

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 MAY 26, 2022

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 Community Room of the Maple Valley Branch Library. The following members of the Board answered the roll call: James Casey, John Frola, Angela Neeley, William Rich, and Bernie Rochford. Jill Darlington arrived at 4:14 pm. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Heather Otto, Pam Plumley, Peter Schantz, Barb White, and Tonya Wright. Karen Nist and David Lieberth also were present.

Ms. Hickson-Stevenson announced that the presentation by representatives of the Summit County Fiscal Office would be rescheduled for the June Board meeting. Mr. Rich moved, seconded by Mr. Frola, to adopt the May 26, 2022 agenda. The motion was adopted without dissent.

22-50
 AGENDA

Mr. Rich moved, seconded by Mr. Frola, to adopt the minutes of the April 28, 2022 regular Board meeting. The motion was adopted without dissent.

22-51
 APRIL BOARD
 MINUTES

Mr. Rochford thanked Tonya Wright for hosting the meeting at the Maple Valley Branch and said that he enjoyed getting around to visit the branches.

PRESIDENT'S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for April 2022. The primary source of revenue was the advance on the first-half real estate taxes. The primary expenses were laptop computers, building and site repairs, and maintenance agreements.

APRIL 2022
 FINANCIAL
 REPORT

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

22-52
 ADOPTION OF
 FINANCIAL
 REPORT

Ms. Scarpitti presented the donor/gift list for April 2022. The Library received \$1,186 in monetary donations and approximately one and a half pages of other donations.

DONOR/GIFT LIST

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

22-53
 DONATIONS/
 GIFTS

Ms. Scarpitti presented the investment report for April 2022. The interest earned totaled \$4,454.22, with approximately 82% of it credited to the General Fund.

INVESTMENT
 REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti then requested that the Board approve a resolution permitting the Library to issue facility notes for single placement of funds in the amount of \$1,200,000 to pay for connection to Akron Energy Systems district energy.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the resolution. The motion was adopted without dissent.

Ms. Otto presented the personnel report for April 2022 and stated there were no changes since the report was submitted. She commented there were no retirees to report this month.

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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NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>05.18.19</u>	<u>05.20.20</u>	<u>05.15.21</u>	<u>05.15.22</u>
Full-Time Staff:	291	270	277	47	249	257
80 Hrs. Exempt:					44	42
75 Hrs. Non-Exempt:					205	215
Part-time/Job-Share Staff:	68	54	46	0	40	49
Student Assistants:	86	73	78	0	50	49
Total number of Staff:	445	397	401	*47	339	355
Full-Time Equivalents	339	307	302	*All other staff furlough ed	275	287

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. Frola, to adopt the May personnel report as received. The motion was adopted without dissent.

22-55
PERSONNEL
REPORT

Ms. Hickson-Stevenson announced that the Ohio Debate Commission has chosen Akron-Summit County Public Library to serve as the site for the upcoming October debates of statewide candidates. The Commission will pay for off-hours security, a live-feed cable, and after-hours use of space in Main Library. The debates, if candidates agree to participate, will take place in the Auditorium.

EXECUTIVE
DIRECTOR'S
REPORT

Ms. Hickson-Stevenson introduced David Lieberth who addressed the Board on the proposed Akron History Center. Plans call for the Center to be located in Building D of the Bowery Project at 172 South Main Street. The building is being offered at no charge for this project, but utilities and maintenance fees will be charged. The City of Akron has an easement on the building. The building features three stories with 3,000 square feet for exhibits. Akron City Council recently allocated \$450,000 for the Center. The project has received good support from major industries. Akron's history, beginning with the indigenous peoples who first lived there, will be represented via exhibits, including a number of video screens that will tell many stories of the city. Historical artifacts also will be on display.

AKRON HISTORY
CENTER

Mr. Lieberth also announced that Mayor Dan Horrigan has invited Ms. Hickson-Stevenson to serve in an ex-officio role on the 2025 Akron Bicentennial Commission.

