

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
JULY 29, 2021
NORTHWEST AKRON BRANCH

President Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:04 pm in the Community Room of the Northwest Akron Branch Library. The following members of the Board answered the roll call: James Casey, Jill Darlington, Angela Neeley, William Rich, and Bernie Rochford. John Frola and Ray Weber were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Cheryl Engel, Pat Manning, Ryan McCoy, Heather Otto, Pam Plumley, Peter Schantz, Val Sherman, Melissa Peebles, and Barb White. There were two guests.

Mr. Casey moved, seconded by Ms. Neeley, to adopt the Agenda. The motion was adopted without dissent. 21-69
AGENDA

Mr. Casey moved, seconded by Mrs. Darlington, to adopt the minutes of the June 24, 2021 regular Board meeting. The motion was adopted without dissent. 21-70
JUNE REGULAR
BOARD MINUTES

Mr. Rochford thanked the Northwest Akron Branch staff for hosting the second in-person Board meeting since the pandemic started. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for June 2021. The June PLF distribution was considerably higher (35%) than June 2019. The additional amount is partly attributable to the delayed personal income tax filings from April to May that were in the June distribution.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the financial report for June 2021. The motion was adopted without dissent. 21-71
JUNE 2021
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list for June. The Library received \$629.50 in monetary donations and approximately two pages of other donations.

Mr. Casey moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 21-72
DONATIONS/
GIFTS

Ms. Scarpitti presented the investment report for June 2021. She stated that the interest in May was \$722.38.

[The investment report is appended to the minutes.]

Mr. Casey administered the oath of office to Mr. Rich, whose term on the Board was renewed by County Council. OATH OF OFFICE

Ms. Hickson-Stevenson introduced Ms. Heather Otto, the new Human Resources Director. She stated that Ms. Otto had been the Senior Vice President of Human Resources and Compliance at Coleman Professional Association and that Ms. Otto and Ms. Percy had been able to meet and work together for a few days prior to Ms. Percy's retirement. Ms. Otto presented the personnel report for July 2021 and stated that there were no changes since the report was sent to the Board.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Butera, Emma	Student Assistant	08/14/2021	Richfield
Porter, Megan	Student Assistant	08/17/2021	Richfield
VonStein, Lindsey	Public Service Assistant II	08/07/2021	Kenmore
Ward, Benjamin	Student Assistant	07/02/2021	Springfield-Lakemore
Winer, Mary	Student Assistant	07/28/2021	BG&S

SELECTIONS:

Difrancesco, Michael	Off-Duty APD Officer	07/01/2021	Security
Elliott, Michael	Substitute PSA I	07/13/2021	Public Services
Metz, Faith	PSA II Part-Time	07/01/2021	BG&S
Otto, Heather	Human Resources Director	07/26/2021	Human Resources
Rizal, Tamanna	Student Assistant	06/28/2021	North Hill
Ruggeri, Sal	Accountant/Payroll Supervisor	07/26/2021	Business Office
Sandor, Jack	Student Assistant	06/21/2021	Goodyear
Stimpson, Gabriella	Student Assistant	06/28/2021	Northwest Akron
Walker, Ricky	Security Officer	07/26/2021	Security

PROMOTIONS:

Burton, Chris	PSA II Full-Time Technology Trainer	07/05/2021	Electronic Services Electronic Services
Dolezal, Madeleine	Substitute PSA I PSA II Part-Time	07/12/2021	Public Services BG&S
Mortimer, Jack	Substitute PSA I PSA II Full-Time	07/06/2021	Public Services Firestone Park
Riddle, Sarah	Student Assistant PSA II Part-Time	07/06/2021	Firestone Park BG&S

CHANGE OF CLASSIFICATION (STATUS):

Adams, Taylor	PSA II Job-Share PSA II Full-time	08/02/2021	Maple Valley
Eesley, Margaret	PSA II Full-Time PSA II Job-Share	07/19/2021	North Hill
Krukemeyer, Abigail	PSA II Job-Share PSA II Full-Time	08/02/2021	Maple Valley
Parks, Jacqueline	FT Clerical Assistant FT Magazine Technical Services Asst.	07/19/2021	Magazines & Newspapers

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Ramey, Greta	PSA II Part-Time PSA II Full-Time	07/05/2021	BG&S Firestone Park

Sample, Julianne	PSA II Job-Share PSA II Full-Time	07/19/2021	North Hill
Vaughn, Pamela	Intermittent FMLA Security Guard	06/29/2021	Security

