

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 OCTOBER 27, 2022

President Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:00 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Mr. Frola was absent. Joseph Ferrise arrived at 4:33 pm. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engel, Stephanie Jolliff, Ryan McCoy, Brett Neff, Heather Otto, Pam Plumley, Peter Schantz, and Barb White.

Mr. Rochford stated the new Trustee, Joseph Ferrise is in court every other Thursday until 4:30 pm usually and the Board could discuss changing the day or time of Board Meetings. ALTER MEETING TIME

Mr. Casey moved, seconded by Mr. Rich, to adjust Item 3 of the October 27, 2022 agenda to correspond with Mr. Ferrise's arrival. The motion was adopted without dissent. 22-98 AGENDA

Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the September 29, 2022 regular Board Meeting. The motion was adopted without dissent. 22-99 SEPTEMBER BOARD MINUTES

Mr. Rochford thanked the Northwest Akron Branch for the invitation to participate in the Branch Fall Fest and StoryWalk. Both he and his wife enjoyed passing out candy at the StoryWalk. He reminded the Board that a Board Secretary is needed as well as members to serve on the Nominating Committee. He asked interested trustees to let him know. PRESIDENT'S REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2022. The Library received the second half dollars from the real estate levy and the homestead and rollback settlements. Expenses for September included a payment of \$108,265 for the fees associated with the second half real estate levy collections and the tax sharing agreement with the Peninsula Library and Historical Society. She pointed out a typo on page 5 of the report. On line 3560 (Rent/Lease-Equipment) the budget was entered as \$96,000, but it should have been \$95,000. SEPTEMBER 2022 FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for September 2022. The motion was adopted without dissent. 22-100 ADOPTION OF FINANCIAL REPORT

Ms. Scarpitti presented the donor/gift list for October 2022. The Library received \$16,100 in monetary donations and approximately one and a quarter pages of other donations. She explained the \$16,000 credited to Fund 202 will be used for the 2023 Jazz Concert Series. With the increased donation, the series will be expanded to additional concerts. DONOR/ GIFT LIST

Mr. Rich moved, seconded by Ms. Neeley, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 22-101
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for September 2022. The interest totaled \$34,993.06 with approximately 82% credited to the General Fund. There were no changes to the investments in September. SEPTEMBER
INVESTMENT
REPORT

[The investment reports are appended to the minutes]

Ms. Scarpitti next asked the Board to adopt the annual Resolution Accepting the Amounts and Rates for the fiscal year commencing January 1, 2023.

Mr. Rich moved, seconded by Mr. Casey, to adopt the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Fiscal Officer for 2023. The motion was adopted without dissent. 22-102
ADOPTION OF
RESOLUTION
ON AMOUNTS & RATES

Ms. Scarpitti requested approval of a budget adjustment in Fund 101 to reduce Line Item 7260 by \$10,666 and increase Line Item 3760 by \$10,666 to cover county fees charged for tax collections in excess of the budgeted amount. BUDGET
ADJUSTMENTS

Mr. Rich moved, seconded by Ms. Neeley, that, in Fund 101, Line Item 7260 be reduced by \$10,666 and the same amount be added to Line Item 3760. The motion was adopted without dissent. 22-103
FUND 101 BUDGET
ADJUSTMENT TO
APPROPRIATIONS

Ms. Scarpitti requested approval of a budget adjustment to increase appropriations in Fund 401-Building and Repair Fund. She reported the Library has had a number of mechanical equipment failures this year and has exceeded the amount the Board has authorized out of this fund due to failures. She requested an increase of \$600,000 to the appropriations. The total of this fund was \$2.1 million dollars at the beginning of the year.

Mr. Rich moved, seconded by Ms. Neeley, that appropriations for Fund 401 be increased by \$600,000. The motion was adopted without dissent. 22-104
FUND 401 BUDGET
ADJUSTMENT TO
APPROPRIATIONS

Ms. Scarpitti requested approval of a budget adjustment for the interfund transfer of cash from Fund 101 – General Fund to Fund 401 – Building & Repair Fund and to Fund 402 – Vehicle Replacement Fund.

Mr. Rich moved, seconded by Mr. Casey, to approve the interfund transfer of cash in the amount of \$4,214,050 from the 101 fund to Fund 401 – Building & Repair Fund and the interfund transfer of cash in the amount of \$100,000 from Fund 101 to Fund 402 - Vehicle Replacement Fund. The motion was adopted without dissent. 22-105
CASH TRANSFER
BUDGET
ADJUSTMENTS

Ms. Otto, Human Resources Director, presented the personnel report for October 2022. She stated that it was correct, but there were the recent additions of Cheryl Eckman’s retirement and Claire Wilson’s hire. PERSONNEL
REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – October 2022

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Blake, Ashton	TechZone Assistant	10/14/2022	Electronic Services
Hooper, Katelyn	Student Assistant	10/08/2022	Norton
Romig, Josh	Librarian (Intermediate/Teen)	10/07/2022	Firestone Park

SELECTIONS:

