

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 OCTOBER 26, 2023

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:30 pm in the Community Room of Goodyear Branch Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, Bernie Rochford, and Ray Weber. Mr. Rich arrived at 4:36 pm. Mr. Ferrise and Mr. Frola were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Michael Bianchi, Andrea Cowgar, Carla Davis, Michael Derr, Heather Otto, Ariel Sawyer, Peter Schantz, and Val Sherman.

Mr. Rochford moved, seconded by Mr. Casey, to adopt the agenda as presented. The motion was adopted without dissent. 23-100
 AGENDA

Mr. Rochford moved, seconded by Mr. Casey, to adopt the minutes of the September 28, 2023 regular Board Meeting as printed. The motion was adopted without dissent. 23-101
 SEPTEMBER MINUTES

Ms. Neeley stated her gratitude for all that the Library staff do. She also expressed she was looking forward to the Nick Offerman event. PRESIDENT'S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2023. She reported that the Library received the second half Real Estate Levy and Homestead and Rollback settlements. She commented that Public Library Fund revenue would constitute the majority of the Library's income for the remainder of the year. She also highlighted that September had three pay dates. SEPTEMBER 2023
 FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for September 2023. The motion was adopted without dissent. 23-102
 ADOPTION OF
 FINANCIAL REPORT

Ms. Scarpitti presented the donor/gift list. The Library received \$4,260 in monetary donations, \$3,500 of which was credited to the Minor Grants Fund. The Library also received one page of other donations. Pamela Hickson-Stevenson, Executive Director, explained the grant was used to purchase books for distribution to students who attended a Library-sponsored author program. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Casey, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 23-103
 DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for September 2023. The interest totaled \$73,480.43 and approximately 76% was credited to the General Fund. There were no changes to the investments in September. SEPTEMBER
 INVESTMENT REPORT

[The investment report is appended to the minutes.]

Ms. Otto, Human Resources Director, presented the personnel report for October 2023. She called attention to the retirements of Clara Bradford and Cheryl Engle. PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – October 2023

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bethune, Deandria	Akron Police Officer	10/10/2023	Security
Claus, Alice	Substitute PSA II	10/11/2023	Public Services
Devine, Julia	Librarian Adult Services	10/21/2023	Culture & AV
Estelle, Rue	Public Service Assistant II	09/26/2023	Highland Square
Holmes, Christopher	Akron Police Officer	10/10/2023	Security
Jalics, Janos	Substitute PSA II	10/11/2023	Public Services
Mostar, John	Akron Police Officer	10/10/2023	Security
O'Connor, Patrick	Public Service Assistant II	10/14/2023	Mogadore
Smith, Heath	Akron Police Officer	10/10/2023	Security
Tyburski, Kevin	Security & Building Systems Spec.	10/11/2023	Facility Services
Warren, Natalie	Public Service Assistant II	10/09/2023	Odom
Williams, Tracy	Microbusiness Specialist	10/20/2023	Business Gov't & Science

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Dalton-Evans, Airin	Public Service Assistant II	10/16/2023	Maple Valley
Hurst, Samantha	Public Service Assistant II	10/09/2023	Goodyear
Lahm, Alexandra	Public Service Assistant II	10/09/2023	Nordonia Hills
Lemmon, Jonathan	Shelver	09/25/2023	Fairlawn-Bath
Nowell, Edna	Shelver (Casual)	10/09/2023	Firestone Park
Saldana, Juan	System Support Technician	10/09/2023	Information Technology

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Peteya, MaryAnn	Public Service Assistant II (Floater)		Public Service Office
	Public Service Assistant II	10/23/2023	Circulation

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bianchi, Michael	Branch Manager		Tallmadge
	Downtown Services Manager	10/09/2023	Public Service Office
Hunt, Caitlyn	Shelver (Casual)		Goodyear
	Public Service Assistant II	10/23/2023	Circulation

from an unrestricted endowment fund. The Staff Association also provides financial support.

Ms. Hickson-Stevenson expressed her hope for holding a 3-hour Board retreat early in the new year. The primary topic will be related to the Library's capital needs and discussion likely will be related to the type of voted issue, the timing, and the millage. She stated she would communicate with the Board members regarding the retreat's scheduling in 2024.