Mr. Weber read the report of the Buildings & Grounds Committee meeting.

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING
MONDAY, MAY 23, 2022 4:00 PM*

BUILDINGS &
GROUNDS
COMMITTEE
REPORT

The Buildings and Grounds Committee met in the Lolita K. Adair Board Room on Monday, May 23, 2022. Committee Chair Ray Weber called the meeting to order at 4:05 pm, with committee members Jim Casey and Bernie Rochford

attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Peter Schantz, and Barb White.

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

Peter Schantz presented information about the need to replace the parking lot at the Odom Boulevard Branch Library. He stated that the stormwater drainage system has failed; the asphalt is beyond repair; drivers often use the parking lot as a bypass to avoid the stop light at the intersection of Odom Boulevard and Moon Street; and the dumpster enclosure is failing and needs to be replaced. In addition, the North Hill Branch Library parking lot needs minor repairs that will extend its life. He explained that his intent is to bundle the Odom Branch parking lot replacement with the North Hill Branch repairs for a single bid package. The probable cost for this work is \$450,000.

Ms. Hickson-Stevenson and Mr. Schantz requested that the Committee recommend to the Board approval of publicly bidding for the described parking lot work. Mr. Casey moved, seconded by Mr. Rochford, to recommend that the Board approve seeking public bids for the Odom and North Hill parking lot work. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to approve seeking public bids for parking lot work at the Odom and North Hill Branches was adopted without dissent.

22-56
SEEKING BIDS FOR
ODOM AND NORTH
HILL PARKING
LOTS

Mr. Schantz next provided information about the need for HVAC system replacements at the Portage Lakes and North Hill branches. The Portage Lakes Branch HVAC system is operating well past its expected useful life. Scheeser Buckley Mayfield (SBM) was retained to redesign the system using newer variable air volume technology that is significantly more energy efficient. The project will include replacement of the air handler, refrigerant condenser system, and boiler, and the installation of new VAV boxes at several locations around the building interior. The North Hill building has experienced high humidity levels throughout the building resulting in condensation on interior surfaces, peeling wallpaper, curling documents in offices and public spaces, and some fungal growth that has required professional remediation. An engineering review of this system indicates that some of the cooling components are oversized. This means that these units quickly cool the space and shut down before the space is properly dehumidified. SBM is recalibrating the system and identifying the components that need to be replaced to eliminate the short cycling of the cooling system. Mr. Rochford asked if there is federal funding for this work because the new systems will allow for higher ventilation in response to airborne disease transmission.

While the probable cost is to be determined, Ms. Hickson-Stevenson and Mr. Schantz requested that the Committee recommend to the Board approval of publicly bidding for the described HVAC work at the Portage Lakes and North Hill branches. Mr. Casey moved, seconded by Mr. Rochford, to recommend that the Board approve seeking public bids for the Portage Lakes and North Hill

HVAC work. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

22-57
SEEKING BIDS FOR
HVAC WORK AT
PORTAGE LAKES
AND NORTH HILL

With no questions or discussion, the Committee's recommendation to approve seeking public bids for HVAC work at the Portage Lakes and North Hill Branches was adopted without dissent.

Mr. Schantz presented information about the need for a new roof at the Nordonia Hills Branch Library. The Library retained Construction Resources, Inc. (CRI), a building envelope consulting firm, to determine the condition of the roof system at that branch. The consultant reported that the shingles are approximately 20 years old and are entering the later stages of their service life. There is significant ice damming at the perimeter of the roof, particularly around the lower main roof section. The exposed wood at the fascia is weathered, and the paint system is failing. The wood is becoming compromised and has deteriorated. The building's insulation was not installed airtight at the bottom of the trusses so the interior air and the air from ductwork runs are able to get into the truss space attic and heat the roof during cold weather months. This accounts for much of the ice damming that has plagued the roof areas. The clerestory wall insulation has an insulating value of 2.5 versus the current code requirement of 25. The consultant recommended the most cost effective solution is a redesign of roof systems that will resolve the original design/construction errors and the insulation problem to create a functioning roof scenario that does not require ventilation. The probable cost for this reroof project is \$946,000 to \$1,066,000.

