

Barberton Public Library
Regular Board of Trustees Meeting, March 28, 2024

MEMBERS PRESENT

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

ALSO PRESENT

Ann Hutchison, Director
Melissa Futrell, Deputy Fiscal Officer
Alison Huey, Children's Services Manager
Joshua Brickner, prospective Fiscal Officer

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

Hutchison reported that the Friends of the Library canceled their March 2024 meeting. The book drop that the FOL purchased for donations has arrived and is in the Library's lobby.

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

DIRECTOR'S REPORT

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

Programs & Publicity: Hutchison distributed the February 2024 publicity packet, noting that teen programming attendance was up 138.8% over January and up 196.8% year to date.

Donations:

Mary Kay Ball: \$50.00, in memory of Elizabeth Wilson
Jean & Donald Bennett: \$100.00, in memory of Debbie Bennett
Friends of the Barberton Public Library: \$50.00, in memory of Pat Baliga; \$50.00, in memory of Carol Rafferty;
\$50.00, in memory of Elizabeth Wilson
Julius Klusty, Jr.: 500 books
Ronald Martin: Photos, Magic City Kiwanis

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

Community Involvement: Hutchison provided a list of community boards, organizations, and groups with which she is involved, noting that she was invited to serve on the boards of Main Street Barberton and the Barberton Community Foundation as both a leader in the community, a resident, and parent. Hutchison joined the Barberton Kiwanis and Rotary Clubs because former Library Director Julianne Bedel was a member of both and would likely continue her involvement regardless of whether she was employed at the Library because of her passion for the community.

Strategic Plan: Hutchison shared a progress report with the Board, noting that staff have not yet had the opportunity to investigate the utilization of project management software for the Strategic Plan.

There was a discussion regarding the need for the Library to develop an RC2, as well as a continuity of operations plan.

Other: The Library will celebrate its 121st anniversary on Friday, April 5. Founders' Day activities will include the dedication of the O.C. Barber Board Room, along with refreshments and a selection of historical memorabilia that will be on display.

Hutchison distributed invitations to the Trustees for the Library's Volunteer Appreciation Tea, to be held on Wednesday, April 24, 2024.

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Regular Board of Trustees Meeting, March 28, 2024**

National Library week is April 23 - 29, 2024. As part of the promotion, BPL will hold a food drive to benefit Barberton Area Community Ministries in April. Patrons will have the opportunity to donate non-perishable items in exchange for forgiveness of lost or damaged materials up to \$20.00, or a tote bag with Library-branded accessories.

Staff are tentatively planning for a soft launch of the Library of Things collection on June 1, 2024.

There was a discussion regarding performance evaluations and training in anticipation of the merit raises that will be put into effect on July 1, 2024. Hutchison has tentatively planned the training for early May.

Moved by Doll, seconded by Masich, **to move to executive session** to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official at 7:04 p.m. Roll call: Cheatham, aye; Doll, aye; Leonard, aye; Leskanic, aye; Masich aye; McMullen, aye; Miller, aye. Brickner, Futrell, and Huey left the meeting. Hutchison left the meeting at 7:15 p.m. The meeting returned to regular session and Brickner, Futrell, Huey and Hutchison returned at 7:40 p.m.

Huey presented the Bard with the top four staff-generated programming ideas for each of the following age groups: preschool, school-age, tween, teen, adult, and senior, as selected by herself and Reference Services Manager Gretchen Quinn. Futrell will follow up with the Trustees to select their two favorite programs for each age group.

FISCAL OFFICER'S REPORT

The Public Library Fund tax distribution for March 2024 for the Barberton Public Library was \$86,448.63.

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

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

Futrell reviewed the Barberton Public Library Now & Forever Fund Statement from the Barberton Community Foundation, noting that \$461.00 could be distributed in 2024.

RESOLUTION 9-2024 **Moved** by Doll seconded by Leskanic, **to disburse the available funds from the Barberton Public Library Now and Forever Fund** held by the Barberton Community Foundation. Ayes: Cheatham, Doll, Leonard, Leskanic, and Miller. Nays: None. Resolution adopted.

COMMITTEE REPORTS

Building and Equipment Committee: No meeting held.

Finance and Audit Committee: No meeting held.

Personnel Committee: A meeting was held on 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 will present a webinar to help attendees prepare for Legislative Day on April 14.

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Regular Board of Trustees Meeting, March 28, 2024

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.

Community Correspondence: None

OLD BUSINESS

A personnel committee meeting was scheduled for 5:30 p.m. on Thursday, April 25, 2024 to discuss the Employee Handbook and Operations Manual. A building committee meeting will follow, to discuss the first-floor renovation project.

NEW BUSINESS

Masich's term as a Trustee will expire on June 30, 2024. A resolution requesting that the Barberton Board of Education reappoint her will be required at an upcoming meeting if she wishes to serve another term.

After discussion, it was decided the Library will be closed for one hour on April 8, 2024 so that the staff who are working that day may enjoy the total solar eclipse.

The Board requested that they be provided with drafts of staff welcome and appreciation letters at the April meeting.

Miller requested an update regarding an RC2 at the April meeting.

Moved by Masich, seconded by Leskanic, **to adjourn** the meeting at 8:13 p.m. Ayes: Cheatham, Doll, Leonard, Leskanic, Masich, and Miller. Nays: None. Motion carried.

Heather McMullen, President

Kenneth Cheatham, Secretary