BOARD RETREAT

Ms. Hickson-Stevenson next introduced Michael Bianchi, the Library's new Downtown Services Manager. He previously held the position of Branch Manager at the Tallmadge Branch.

DOWNTOWN
SERVICES
MANAGER

Ms. Hickson-Stevenson read the report of the Buildings and Grounds Committee meeting.

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING
THURSDAY, OCTOBER 26, 2023 4:00 PM*

BUILDINGS &
GROUNDS
COMMITTEE
REPORT

The Buildings and Grounds Committee met in the Community Room at the Goodyear Branch Library on Thursday, October 26, 2023. Committee Chair Ray Weber called the meeting to order at 4:00 pm, with committee members Angela Neeley, Jim Casey, and Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Peter Schantz, and Heather Otto.

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

Peter Schantz, Facilities Director, presented information regarding the modernization project for elevator 6 at Main Library. The Library received two bids for the project. Murphy Contracting with Otis Elevator as a subcontractor was the low bidder with a total bid, including alternate, of \$337,180. Mr. Schantz recommended accepting the low bid of \$313,880 from Murphy Contracting, with the alternate at a cost of \$23,300, along with a 10% contingency for a total anticipated project cost of \$363,000.

Mr. Rochford moved, seconded by Mr. Casey, to recommend that the Board accept the low bid of \$313,880 from Murphy Contracting with the alternate at a cost of \$23,300 along with a 10% contingency for a total anticipated project cost of \$363,000. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no discussion, the motion to accept the low bid of \$313,880 from Murphy Contracting with the alternate at a cost of \$23,300 along with a 10% contingency for a total anticipated project cost of \$363,000 was adopted without dissent.

23-105
ELEVATOR
MODERNIZATION
PROJECT

Having reached the end of the agenda, the meeting adjourned at 4:16 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Rich read the report of the Marketing Communications and Library Services Committee meeting.

*Report of Marketing Communications & Library Services Committee Meeting
Thursday, October 26, 2023 9:00 am
Lolita K. Adair Board Room, Main Library*

REPORT OF THE
MARKETING
COMMUNICATIONS
AND LIBRARY
SERVICES
COMMITTEE
MEETING

The Marketing Communications and Library Services Committee met Thursday, October 26, 2023, in the Lolita K. Adair Board Room at Main Library. Committee Chair William Rich called the meeting to order at 9:02 am, with committee members Angela Neeley and Joe Ferrise present. Also attending were Library staff members Pam Hickson-Stevenson, Carla Davis, Michelle Alleman, John Polles, and Terry Pasko as well as John Galonski from the County Prosecutor's Office.

Ms. Neeley moved to adopt the agenda. The motion was adopted without dissent.

Mr. Rich stated that the recommended amendment to the Customer Behavior Policy would prohibit photographing and video or audio recording minors by those who had not accompanied the minors to the Library. After discussion regarding differences between adults photographing and recording and minors photographing and recording, Committee members agreed to the edited version of that statement. The statement now reads, "An adult photographing or making an audio or video recording of minors who did not accompany the adult taking the photograph or making the recording unless the minor's parent, guardian or accompanying adult grants permission."

Mr. Ferrise moved to recommend to the Board adoption of the amended Customer Behavior Policy with the statement as amended. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-106
AMENDED
CUSTOMER
BEHAVIOR POLICY

After some discussion, the motion to adopt the amended Customer Behavior Policy with the statement as amended was adopted without dissent.

Michelle Alleman, Deputy Director, provided an overview of the recommended amendments to the Meeting Room Policy. In addition to reorganizing the policy for greater clarity, she highlighted three recommended changes. The first recommendation called for removing the mandate that members of the public must be permitted to attend meetings held in the Library's meeting rooms. The second recommendation called for removing the prohibition of commercial entities using the meeting rooms at branch libraries and removing the charge for commercial entities to use Main Library meeting rooms. The third recommended change called for permitting commercial entities to reserve rooms 60 days in advance and allowing non-commercial and non-profit groups to reserve rooms 90 days in advance. Ms. Alleman reported that, after reviewing meeting room reservation statistics, she determined meeting rooms have been available about 50% of the time. This includes internal meeting room use by staff for programs and staff meetings. Mr. Rich requested that staff track the number of

times non-profit or non-commercial organizations are closed out of a reservation because a commercial organization already had the meeting room reserved.

