

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 AUGUST 26, 2021
 ODOM BOULEVARD BRANCH

President Bernard Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library in the Community Room of Odom Boulevard Branch to order at 4:00 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, William Rich, Bernard Rochford and Ray Weber. Angela Neeley arrived at 4:22pm. John Frola was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Theresa Boware, Carrie Burrier, Andrea Cowger, Carla Davis, Cheryl Engel, Ryan McCoy, Brett Neff, Heather Otto, Pam Plumley, Peter Schantz, Val Sherman,

Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda. The motion was adopted without dissent. 21-76
 AGENDA

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the July 29, 2021 regular Board meeting as amended. The motion was adopted without dissent. 21-77
 JULY REGULAR
 BOARD MINUTES

Mr. Rochford thanked Theresa Boware and the staff of the Odom Boulevard Branch staff for hosting the meeting. He stated that it was nice to get out to see the good the branches are doing. PRESIDENT'S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for July 2021. The Library received the first two advances on the second half real estate. The State issued the upcoming year's PLF at \$280,000 less than was incorporated in the Library's 2021 budget. This was due to the states slight reduction in taxes.

Mr. Rich moved, seconded by Mr. Weber, to accept the financial report for July 2021. The motion was adopted without dissent. 21-78
 JULY
 FINANCIAL
 REPORT

Ms. Scarpitti presented the donor/gift list for July. The Library received \$327.58 in monetary donations and approximately one and a half pages of other donations. 21-79
 DONATIONS/
 GIFTS

Mr. Rich moved, seconded by Mr. Casey, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.

Ms. Scarpitti presented the investment report for July 2021. She stated that there were no changes in investments, but a new account had been set up for specific agendas, such as Auto Pay and electronic payment of insurance. The interest earned in July was \$695.85, with 88% on the total going to the General Fund.

[The investment report is appended to the minutes.]

Ms. Otto presented the personnel report for August 2021 and stated that there were no changes since the report was sent to the Board.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report –August 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bard, Dennis	APD-Security	05/28/2021	Security
Bretzin, Jacob	Student Assistant	08/10/2021	BG&S
Deisler, Sarah	Asst. Youth Services Coordinator	08/27/2021	Youth Services Office
Eesley, Maggie	Public Service Assistant II J-S	08/31/2021	North Hill
Girard, Elaine	Human Resources Assistant	09/30/2021	Human Resources
Karson, Emily	Student Assistant	08/13/2021	Kenmore
McGee, Ryan	APD-Security	09/11/2021	Security
Miraglia, Lindsay	Technical Services Assistant	08/13/2021	Technical Services
Mull, Diane	Student Assistant	08/12/2021	Maple Valley
Quarterman, Prue	Student Assistant	08/11/2021	Kenmore
Rizal, Tamanna	Student Assistant	08/13/2021	North Hill
Schall, Emily	Public Service Assistant II F-T	08/21/2021	Portage Lakes
Stimpson, Gabriella	Student Assistant	08/20/2021	Northwest Akron
Vansickle, Sam	Student Assistant	08/13/2021	Green

SELECTIONS:

Gaj, Natasha	Public Service Assistant II J-S	08/30/2021	Firestone Park
Hoaglin, Sydney	Student Assistant	08/30/2021	Springfield-Lakemore
Mendpara, Kishan	Student Assistant	08/30/2021	Richfield
Moore, Christopher	Public Service Assistant II P-T	08/16/2021	Mogadore
Price, Eleanor	Student Assistant	08/30/2021	Richfield

PROMOTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brewer, Wyatt	Substitute Public Service Assistant I Public Service Assistant II F-T	08/16/2021	Public Services Electronic Svcs/Tech Zone
Leslie, Elise	Student Assistant Public Service Assistant II F-T	08/30/2021	Fairlawn-Bath Mobile Services
Moore, Chris	Student Assistant Public Service Assistant II F-T	08/16/2021	Maple Valley Mogadore

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chaplin, Kelly	Intermediate/Teen Librarian Teen Librarian	08/23/2021	Northwest Akron Children’s Library & Teen
Yontz, Carley	Public Service Assistant II P-T Public Service Assistant II F-T	08/16/2021	Northwest Akron Electronic Svcs/Tech Zone

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>08.16.19</u>	<u>08.23.20</u>	<u>08.13.21</u>
Full-Time Staff:	291	270	271	258	254
80 Hrs. Exempt					45
75 Hrs. Non-Exempt					209
Part-time/Job-Share Staff:	68	54	49	41	37
Student Assistants:	86	73	76	61	46
Total number of Staff:	445	397	396	360	337
Full-Time Equivalent	339	307	307	288	277

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 Mr. Weber, to adopt the August Personnel Report with amendment. The motion was adopted without dissent.

