

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 APRIL 28, 2022
 PORTAGE LAKES BRANCH LIBRARY

Vice President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:08 pm in the Community Room of the Portage Lakes Branch Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, and Ray Weber. John Frola and Bernie Rochford were absent. Jill Darlington arrived at 4:30 pm. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Michael Derr, Cheryl Engel, Cheryl Luck, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Melissa Peebles, Pam Plumley, and Peter Schantz.

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| <p>Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda of the April 29, 2022 regular Board meeting. The motion was adopted without dissent.</p> | <p>22-44
AGENDA</p> |
| <p>Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the March 31, 2022 meeting with corrections. The motion was adopted without dissent.</p> | <p>22-45
MARCH BOARD
MINUTES</p> |
| <p>Vice President Angela Neeley stated she had no remarks.</p> | <p>PRESIDENT'S
REMARKS</p> |
| <p>Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for March 2022. The general fund revenue was approximately 4.6% higher than last year. The majority of the expenses were payment for Insight, the Library's newsletter, and a sponsorship of an Akron Community Fund event in honor of former trustee Sandy Auburn. Ms. Scarpitti stated she was working on a periodic report to the Board on the 401 account. She asked what the Board wanted to see. Mr. Rich asked if there was a way to show over/under budget numbers.</p> | <p>MARCH 2022
FINANCIAL
REPORT</p> |
| <p>Mr. Weber moved, seconded by Mr. Casey, to adopt the financial report for March 2022. The motion was adopted without dissent.</p> | <p>22-46
ADOPTION OF
FINANCIAL
REPORT</p> |
| <p>Ms. Scarpitti presented the donor/gift list for April 2022. The Library received \$346 in monetary donations and approximately one and a half pages of other donations.</p> | <p>DONOR/GIFT LIST</p> |
| <p>Mr. Weber moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.</p> | <p>22-47
DONATIONS/
GIFTS</p> |
| <p>Ms. Scarpitti presented the investment report for March 2022. The interest earned totaled \$3,144.82, with approximately 78% of it credited to the General Fund.</p> | <p>INVESTMENT
REPORT</p> |
| <p>[The investment reports are appended to the minutes.]</p> | <p>22-48</p> |
| <p>Ms. Scarpitti next requested approval for disposal of surplus property, spinner racks. Mr. Rich moved, seconded by Mr. Weber to approve the disposal of surplus property. The motion was adopted without dissent.</p> | <p>DISPOSAL OF
SURPLUS
PROPERTY</p> |

Ms. Scarpitti reported that the Library's next audit would be conducted soon. She stated that the Independent Public Accountant firm's contract has been completed so the Ohio Auditor of State will be conducting the next audit. Ms. Scarpitti reported that the auditors would meet with Board members both before and after the audit, if there is interest from the Board to meet. Ms. Neeley said it is standard for an auditor to reach out to the Board, per the Ohio Revised Code, to review the audit's results.

UPCOMING
FINANCIAL AUDIT

Heather Otto, Human Resources Director, presented the personnel report for April 2022 and stated there were no changes since the report was issued. She reported two retirements from the Culture and AV Department. Danean Putnam, who has been with the Library since 1992, will retire on May 3; and Christopher Voelker, who has been with the Library since 1991, will retire on June 30.

APRIL 2022
PERSONNEL
REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – April 2022

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brandenberg, Anthony	APD/Security	04/30/2017	APD/Security
Clements, Kathryn	Substitute Public Service Assistant I	04/15/2022	Subs
Cobbs, Deann	Substitute Public Service Assistant I	04/15/2022	Subs
DiFrancesco, Michael	APD/Security	12/31/2021	APD/Security
Donohue, James	APD/Security	07/30/2019	APD/Security
Fite, Drew	APD/Security	01/31/2021	APD/Security
Forsch, Christy	APD/Security	01/31/2019	APD/Security
Golson, Amanda	APD/Security	10/31/2020	APD/Security
Grimm, Katherine (Max)	Substitute Public Service Assistant I	03/25/2022	Subs
Heath, Spencer	APD/Security	10/31/2020	APD/Security
Hundall, Thomas	APD/Security	10/31/2020	APD/Security
Jackson, Robert	APD/Security	07/31/2018	APD/Security
Leadbetter, James	APD/Security	12/31/2008	APD/Security
Long, Jeff	APD/Security	04/30/2019	APD/Security
Lor, Mai	Public Service Assistant II	05/07/2022	Firestone Park
Mitchell, Natalie	Substitute Public Service Assistant I	04/15/2022	Subs
Mook, Corey	APD/Security	01/31/2018	APD/Security
Nida, Brian	APD/Security	01/31/2018	APD/Security
Null, Steven	APD/Security	10/31/2017	APD/Security
O'Brien, Richard	APD/Security	01/31/2018	APD/Security
Presley, David	APD/Security	04/30/2017	APD/Security
Rubes, Scott	APD/Security	07/31/2018	APD/Security
Seiler, Christopher	APD/Security	03/20/2022	APD/Security