Ms. Hickson-Stevenson and Mr. Schantz requested that the Committee recommend to the Board approval of publicly bidding for the described reroof project at the Nordonia Hills Branch. Mr. Rochford moved, seconded by Mr. Casey, to recommend that the Board approve seeking public bids for the reroof project at the Nordonia Hills Branch. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

22-58
SEEKING BIDS FOR
NORDONIA HILLS
ROOF

With no questions or discussion, the Committee's recommendation to approve seeking public bids for the reroof project at the Nordonia Hills Branch was adopted without dissent.

Mr. Schantz's final recommendation was for a publicly bid project for the mechanical install and the enclosure for the piping and related components to begin operating the heating and cooling plants at Main Library with Akron Energy Systems district energy services. This work will be offered as two bid packages. The first will involve the scope of work to install the mechanical components to bring steam and chilled water into our building. The second will cover the installation of the architectural enhancements that will hide the piping installed to the exterior of the south side of the building. The probable cost for the mechanical install is \$614,000 and for the enclosure, \$160,000.

Ms. Hickson-Stevenson and Mr. Schantz requested that the Committee recommend to the Board approval of publicly bidding for the described heating and cooling work at Main Library. Mr. Rochford moved to recommend that the Board approve seeking public bids for the described heating and cooling work necessary to connect with Akron Energy Systems at Main Library. The motion

was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to approve seeking public bids for the heating and cooling work necessary to connect with Akron Energy Systems at Main Library was adopted without dissent.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 4:55 pm.

*Pam Hickson-Stevenson
Executive Director*

Ms. Neeley read the report of the May 19 Personnel Committee meeting.

***AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF PERSONNEL COMMITTEE MEETING
MAY 19, 2022***

On Thursday, May 19, 2022, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 4:03 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, Robyn Shondel (via telephone), and Barb White attended as well. Also in attendance was Karen Nist of AUI.

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

Ms. Hickson-Stevenson and Ms. Otto shared information regarding insurance benefits renewals. The current provider of health insurance, SummaCare, presented a renewal for the Library's existing plans in both the Premier and Select Networks. The Library's loss ratio is 125.39%, which is high. As a result, the increase to the Premier Network was originally 14.5% and for the Select Network, 14.52%. In order to determine what other options might be available, Ms. Nist sent the Library's census to the following carriers: Anthem, Medical Mutual, United Healthcare, Aetna, AultCare, and Roundstone. Due to the high claims experience, those carriers declined to quote. Based on the Library's 20+ year history as a SummaCare customer, Ms. Nist went back to SummaCare and requested they look again at our experience to determine if they could lower their rates to a more acceptable level. SummaCare lowered the renewal rates by 2.0%, which resulted in an increase of 12.02% to the Premier Network and 12.0% for the Select Network.

In recognition that a number of employees will be challenged by higher rates, administrators discussed with Ms. Nist other options for pricing. Ms. Nist provided information on a third, less expensive tier called Connect. The Connect Network provides lower rates by offering a narrower network. Employees who do not need a robust plan (such as younger employees generally in good health and employees who need minimal services and receive care primarily through Summa Health) can benefit from this new option.

22-59
BIDS FOR
CONNECTING
WITH AES AT
MAIN LIBRARY

PERSONNEL
COMMITTEE
REPORT

The Library's normal ratio of payment toward the monthly health insurance premium is 25% paid by the employee and 75% paid by the employer. In order to mitigate the increase in the medical insurance premiums and to meet an ACA requirement, the Committee members were asked to consider a specific adjustment to the ratio of payment for health insurance, lowering the percentage of the contribution from employees. Committee members directed administrative staff to develop an alternative ratio adjustment to present at a second personnel committee meeting that will be held on Thursday, May 26 at 3:30 pm at the Maple Valley Branch Library, immediately prior to the May regular Board meeting.