21-80
PERSONNEL
REPORT

Ms. Hickson-Stevenson introduced the Odom Boulevard Branch Manager, Theresa Boware. Ms. Boware spoke of how, with the generous support from the Huntington-Akron Foundation, the Akron Art Library expanded from ASCPL Main Library to the Odom Boulevard Branch Library with 10 new artworks available to check-out from the branch location this December.

EXECUTIVE
DIRECTOR’S
REPORT

She invited all to the Akron Art Museum and Akron-Summit County Public Library for an Akron Art Library Launch Party at the Odom Boulevard Branch Library on December 9 from 6-8 pm, free and open to all. Browse the newest Akron Art Library acquisitions, meet the artists and try your hand at some of their art making techniques.

Ms. Hickson-Stevenson then gave a Facilities update. She stated she has had two meetings with Mr. Schantz and had given the problems discussed in her report to the Board. She added one new item to the list, saying the movie screen in the auditorium was ripping at the top. Mr. Schantz said the manufacturer suggested repairing it with packing tape for the time being.

There were a brief discussion of the ongoing battle regarding digital publishing and an article about it entitled *Sell This Book!* Mr. Rochford commented we need an *Unsell This Book* article.

***REPORT OF PERSONNEL COMMITTEE MEETING
August 18, 2021***

On Thursday, August 18, 2021, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 3:32 pm by Committee Chair Angela Neeley. Also in attendance were Committee members William Rich and Ray Weber. Library staff members Pam Hickson-Stevenson and Heather Otto attended as well.

Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda. The motion was adopted without dissent.

Ms. Hickson-Stevenson and Ms. Otto discussed their recommendation that the Committee recommend to the Board amending the Sunday Hours Policy to include the following provision: employees hired, promoted, demoted, or transferred to fill public service positions at any Branch library after October 1, 2021 (excluding Mobile Services Bookmobile Drivers) must work Sunday hours as part of their regular work week. It is important for Library practices to reflect that Sunday hours have been in place for decades and to include Sunday hours as part of the schedule that public service employees work. After some discussion, Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the amendments to the Sunday Hours policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Rochford asked if there was any discussion regarding the Sunday work hours. Hearing none, the change order was approved without dissent.

21-81
SUNDAY WORK
HOURS

Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation that the Committee recommend to the Board that the four part-time Public Service Assistant I employees (working in Circulation and providing public service) be reclassified as Public Service Assistant II employees. The reason for this recommendation is that the work of the part-time PSA I employees has evolved to include duties typically performed by those in the PSA II role. Mr. Weber moved to recommend to the Board adoption of the reclassification from Public Service Assistant I to Public Service Assistant II for the four part-time employees currently in that position. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Rochford asked if there was any discussion regarding the reclassification of four PSA-I to PSA-II. Hearing none, the change order was approved without dissent.

21-82
RECLASSIFICATION
OF FOUR PSA-I'S

Ms. Hickson-Stevenson updated the Committee members on the McDowell Scholarship. Five Library employees have applied for the scholarship. The Executive Assistant is working on scheduling interviews. The panel of interviewers will consist of Board President Bernard Rochford; Board Vice President Angela Neeley; Human Resources Director Heather Otto; Deputy Director Barb White; and Executive Director Pam Hickson-Stevenson.

Ms. Neeley suggested that the evaluation process used for the Fiscal Officer and the Executive Director be changed so that the evaluation forms are shared electronically with both the trustee and manager reviewers. She stated the reviewers should continue to be able to complete the forms anonymously. She suggested sending quarterly surveys to familiarize the managers with using anonymous electronic forms. Mr. Rich and Mr. Weber supported the idea of transitioning to an electronic process. Additional discussion centered on what the

Board should evaluate; the sequencing of the process, i.e. managers act first so that the Board would see those comments before doing their evaluations; objective measures; and goal setting as a tool to assist with evaluation. Ms. Hickson-Stevenson and Ms. Otto will locate and provide examples of evaluation tools used by other public libraries for the two positions that report to the Board. Work on this project will continue at the next Committee meeting.

Ms. Neeley adjourned the meeting at 4:26 pm.

Pam Hickson-Stevenson, Executive Director

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

PUBLIC
PARTICIPATION

Mr. Rochford thanked Ms. Neeley and the Metro RTA for the experience to learn more about them. He also thanked the Admin Staff for the banners that were created in the Tech Zone.

FOR THE GOOD OF
THE ORDER

There being no further business, Mr. Rochford adjourned the regular meeting at 4:30 pm.

ADJOURNMENT

President

Secretary