Sosenko, Jeremy	APD/Security	07/31/2019	APD/Security
Souza, Michael	Substitute Public Service Assistant I	04/15/2022	Subs
Ullman, Danny	APD/Security	01/31/2018	APD/Security
<u>SELECTIONS:</u>			
Boord, Brittany	Substitute Public Service Assistant I	04/25/2022	Subs
Dobbs, Kate	Student Assistant	04/11/2022	Portage Lakes
Endris, Deborah	Student Assistant	04/25/2022	Maple Valley
Fagerstrom, Eleanor	Student Assistant	04/25/2022	Maple Valley
Montgomery, Jack	Part-Time Security Officer	04/11/2022	Security
Persons, Michelle	Public Service Assistant II	04/25/2022	Special Collections
Seibert, Caelan	Public Service Assistant II	03/28/2022	Mobile Services
Smith, Emma	Student Assistant	04/11/2022	Mogadore
Tarrant, Jacqueline	Full-Time Security Officer	04/25/2022	Security

PROMOTION:

Derr, Michael	Events Supervisor		Events
	Development Director	04/18/2022	Administration
Troyer, Seth	Substitute PSA I		Subs
	TechZone Assistant	04/25/2022	TechZone

CHANGE OF CLASSIFICATION (STATUS):

Butcher, Zachary	Part-Time Public Service Assistant II		Circulation
	Full-Time Public Service Assistant II	04/25/2022	Culture & AV

RETIREMENTS:

Putman, Danean	Librarian	05/31/2022	Culture & AV
Voelker, Christopher	Librarian	06/30/2022	Culture & AV

Danean Putman

02/24/1992 – 10/08/2000 – Librarian II – Business, Labor, Government
10/09/2000 – 06/17/2001 – Adult Services – West Hill
06/18/2001 – 01/08/2006 – Librarian – Magazines & Newspapers
01/09/2006 – 01/03/2010 – Librarian – Science & Technology
01/04/2010 – 07/21/2018 – Librarian – Audio Visual Services
07/22/2018 – 05/31/2022 – Librarian – Culture & AV
05/31/2022 – Retirement

Christopher Voelker

02/10/1991 – 12/20/1997 – Librarian II – Audio Visual Services
12/21/1997 – 06/30/2022 – Librarian – Culture & AV
06/30/2022 – Retirement

NUMBER OF STAFF MEMBERS

	06.16.09	06.09.10	04.18.19	04.20.20	04.15.21	04.15.22
Full-Time Staff:	291	270	277	148	252	253
80 Hrs. Exempt					44	42
75 Hrs. Non-Exempt					208	211
Part-time/Job-Share Staff:	68	54	46	0	37	49
Student Assistants:	86	73	78	0	50	50
Total number of Staff:	445	397	401	148	339	352
Full-Time Equivalents	339	307	302		276	284

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 April personnel report as received. He also expressed congratulations to Danean Putnam and Christopher Voelker and gratitude for their service. The motion was adopted without dissent.

22-49
ADOPTION OF
PERSONNEL
REPORT

Ms. Otto was asked about the employees listed who left the Library several years ago. She explained that Akron Police Department officers had not been removed from the records, and she was clearing up the records in advance of the move to a new payroll and timekeeping system.

Pamela Hickson-Stevenson, Executive Director, said her report included a Quarterly Strategic Plan Update. She stated that progress continues and a variety of objectives has been accomplished. A recent example is the updated public website, which was presented at the last meeting.

EXECUTIVE
DIRECTOR'S
REPORT

Ms. Hickson-Stevenson commented on Ohio Library Legislative Day, saying it was a success. She added that Mr. Rochford and Barbara White, Deputy Director, joined her for the trip to Columbus. They were able to see Fran DeWine honored for her work on establishing the Ohio Governor's Imagination Library. They also were able to see part of the House Session, during which Representative Sykes recognized ASCPL.

OHIO LIBRARY
LEGISLATIVE DAY

She reported there was an article in *Akron-Canton Metroplex Magazine* about both the Stark and Summit County libraries. The article, titled "Bridging the Digital Divide," featured an interview with Brett Neff and Ryan McCoy. She also shared a copy of Direction Home's *Wellness Connection Activity Book for Seniors*. Donald Peoples, who created the Library mascot Paws, designed the pictures for coloring in the book.

EMPLOYEE
APPRECIATION

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson introduced Michael Derr, the Library's new Development Director. The Board congratulated Mr. Derr. She then introduced Cheryl Luck, the Portage Lakes Branch Manager. Ms. Luck described their branch as a destination because it is not close to a school and there are no sidewalks in the area. The staff engages in outreach at four preschools and at St. Francis School. Children from all of the locations are now coming to programs at the branch. Branch staff started a book club at Manchester High School. From three members originally, it has grown to twenty student members. Branch staff plan to expand

ADMINISTRATIVE
TEAM REPORTS

the book club to the middle school next year. The staff also engages in outreach at Coventry schools.

Ms. Neeley stated there was no public participation at this time.

PUBLIC
PARTICIPATION

There were no comments for the good of the order.

FOR THE GOOD OF
THE ORDER

There being no further business and with no objections, Ms. Neeley adjourned the meeting at 4:49 pm.

ADJOURNMENT

President

Secretary