Ms. Hickson-Stevenson and Ms. Otto next shared information regarding renewals of dental, vision, and life/accidental death & dismemberment insurance policies. The Library's current provider, Principal, presented a renewal for existing plans with a 9% increase to Dental, a 9% increase to ASCPL-provided Life/Accidental Death & Dismemberment, and no increase to Vision.

In order to determine what other options might be available, Ms. Nist sent the Library's census to additional carriers:

- *Mutual of Omaha, SunLife, and Unum declined to bid.*
- *EyeMed, Superior Dental, and Reliance Standard bid but were not competitive.*
- *Guardian, Lincoln, and MetLife provided bids at a lower cost.*

After sharing the competitive bids with Principal, Principal reduced the:

- *ASCPL-provided (no charge to staff) Life/Accidental Death & Dismemberment increase from 9% to a flat renewal.*
- *Dental increase from a 9% to a 5% increase.*
- *Vision bid from a flat renewal to a -8% renewal.*

Administration recommends staying with Principal for the dental, vision, and life/accidental death & dismemberment insurance benefits. Principal has not increased the Library's rates since partnering with them four years ago. The networks for dental and vision through the other providers are smaller, meaning employees could lose access to their preferred providers. For example, when comparing in-network dentists in Summit County, Principal has 868 dentists in their network versus MetLife's 508 network dentists. The Principal dental plan allows a rollover of unused plan dollars. Currently 209 employees and dependents have an average of \$718 in their rollover allowances (totaling \$150,079.72), which would be lost with a new carrier. The Library previously used Lincoln and had recurring billing issues. The Library has not had complaints from employees about Principal's services.

Mr. Rochford moved to recommend to the Board that the Library accept the proposal from Principal for dental, vision and life/accidental death & dismemberment insurance benefits as presented. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to accept the proposal from Principal for dental, vision, and life/accidental death & dismemberment insurance benefits was adopted without dissent.

Ms. Hickson-Stevenson and Ms. Otto next shared information regarding the Library's plan for flexible spending accounts (FSA). The IRS updated employee

22-60
PRINCIPAL
INSURANCE
BENEFITS

FSA contribution limits to the 2022 amount by increasing it to \$2,850, and increase from the 2021 amount of \$2,750. No other increases are recommended. Additionally, administrators recommended staying with Northwest Group Services (NWGS) as the vendor for staff FSAs.

Mr. Rich moved to recommend to the Board that the Library continue to use NWGS as the FSA vendor and that the employee contribution limit for the health care FSA be increased to the 2022 limit of \$2,850. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to continue to use NWGS as the FSA vendor and that the employee contribution limit for the health care FSA be increased to the 2022 limit of \$2,850 was adopted without dissent.

22-61
FLEXIBLE
SPENDING
ACCOUNT

Ms. Otto presented the annual Diversity Initiative Update. She reported that the Library strives to increase the number of minority applicants by continuing to post Library job openings to a variety of sites that applicants of all races use when seeking employment and by networking with connections throughout the community. Between May 2021 and May 2022 the system-wide percentage of minority employees increased by 1.8%. Currently, 19.2% of Library employees are minorities, while 20.9% of Summit County's population is minority. When reviewing Main Library employees and employees in City of Akron branches, 24.7% are minorities, which is an increase of 1.0%, compared to 41.4% of Akron's minority population. When reviewing professional employees, Librarian roles saw a small increase in minority employees year-to-year whereas non-Librarian roles experienced a decrease in minority employees. Ms. Otto also provided information on the McDowell Scholarship program and on diversity training that has occurred since May 2021.