Ms. Neeley moved to recommend to the Board adoption of the amended Meeting Room Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

After some discussion, the motion to adopt the amended Meeting Room Policy was adopted without dissent.

23-107
AMENDED
MEETING ROOM
POLICY

Ms. Alleman next reviewed a new policy for the Committee's consideration. The Educator Card Policy would provide an opportunity to educators, childcare workers, and homeschoolers to apply for a card that would better support their work as educators than a personal card would.

Mr. Ferrise moved to recommend to the Board adoption of the Educator Card Policy as presented. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

After some discussion, the motion to adopt the Educator Card Policy was adopted without dissent.

23-108
EDUCATOR CARD
POLICY

Committee members next reviewed a draft policy on the public's commenting on and engagement with the Library's social media accounts. Mr. Rich and Mr. Galonski shared insights on the recommended categories of prohibited comments and suggested needed changes. Mr. Rich also stressed the importance of the Library remaining viewpoint neutral in decisions about hiding or deleting comments. Administrators will make changes to the draft policy and bring it to the next Committee meeting for another review.

Committee members discussed the draft Collection Development Policy and the removal of the provision for those dissatisfied with a staff response to a request for reconsideration to appeal the decision to the Board. Discussion of this matter will continue at the next Committee meeting.

The final topic of discussion for the Committee was Administration's proposal for the Library to change its policies on collecting overdue fines and go fine free. The Committee members agreed that Administration should move ahead with a formal proposal to be presented to the Board at a future meeting.

With no further business, Mr. Rich adjourned the meeting at 11:24 am.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford read the report of the Personnel Committee meeting.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF PERSONNEL COMMITTEE MEETING
OCTOBER 25, 2023

REPORT OF THE
PERSONNEL
COMMITTEE
MEETING

On Wednesday, October 25, 2023, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bernie Rochford called the meeting to order at 12:01 pm. In attendance were Committee members Bernie Rochford, Angela Neeley, and Ray Weber, as were Library staff members Pam Hickson-Stevenson, Heather Otto, Michelle Scarpitti, and Michelle Alleman.

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

Heather Otto, Human Resources Director, provided an overview of the recommended new policy on background checks. While Library HR staff have conducted background checks on those 18 years of age and older for many years and have adhered to all applicable laws, there is no documentation of the types of background checks done nor of the procedures and practices followed. The policy was crafted so that the decision-making process could be explained and so that the Board of Trustees could understand and approve how background checks are reviewed.

Mr. Weber moved to recommend to the Board adoption of the new Background Checks Policy (1.21). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

After some discussion, the recommendation to adopt the new Background Checks Policy (1.21) was adopted without dissent.

23-109
BACKGROUND
CHECKS POLICY

Ms. Otto next provided an overview of the new policy Employee Personal Use of Social Media. She explained that as more employees use social media, more questions about proper usage have been asked. She also stated that, as public employees, there are unique considerations when addressing free speech, so this policy was drafted based on policies from other Ohio public libraries (e.g., Cuyahoga County Public Library, Cuyahoga Falls Library, Columbus Metropolitan Library, Stark Library, Cleveland Public Library) and in consideration of applicable labor laws (e.g., National Labor Relations Act). Additionally, an employment law attorney reviewed the draft.

Mr. Weber moved to recommend to the Board adoption of the new Employee Personal Use of Social Media Policy (2.28). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-110
EMPLOYEE
PERSONAL USE OF
SOCIAL MEDIA
POLICY

With no discussion, the motion to adopt the new Employee Personal Use of Social Media Policy was adopted without dissent.

