

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 MARCH 31, 2022

Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:01 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Francie Labriola, Pat Manning, Ryan McCoy, Heather Otto, Pam Plumley, Jenny Ransbury, Peter Schantz, Val Sherman, and Barb White.

Ms. Hickson-Stevenson announced that the presentation by the Summit County Fiscal Officer, which had been scheduled for the beginning of the meeting, was rescheduled for the May Board meeting. Mr. Rich moved, seconded by Ms. Neeley, to adopt the March 31, 2022 agenda. The motion was adopted without dissent.

22-33
AGENDA

Mr. Frola moved, seconded by Mr. Weber, to adopt the minutes of the February 24, 2022 regular Board meeting. The motion was adopted without dissent.

22-34
FEBRUARY
REGULAR
MINUTES

Mr. Rochford reminded everyone that the Board would begin meeting at the branches starting in April. He reported he would be out of town on April 28 and stated the Vice-President would fill in for him.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for February 2022. The primary source of revenue was advances on real estate taxes and the primary expenses were repairs and annual fees.

FINANCIAL
REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for February 2022. The motion was adopted without dissent.

22-35
FEBRUARY 2022
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list for March 2022. The Library received \$1,950 in monetary donations and approximately one and a half pages of other donations. She reported that the Library received \$550 for Children's and Teen from 2022 Wrappie Award, an annual contest sponsored by songwriter Chris Butler.

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.

22-36
DONATIONS/
GIFTS

Ms. Scarpitti presented the investment report for February 2022. The interest earned totaled \$1,779.19, with approximately 78% of it credited to the General Fund. Ms. Scarpitti also stated that the report contained information about a few cash transfers.

INVESTMENT
REPORT

[The investment reports are appended to the minutes.]

Ms. Otto presented the personnel report for March 2022 and stated there were PERSONNEL no changes since the report was issued. She reported three retirements: Iris Bolar REPORT who has been with the Library since 1989, Cheryl Crist since 1981, and Susan Vandenberg since 2018.

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Doerfler, Bailey	Public Service Assistant II	03/18/2022	Mogadore
Hancock, Jessi	Public Service Assistant II	03/11/2022	Culture & AV
Isaly, Alayna	Student Assistant	03/18/2022	Mogadore
Soisson, Drew	Student Assistant	03/15/2022	Springfield-Lakemore
Yontz, Carley	TechZone Assistant	03/06/2022	Electronic Services

SELECTIONS:

Fox, Jillian	Student Assistant	03/28/2022	Mogadore
Kowalsky, Amanda	Accountant/Payroll Supervisor	03/28/2022	Business Office
Lerttevasiri, Heidi	Part-Time Material Processor	02/28/2022	Technical Services
Nicholson, Marcus	Public Service Assistant II	03/28/2022	Odom
Ransbury, Jennifer	Marketing Assistant	03/28/2022	Mktg. & Comm.
Rosenberger, Sarah	Branch Manager	04/11/2022	Nordonia Hills
Ross, Jessica	Early Childhood Librarian	03/14/2022	Odom
Smith, Kaleigh	Student Assistant	03/28/2022	Highland Square
Snyder, Clarissa	Student Assistant	03/28/2022	Fairlawn-Bath
Torday, Abigail S	Student Assistant	03/14/2022	Springfield-Lakemore
Walker, Cortazhia	Student Assistant	04/25/2022	Fairlawn-Bath
Weaver, Chad	Public Service Assistant II	03/28/2022	Fairlawn-Bath

PROMOTION:

Dukenbaev, Askat	Substitute Public Service Assistant I Part-Time Public Service Assistant II	03/28/2022	Public Services Office Goodyear
Jackson, Johnetta	Student Assistant Part-Time Public Service Assistant II	03/14/2022	Maple Valley Odom

CHANGE OF CLASSIFICATION (STATUS):

Goodwin, Sharon	Full-Time Material Processor Part-Time Material Processor	02/28/2022	Technical Services Technical Services
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RETIREMENTS:

Bolar, Iris	Librarian	08/31/2022	Special Collections
Crist, Cheryl	Public Service Assistant II	05/14/2022	Fairlawn-Bath
Vandenberg, Susan	Branch Manager	04/29/2022	Firestone Park

Iris Bolar

03/01/1989 – 03/24/1991 – Student Assistant – Circulation
 03/25/1991 – 08/22/1993 – Librarian Assistant I Job Share – Circulation
 08/23/1993 – 11/27/1994 – Librarian Assistant I Full-Time – Circulation
 11/28/1994 – 03/05/1995 – Librarian I Part-Time – Philosophy, Religion, & Education
 03/06/1995 – 06/03/2001 – Librarian II Full-Time – Philosophy, Religion, & Education
 06/04/2001 – 01/08/2006 – Librarian II – Magazines and Newspapers
 01/09/2006 – 08/31/2022 – Adult Services Librarian – Special Collections
 08/31/2022 - Retirement