Alleman, Michelle	Deputy Director	11/14/2022	Administration
Brown, Curt	TechZone Assistant	10/24/2022	Electronic Services
Butler, Jalyn	Student Assistant	11/07/2022	Culture & AV
Carpenter, Olivia	Student Assistant	10/10/2022	Norton
Elkalifa, Nadia	Sub Public Service Assistant	10/10/2022	PSO
Tomaro, Michael	Security Officer	10/24/2022	Security
Wallace, Alicia	Student Assistant	10/10/2022	Children's & Teen
White, Tommie	Student Assistant	10/24/2022	Culture & AV
Wilson, Claire	TechZone Assistant	10/10/2022	Electronic Services
Yovanovich, Kendal	Student Assistant	10/24/2022	Portage Lakes

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

Carmen, Ray	Public Service Assistant II	10/31/2022	Ellet
	Public Service Assistant II		Highland Square
Walsh, Anne	Public Service Assistant II JS	10/10/2022	North Hill
	Public Service Assistant II FT		

RETIREMENTS:

Eckman, Cheryl	Accounting Assistant	12/31/2022	Business Office
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Cheryl Eckman

06/29/17 - Present - Accounting Assistant - Business Office

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>10.15.19</u>	<u>10.15.20</u>	<u>10.15.21</u>	<u>10.19.22</u>
Full-Time Staff:	291	270	275	254	252	248
80 Hrs. Exempt:	--	--	--	44	43	42
75 Hrs. Non-Exempt:	--	--	--	210	209	206
Part-time/Job-Share Staff:	68	54	45	44	40	45
Student Assistants:	86	73	76	56	38	54
Total Number of Staff:	445	397	396	354	330	347
Full-Time Equivalents:	339	307	308	284	274	278

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. Casey, to adopt the personnel report. The motion was adopted without dissent.

22-106
PERSONNEL
REPORT

Mr. Rochford expressed his thanks to retiring Deputy Director Barb White for her years of hard work at the Library. His daughter knew Barb at the Highland Square Branch while in high school and appreciated all of the conversations and help Barb gave her.

Ms. Hickson-Stevenson presented an overview of the quarterly strategic plan update she included in her written report. Work on the compensation and classification study continues with the consultants from Organizational Architecture. The ADP implementation and rollout generally has gone well. Marketing has been busy several different campaigns and the production of many materials. She noted that fund development was featured in the last issue of Insight. Work has begun on planning for the Library's sesquicentennial celebration. IT has been busy with Microsoft 365 and One Drive training. Facilities has been busy bringing services such as custodial, snow removal and landscaping up to higher standards. There also was progress in the areas of safety and security. The Collection Development staff, in partnership with Special Collections, Culture & AV and Technical Services have launched a new Local Collection, which will feature the work of local authors and musicians. The Accessibility Library, in collaboration with ArtsNow and Summit DD, will launch before the end of the year. This collection of items will assist arts and culture organizations to make performances and other kinds of activities more accessible to people who have disabilities that would make it difficult for them to enjoy. Mind, Body, and Sole, the Library's summer reading program, was successful and saw higher participation than in the previous two years.

EXECUTIVE
DIRECTOR'S
REPORT

QUARTERLY
STRATEGIC PLAN
UPDATE

Ms. Hickson-Stevenson also wanted to acknowledge Barb White's 31 years of service. She commented that Ms. White played an integral part in moving the Library forward.

Ms. Neeley read the Personnel Committee meeting report.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF PERSONNEL COMMITTEE MEETING
OCTOBER 24, 2022**

PERSONNEL
COMMITTEE
REPORT

On Monday, October 24, 2022, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Angela Neeley called the meeting to order at 8:08 am. Also in attendance were Committee members Bernie Rochford and Ray Weber. Library staff members Pam Hickson-Stevenson, Heather Otto, and Barb White attended as well.

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

Ms. Hickson-Stevenson and Ms. Otto shared information regarding the recommendation to add a new position in the IT department. Because most Library employees regularly use technology throughout their day, and the rollout of Office 365 through the Library system has increased the types of applications used and

the support needed, Administration is recommending the creation of a position titled Systems Support Administrator. Ms. Otto explained that while this is a new position, it is not increasing the number of IT employees. The recently vacated System Support Technician role was not filled, and this position would replace the filling of that position. The position is set at Grade 17, equivalent with the other two Administrator-level positions in IT. Responsibilities of the position will include the following:

- *Providing Office 365 support and specific support for associated programs, including Teams, OneDrive, and OneNote.*
- *Providing backup to the Server Administrator.*
- *In collaboration with the IT Director, overseeing the work of System Support Technicians and System Support Specialists and functioning as the next-level escalation tier for help desk support. With this responsibility for helping to triage help desk issues, the IT Director can place more focus on higher-level duties and strategic plan initiatives. The IT Director remains the supervisor of the System Support Technicians and System Support Specialists. This new role is limited in that it provides only daily guidance for Technicians and Specialists who need guidance on help desk requests. The IT Director will continue to be involved in escalated matters.*

Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board of Trustees establishing the Systems Support Administrator position and accepting the job description. The motion passed without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to accept the creation of Systems Support Administrator position was adopted without dissent.

