - Moved by Doll, seconded by Masich to **hire Cathryn Humes** as a full-time Librarian in the Reference Services Department, regularly scheduled 35 hours per week at \$18.11 per hour, effective January 2, 2023. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

There was a discussion regarding the Trustee vacancy that will occur when Brindo resigns after completing her term as president in January 2023. The position has been advertised in the Barberton Herald and on the Library's social media platforms, though Hutchison has yet to receive any applications.

Hutchison and Public Relations Associate Maggie Rose will attend Barberton City School District's Benefest, which gives local organizations the opportunity to showcase their services to BCSD's staff, tomorrow at Barberton High School.

Hutchison has been invited to serve on the Board of the Barberton Community Foundation. Her appointment was approved by City Council at their December 13 meeting, and her three-year term begins January 19, 2023.

Hutchison shared that she continues to serve on the Board for Main Street Barberton, Inc. The group has completed their code of regulations and formed committees, and is planning their budget, which includes \$50,000.00 pledges from both the City of Barberton and the Barberton Community Foundation. Next steps for the group will include hiring a Director.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for the month of December 2022 for the Barberton Public Library was \$104,656.12.

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

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Brindo inquired why so little of the teen programming budget had been utilized to date, and about the relatively low attendance at teen programming as compared to children’s and adult programs. Hutchison responded that she is aware that this is an issue that needs to be addressed and hopes to see the low attendance numbers rectified in 2023.

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

DeSan informed the Board that the state minimum wage would increase to \$10.10 per hour effective January 1, 2023.

RESOLUTION 36-2022 - **Moved** by Masich, seconded by Doll **to increase the Page position’s minimum starting wage from \$9.30 to \$10.10 per hour**, effective January 1, 2023. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

DeSan presented the 2023 Temporary Budget.

RESOLUTION 37-2022 - **Moved** by Cheatham, seconded by Miller **to adopt the 2023 temporary estimated revenue and appropriation budget of \$3,028,000.00** as follows:

REVENUES			
	General Revenue Fund		
	General Property Tax / RE	600,000.00	671,000.00
	Homestead Rollback (PT Allocation)	71,000.00	
	Public Library Fund (PLF)		1,230,000.00
	Other Income		55,000.00
	Total Revenue		1,956,000.00
	Estimated Carryover of Unencumbered General Fund Balances		1,572,000.00
	TOTAL Revenue + Unencumbered Balance Carryover		3,528,000.00
	Less Inactive Funds		500,000.00
	Funds to be Appropriated in General Fund		3,028,000.00
EXPENDITURES			
100	Library Services		\$ 1,656,572.00
200	Support Services		380,245.00
760	Capital Outlay		970,500.00
910	Transfers		10,341.50
930	Contingencies		10,341.50
	Total General Fund Expenditures		\$ 3,028,000.00
	SPECIAL REVENUE FUNDS		
2801	Coronavirus Relief Fund - CBDG-CV		-
2802	Coronavirus Relief Fund - OPL Assistance		
	CAPITAL PROJECTS		
4001	Building & Equipment	-	
	Total All Expenditures		\$ 3,028,000.00

Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Finance and Audit Committee: No meeting held.

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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: Library Legislative Day is Wednesday, April 26, 2023 at the Ohio Statehouse Atrium. 2023 is a state budget year, when the General Assembly determines how much state funding libraries across Ohio will receive through the Public Library Fund, making it critical that library advocates' voices are heard by legislators. Hutchison plans to attend Legislative Day and would welcome any available Trustees to join her.

Community Correspondence: Hutchison shared a note from former Reference Services Librarian Mary Kay Ball, thanking the Trustees for the retirement gift and flowers they sent to her.

Hutchison shared a social media post from a community member praising the new lighting on the Library's Jeep Davis statue.

OLD BUSINESS

Hutchison informed the Board that Library's management team completed their work with tasks for the Strategic Plan and that she and Futrell will finalize the plan with task assignments and timelines, to be presented at the January meeting.

NEW BUSINESS

Hutchison informed the Board that the Library was invited to apply for and received a \$2,000.00 grant from the Barberton Community Foundation. The funds will be used to purchase a media transfer station, which Hutchison intends to be the start of a Maker Space.

RESOLUTION 38-2022 – Moved by Masich, seconded by Leskanic, **to apply for a \$2,000.00 grant from the Barberton Community Foundation**, to be used to purchase a media transfer station. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Hutchison provided the Board with information on a Penguin Random House grant for small and rural libraries. If awarded, the \$1,000.00 in-kind grant will be used in support of the circulating Library of Things collection.

RESOLUTION 39-2022 – Moved by Doll, seconded by Cheatham, **to apply for a \$1,000.00 in-kind Penguin Random House grant for small and rural libraries**, to be used for in support of a circulating Library of Things collection. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Resolution adopted.

Moved by Masich, seconded by McMullen, **to adjourn** the meeting at 7:02 p.m. Ayes: Cheatham, Doll, Leskanic, Masich, McMullen, and Miller. Nays: None. Motion carried.

Caroline Brindo, President

Holly Miller, Secretary