Cheryl Crist

01/02/1981 – 12/31/1983 – Library Assistant I – Mobile Services
 05/16/2005 – 01/07/2007 – Shelver – Science & Technology
 01/08/2007 – 05/14/2022 – Public Service Assistant II – Fairlawn-Bath
 05/14/2022 – Retirement

Susan Vandenberg

12/10/2018 – 04/29/2022 – Branch Manager – Firestone Park
 04/29/2022 – Retirement

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>03.18.19</u>	<u>03.20.20</u>	<u>03.15.21</u>	<u>03.15.22</u>
Full-Time Staff:	291	270	273	267	253	250
80 Hrs. Exempt:					43	40
75 Hrs. Non-Exempt:					210	210
Part-time/Job-Share Staff:	68	54	50	45	37	47
Student Assistants:	86	73	73	79	51	46
Total number of Staff:	445	397	396	391	341	343
Full-Time Equivalent	339	307	308	302	277	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 Ms. Darlington, to adopt the March 22-37
 personnel report as received. He also expressed congratulations to Iris Bolar, Cheryl Crist and Susan Vandenberg and gratitude for their service. The motion was adopted without dissent. PERSONNEL REPORT

Ms. Hickson-Stevenson was very gratified that the 2022 employee engagement survey showed positive results and increases in favorable ratings since the 2017 survey. She pointed to the largest favorable rating increase, which was the work of supervisory and management staff. Staff gave an 81% favorable rating in response to the statement, “Over the past week, I have received recognition, thanks or praise from my supervisor for doing good work.” Mr. Rich asked about EXECUTIVE DIRECTOR’S REPORT

the comparison with the results from other years. Ms. Hickson-Stevenson stated that that the survey had been done only in 2017. She reported the number of respondents grew in 2022 as compared to 2017. She also noted there are fewer employees in 2022.

Ms. Hickson-Stevenson referred to the list of sessions she attended at the Public Library Association Conference in Portland, Oregon. In particular, she was impressed with the sessions about innovative spaces, food literacy, and aging adults.

PUBLIC LIBRARY
ASSOCIATION
CONFERENCE

Ms. Hickson-Stevenson informed the Board about an Ohio Library Council dinner for library trustees on Thursday, May 12 in Independence from 6 to 8 pm. The Library pays the expense of the attendees. She asked if any Board members were able to attend. Mr. Rochford, Mr. Frola and Ms. Neeley stated their interest in attending the dinner.

OHIO LIBRARY
COUNCIL
TRUSTEES
DINNER

Ms. Hickson-Stevenson read the report of the Finance Committee meeting.

*Akron-Summit County Public Library
Report of Finance Committee Meeting
March 31, 2022 3:30 pm*

FINANCE
COMMITTEE
REPORT

The Finance Committee of the Akron-Summit County Public Library met on Monday, March 31, 2022 in the Lolita K. Adair Board Room at Main Library. Committee Chair John Frola called the meeting to order at 3:41 pm. Also in attendance were Committee members James Casey, Angela Neeley, and Bernie Rochford, along with Board member William Rich and Library staff members Pam Hickson-Stevenson, Michelle Scarpitti, and Barb White.

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

Ms. Scarpitti presented the proposed 2022 Permanent Appropriations and budget worksheets. She stated the carryover was larger than expected, as was the County's revised certification of the Public Library Fund revenue. Both increases contributed to growth in the total available to budget, which was approximately \$41.6 million. She and Ms. Hickson-Stevenson reported that, just an hour earlier, they were informed of the health insurance premium increase that happily will be less than was budgeted. Ms. Scarpitti reviewed the other budget items of note, particularly those in the General Fund. She also discussed the Special Revenue Funds, the 401 Fund, and the 402 Fund.

Mr. Rochford moved, seconded by Mr. Casey, to recommend to the Board of Trustees adoption of the 2022 Permanent Appropriations as presented. The motion was adopted without dissent, and this comes as a recommendation to the Board.

The 2022 Permanent Appropriation was adopted without dissent.

22-38
PERMANENT
APPROPRIATION

Ms. Scarpitti next requested that the Committee recommend to the Board an increase in the amount approved for contract negotiation services from Roetzel and Andress for the Library's contract with Akron Energy Systems.

Mr. Rochford moved, seconded by Mr. Casey, to recommend increasing the maximum dollar amount for contract negotiation services from Roetzel and Andress for the Library's contract with Akron Energy Systems by adding \$1,500 to the maximum dollar amount of \$5,000. This now comes as a recommendation to the Board.

22-39
INCREASE FOR
CONTRACT
NEGOTIATIONS

Hearing no discussion, the increase of \$1,500 for a maximum of \$6,500 to the Roetzel and Andress firm for contract negotiations with the Akron Energy System was adopted without dissent.

Having no further business, Mr. Frola declared the meeting adjourned at 4:01pm.

*Pam Hickson-Stevenson
Executive Director*

Ms. Neeley read the report of the March 17 Personnel Committee meeting.