NUMBER OF STAFF MEMBERS

	06.16.09	06.09.10	07.15.19	07.22.20	07.15.21
Full-Time Staff:	291	270	274	238	249
80 Hrs. Exempt					43
75 Hrs. Non-Exempt					206
Part-time/Job-Share Staff:	68	54	46	38	39
Student Assistants:	86	73	78	66	48
Total number of Staff:	445	397	398	342	336
Full-Time Equivalents	339	307	308	269	274

NOTE: These numbers cannot be compared from month to month for the following reason: the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately prior to or after the date the personnel action is effective.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the July Personnel Report. The motion was adopted without dissent. 21-73
PERSONNEL
REPORT

Ms. Hickson-Stevenson commented on aspects of the 11th Strategic Plan Update that was included in her written report. Progress and projects that she highlighted included the installation of new door counters; plans for training around the new Customer Service Behavioral Guidelines; the bookmobile’s weekly presence at the Saturday Countryside Farmer’s Market at Howe Meadow; many developments in the Collections, Programs and Services priority area; and the addition of Savannah by OrangeBoy, a more robust option for marketing strategies than PatronPoint, the original choice of software for marketing. She also noted that the Administrative Team will be meeting in November to develop a work plan for 2022. The strategies and actions listed in the Library’s strategic plan were supposed to be completed already but the pandemic affected that and continues to do so. EXECUTIVE
DIRECTOR’S
REPORT

STRATEGIC PLAN
UPDATE

Ms. Hickson-Stevenson next reported that the Library will be applying for an American Recovery Plan Act (ARPA) Outreach Grant, which is being administered by the State Library of Ohio. METRO RTA has agreed to partner with the Library on this endeavor. The grant proposal features placement of a digital download kiosk, a Library-materials “vending” machine,” and a materials return box in the downtown Akron METRO RTA Transit Center. If the grant is awarded, RTA riders who pass through the center will have access to digital and physical Library resources, charging cables, and apps available on the kiosk. This grant does not require a local match; she stated her belief that competition for these grant dollars will be high. Grant recipients will be announced in mid-September. ARPA GRANT
APPLICATION

***REPORT OF PERSONNEL COMMITTEE MEETING
VIRTUAL MEETING
July 29, 2021***

PERSONNEL
COMMITTEE
MEETING

On Thursday, July 29, 2021, the Personnel Committee of the Akron-Summit County Public Library met in the Community Room at the Northwest Akron Branch

Library. The meeting was called to order at 3:20 pm by Committee Chair Angela Neeley. Also in attendance were Committee members William Rich, Bernie Rochford, and Library Trustee James Casey.

Mr. Rich moved, seconded by Mr. Rochford, to adopt the agenda, and all committee members voted aye.

At 3:22 pm, Mr. Rich moved, seconded by Mr. Rochford, to enter executive session to consider the compensation of a public employee. The roll call vote followed. Mr. Rich, Mr. Rochford, and Ms. Neeley all voted aye.

At 3:56 pm, the Personnel Committee executive session ended.

Mr. Rich moved that the committee recommend to the full Board approval of salary increases for the Executive Director and the Fiscal Officer matching the increases awarded to Library staff, which would feature a 1% increase retroactive to the first pay date of January 2021 and a 1.5% increase retroactive to the first pay date of June 2021. All committee members voted aye.

This comes as a recommendation to the Board.

With the Committee's recommendation to approve salary increases for the Executive Director and the Fiscal Officer matching the increases awarded to Library staff, featuring a 1% increase retroactive to the first pay date of January 2021 and a 1.5% increase retroactive to the first pay date of June 2021, before the Board, Mr. Rochford called for the vote. The recommendation was adopted without dissent.

21-74
SALARY
INCREASES FOR
EXEC. DIRECTOR
& FISCAL OFFICER

Ms. Neeley adjourned the meeting at 4:00 pm.

Angela Neeley
Committee Chair

Ms. Hickson-Stevenson requested that the Board vote to support the ARPA grant request. Mr. Rich moved, seconded by Mr. Casey, to support the grant request. The motion was adopted without dissent.

21-75
BOARD SUPPORT
ARPA GRANT
REQUEST

Mr. Rochford stated there was no public participation at this time.

PUBLIC
PARTICIPATION

There being no further business, Mr. Rochford adjourned the meeting at 4:41 pm.

ADJOURNMENT

President

Secretary