Ms. Hickson-Stevenson and Ms. Otto next shared information regarding the recommendation to amend Policy 3.2 Timesheets to reflect the coming changes in timekeeping due to the move to an automated and cloud-based payroll and timekeeping system.

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

With no questions or discussion, the Committee's recommendation to adopt the amended Timesheets policy was adopted without dissent.

22-62
TIMESHEETS
POLICY REVISION

Having reached the end of the agenda, Ms. Neeley adjourned the meeting at 5:04 pm.

Ms. Hickson-Stevenson read the report of the May 26 Personnel Committee meeting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF PERSONNEL COMMITTEE MEETING
MAY 26, 2022**

On Thursday, May 26, 2022, the Personnel Committee met in the Community Room at the Maple Valley Branch Library. The meeting was called to order at 3:33 pm by Committee member William Rich. Also in attendance were

Committee members Bernie Rochford. Board member John Frola also was in attendance as were Library staff members Pam Hickson-Stevenson, Heather Otto, and Barb White and Karen Nist of AUI.

Mr. Rochford moved to adopt the agenda. The motion was adopted without dissent.

Ms. Hickson-Stevenson shared additional information requested at the Committee meeting on May 26. She clarified that the proposed SummaCare Connect plan offers in-network benefit levels only for urgent and emergency care services outside the primary service area. She also shared the alternative ratio adjustment to the split of the premium costs between the Library and the enrolled staff. The proposal for consideration incorporates employee/employer contribution percentages set by the plan chosen, with the plan that is less expensive for employees calling for a higher ASCPL contribution and the more expensive plans having a higher employee contribution. Under this model, the cost sharing for the Connect, Select, and Premier plans is as follows:

- Connect – 18% employee contribution and 82% Library contribution
- Select – 22% employee contribution and 78% Library contribution
- Premier – 24% employee contribution and 76% Library contribution

The current percentage split is 25% employee contribution and 75% Library contribution, regardless of the plan.

The tiers, based on current enrollments, would cost ASCPL approximately an additional \$3,131 per month. Because the Library does not offer the Connect plan currently, it is not included in the estimate, so ASCPL could have a lower monthly cost with employees joining the Connect plan.

Mr. Rochford moved to recommend to the Board that the Library accept the proposal from SummaCare for health insurance benefits through the Connect, Select, and Premier plans; and that the cost sharing for those plans be set at 18% for employees enrolled in Connect, 22% for employees enrolled in Select, and 24% for employees enrolled in Premier. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to accept the proposal from SummaCare for health insurance benefits through the Connect, Select, and Premier plans; and that the cost sharing for those plans be set at 18% for employees enrolled in Connect, 22% for employees enrolled in Select, and 24% for employees enrolled in Premier was adopted without dissent.

22-63
HEALTH
INSURANCE
BENEFITS

Having reached the end of the agenda and hearing no objection, Mr. Rich adjourned the meeting at 3:38 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Mr. Rochford stated there were no requests for public participation.

PUBLIC
PARTICIPATION

Ms. Hickson-Stevenson introduced Ms. Tonya Wright, the Maple Valley Branch Library Manager of the. Ms. Wright stated that she was very happy to have three recipients of the McDowell Scholarship employed at her branch. . She then showed the Board a sampling of Bundle Bags the branch staff have created for different reading levels. She reported that Intermediate/Teen Librarian Teria Richardson is a mentor at Buchtel High School with a reading program for students in the sixth and seventh grades 6-7. She commented that the staff are very excited to have the summer reading program back in person. They have been doing orientations at various day camps to encourage customers to come back in person. In the works are an email program for kids, working with the Kenmore and Odom branches on some joint programs, and a Zoom cooking program.

ADMINISTRATIVE
TEAM REPORT

Mr. Rich commented it was very impressive and congratulated the staff on their great work.

There were no comments for the good of the order.

FOR THE GOOD OF
THE ORDER

With no further business and no objections, Mr. Rochford adjourned the meeting at 5:14 pm.

ADJOURNMENT

President

Secretary