PERSONNEL
COMMITTEE
REPORT

*REPORT OF PERSONNEL COMMITTEE MEETING
March 17, 2022 4:00 p.m.*

On Thursday, March 17, 2022, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 4:06 pm by Committee Chair Angela Neeley. Also in attendance were Committee members William Rich, Bernie Rochford, and Ray Weber. Library staff members Pam Hickson-Stevenson, Heather Otto, Michelle Scarpitti, and Barb White attended as well.

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

Ms. Hickson-Stevenson and Ms. Otto next presented their recommendation to amend the Use of Library Telecommunications Resources Policy to accommodate the following changes:

- *Addition of a statement to cover future technological advances*
- *Addition of a statement to avoid potential wage and hour concerns as more non-exempt employees are issued laptops*
- *Removal of an unnecessary paragraph that duplicated language included in the opening paragraph*
- *Addition of an update to the list of unacceptable uses*
- *Addition of a new Telecommunications Resources Damage and Loss section*
- *Rearrangement of some information to improve readability*

Mr. Rich recommended adding clarification to the policy that non-exempt employees may use the equipment for non-work purposes as outlined in the policy.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Use of Library Telecommunications Resources Policy including changes that the Committee members discussed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

22-40
AMENDED USE OF
LIBRARY
TELECOMMUNI-
CATIONS
RESOURCES
POLICY

Ms. Otto went through all of the changes in the policy for clarification. Hearing no further discussion, the amended Use of Library Telecommunications Resources Policy was adopted without dissent.

Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation to amend the Compassionate Leave Policy to include the following changes:

- *Addition of a statement regarding Executive Director approval of Compassionate Leave to be taken more than three (3) months after the family member's death*
- *Addition of language to stipulate that travel of more than 200 miles means 200 miles one-way*
- *Elimination of the statement requiring the supervisor to contact the Human Resources Director upon learning of the employee's need for a Compassionate Leave that will result in more than one day's absence*
- *Update of the statement that the Library may require proof of death to reflect that the Library does require such proof*

Ms. Otto noted that the list of family members and leave allowances was reformatted to a table and that no changes were made to the lists or leave allowances.

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

22-41
AMENDED
COMPASSIONATE
LEAVE POLICY

Mr. Frola asked for clarification on first bullet point and who approved the leave allowance. Hearing no discussion, the amended Compassionate Leave Policy was adopted without dissent.

Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation to amend the Staff Development Day Policy to include a change to language that will clarify staff who are on an approved leave of absence or who are absent for an FMLA-eligible absence are permitted to miss Staff Development Day.

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

22-42
AMENDED STAFF
DEVELOPMENT
DAY POLICY

Hearing no discussion, the amended Staff Development Day Policy was adopted without dissent.

Mr. Rich moved to enter executive session at 4:36 pm to consider the compensation of two public employees. A roll call vote followed, and the motion was adopted without dissent.

The Committee exited executive session.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board granting pay increases to the Fiscal Officer and the Executive Director commensurate with the raises granted to Library staff. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

It was verified that the pay increase be retroactive to be commensurate to the same increases and timing as the rest of the staff. Hearing no discussion, the motion regarding pay increases for the Fiscal Officer and the Executive Director was adopted without dissent.

22-43
FISCAL OFFICER
AND EXECUTIVE
DIRECTOR PAY
RAISES

Ms. Neeley adjourned the meeting at 5:52 pm.

Pam Hickson-Stevenson, Executive Director

Valerie Sherman, Collection Development (CD) Coordinator, provided an overview of the selection process for the Library’s collection. She stated she has been the Collection Development Coordinator for 10 years. The CD staff have specialty areas and are skilled selection librarians. She has been ordering computer books since 1996. The fiction expert has been doing it since the 1980s. Ms. Sherman stated that materials are selected to supply a wide variety of interests and perspectives. She passed around some of the source materials that are used to select new items for the Library. CD staff use professional reviews for much of what the select. She referred to a copy of the Collection Development Policy that had been included in the packet and answered questions about it. When questioned on the number of copies that are ordered, Ms. Sherman said that it depended on variables such as the topic and how popular the author or previous books have been. Locations for copies also depend on differing interests in differing areas and overall interests. In the case of medical books, she looks to see if the authors are health care professionals and/or subject matter experts, not someone writing a book with little to no knowledge. CD staff visit the branches to talk with staff and to determine what is popular there. Because they are professionals, CD staff work to withhold personal bias.

COLLECTION
DEVELOPMENT

There was no new business.

NEW BUSINESS

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

PUBLIC
PARTICIPATION

Mr. Rochford asked Peter Schantz if he had an update on the new heating/cooling system. Mr. Schantz stated pressure tests have been run on the Library’s system because the new system will run at two times the pressure that it is currently run. AES agreed contractually to run water at a lower pressure. Mr. Schantz stated that the various aspects are coming together, including architecture, structure, and engineering. Original plans were to make the Library’s new cooling system viable for the coming summer, but delays in the process mean the switch should occur after the cooling season.

FOR THE GOOD OF
THE ORDER

There being no further business and with no objections, Mr. Rochford adjourned the meeting at 5:02 pm.

ADJOURNMENT

President

Secretary