22-107
SYSTEMS
SUPPORT
ADMINISTRATOR

Ms. Hickson-Stevenson and Ms. Otto next shared information regarding revisions to three personnel policies. The first policy discussed was 1.7 Disability Accommodation. Ms. Otto explained that the recommendation to amend the policy was based on a need for clarity and to address the Library's stance on medical marijuana. Recommended changes are related to these topics:

- *Compliance with the Equal Employment Opportunity Commission*
- *Changing the use of "employee" to "individual" when the person requesting the accommodation may not be a Library employee (e.g., an applicant for employment)*
- *Adding a definition of disability*
- *Notification practices*
- *Worker safety*
- *Inclusion of a statement that the person requesting the accommodation will not be made for any individual (e.g., an applicant for employment): "The Library will not accommodate an individual's use of medical marijuana as part of an approved treatment for any qualifying conditions as defined by Section 3796.01 of the Ohio Revised Code."*

Committee members discussed use of medical marijuana and whether or not to include the definition of disability. It was concluded that the definition was helpful and that labeling it as a definition would add clarity to the policy.

Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Disability Accommodation Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

After discussion by the Board, Mr. Rich moved to postpone further consideration of the amended Disability Accommodation Policy to the December Board Meeting.

DISABILITY ACCOMMODATION POLICY

Ms. Otto next reviewed the recommended changes to policy 2.22 Substance and Alcohol Abuse. Recommended changes broadly reflect updates for clarity, additional scenarios, the Library's stance on medical marijuana, and reporting requirements concerning drivers of Library vehicles. The changes are related to the following topics:

- *Expectation that employees report to work fit for duty and free of any adverse effects of illegal drugs or alcohol*
- *Expansion of the definition of "on duty" to include situations when an employee is "representing the Library"*
- *Addition of the words "purchase" and "drug paraphernalia" to the section regarding prohibition about "unauthorized use"*
- *Consent for "responsible drinking" at "events in which an employee is representing the Library"*
- *Addition of a statement that mirrors Summit County's Codified Ordinance 169.28 about the use of medical marijuana by an employee*
- *Update to reflect the Library's insurance policy reporting requirements*
- *Addition of information to post-accident instructions and to testing instructions*
- *Update to the notification section*
- *Clarification of employees using and possessing lawful and medically appropriate substances*

Committee members discussed medical marijuana, employees drinking responsibly, inclusion of substances such as alcohol and heroin in required testing, and notification requirements. Because the Substance and Alcohol Abuse Policy is complex, Committee members agreed to continue their review of this policy and revisit the changes at their next meeting.

The final policy with recommended changes that Ms. Otto presented was 2.23 Driver Eligibility Standards. The changes reflect requirements that are part of the Library's insurance policy related to drivers of Library vehicles:

- *A statement was added that drivers "should be at least 21 years of age" and that "those under 21 years of age must be approved by the Library's vehicle insurance vendor."*
- *A statement was added that employees "must inform the Human Resources Department of violations described in Section 2.22, Substance and Alcohol Abuse" to ensure employees are referred to the related content.*

Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Driver Eligibility Standards Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

22-108
DRIVER
ELIGIBILITY
STANDARDS

With no questions or discussion, the Committee's recommendation to accept the Driver Eligibility Standards Policy was adopted without dissent.

Having reached the end of the agenda, Ms. Neeley adjourned the meeting at 8:54 am.

Pam Hickson-Stevenson, Executive Director

OATH OF OFFICE

Mr. Casey administered the oath of office to new Board Member Joseph Ferrise, who then signed the oath and was welcomed by the Board. Mr. Ferrise gave a little background, saying that he grew up and attended school in Cuyahoga Falls. He then went to the University of Akron where he attended law school. He has been practicing law for thirteen years. He focuses primarily on bankruptcy law.

NEW BUSINESS

Mr. Rochford explained the Summit County Library Trustees Formula for 2023. The formula for the distribution of Public Library Fund (PLF) to all Summit County Libraries has worked well since it was developed. Ms. Hickson-Stevenson commented that the formula is discussed every October and every Summit County library board is asked to accept the percentage of the PLF that will come to that library rather than the dollar amount, as the estimates can change. The percentage is the result of the formula. The Board is requested to accept the percentage for 2023, which is 64.66131% of the PLF distributed to Summit County.

22-109
APPROVAL OF PLF
ALLOCATION
PERCENTAGE FOR
2023

Mr. Rich moved, seconded by Ms. Neeley, to accept 64.66131% as the Library's share of the Public Library Fund. The motion was adopted without dissent.

There will be a tour of the fourth floor mechanical rooms led by Peter Schantz immediately following the meeting.

ADMINISTRATIVE
TEAM

There was no request for public participation.

PUBLIC
PARTICIPATION

With no further business, Mr. Rochford adjourned the meeting at 4:57 pm.

ADJOURNED

President

Secretary