Ms. Otto reviewed the recommended change to the Compensatory Time for Exempt Employees (3.6). In August 2022, the Board approved several changes to this policy. One of those changes was removing the timeframe by which an individual had to use compensatory time before it was lost. The policy had stated, "Exempt employee compensatory time must be used by the end of the quarter

following the quarter in which it was earned.” This phrase was recommended for deletion since, due to workload, some employees who earned compensatory time were unable to schedule such time off and lost the earned time. An unintended consequence of this change is that several employees are accruing a large bank of compensatory time. While exempt employees are working to earn this time, when combined with the Library’s vacation leave and sick leave accruals, it could result in an exempt employee to be out for a very long time for an FMLA-eligible medical leave. In response to questions, Ms. Otto clarified that if an exempt employee leaves the Library’s employment with unused compensatory time, the unused compensatory time is lost and not paid out.

Mr. Weber moved to recommend to the Board adoption of the amended Compensatory Time for Exempt Employees (3.6). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

After some discussion the motion to adopt the amended Compensatory Time for Exempt Employees was adopted without dissent.

Ms. Otto provided an overview of the recommended addition of the Ohio Deferred Compensation (ODC) Roth Option to the Library’s provision of access to a 457(b) deferred compensation plan through ODC. To allow another option for employees to plan for retirement, she recommended adding the Roth investment option to the plan. There is no additional cost to the Library for this plan. As described by ODC:

“Roth contributions are deducted from your pay on an after-tax basis, unlike pre-tax contributions that reduce your gross taxable income. Roth contributions grow tax deferred, and when a withdrawal is qualified, it is not subject to federal or state income taxes. The availability of tax-free withdrawals is what makes the Roth option attractive.”

Board approval is required because the Library is the sponsor of the ODC benefits for Library staff.

Ms. Neeley moved to recommend to the Board adoption of the Roth option as an addition to the Library’s existing ODC options. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the motion to adopt the Roth option as an addition to the Library’s existing Ohio Deferred Compensation options was adopted without dissent.

Ms. Hickson-Stevenson provided a brief overview of the revised performance evaluation form for the Executive Director (ED). The members of the Committee commented that Library trustees do not always see or know at what level the ED is performing in work responsibilities and requirements. Ms. Hickson-Stevenson noted that NA (signifying unable to rate due to insufficient time to observe or limited knowledge of category) is an option on the rating scale. It was suggested that NO could be added, which would indicate not observed. Committee members agreed that the forms (for the board, for the supervisors, managers, and directors, and a self-evaluation form for the ED) looked good and should be used

23-111
COMPENSATORY
TIME FOR EXEMPT
EMPLOYEES

23-112
ROTH OPTION FOR
OHIO DEFERRED
COMPENSATION

as the format for development of performance evaluation forms for the Fiscal Officer.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 12:40 pm.

Pam Hickson-Stevenson, Executive Director

Ms. Neeley reported on the October meeting of the Summit County Trustees Council during which the division of the Public Library. ASCPL’s share for 2024 is 65.08894%. Ms. Hickson-Stevenson commented 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.

NEW BUSINESS

23-113
APPROVAL OF PLF
ALLOCATION
PERCENTAGE FOR
2023

Mr. Rochford moved, seconded by Mr. Weber, to accept 65.08894% as the Library’s share of the Public Library Fund revenue that is allocated to Summit County. The motion was adopted without dissent.

Ms. Hickson-Stevenson introduced Ariel Sawyer, the Early Childhood Librarian at the Goodyear Branch Library, who would be speaking to the Board on behalf of the Branch Manager. Ms. Sawyer stated that the Goodyear Branch is more than 100 years old and was first known as the East Branch. She reported that the branch is in a business area next to the repurposed Goodyear Headquarters with restaurants, apartments and a theater. She said some of the branch’s unique programs include Rockin’ the Stacks, What’s Cooking?, and the annual Children’s Tea Party. She reported the branch regularly welcomes groups of developmentally delayed adults to attend programs. She also stated that she visits six schools and presents sixteen story times for toddler through second grade each month, in addition to a weekly story time at the branch. The Intermediate/Teen Librarian works with the Reservoir Park Community Center and the non-profit Hope & Healing to provide services to children. She concluded by reporting that the other members of the staff provide friendly customer service and that all employees work together as a team.

ADMINISTRATIVE
TEAM

There was no public participation.

PUBLIC
PARTICIPATION

Mr. Weber asked Ms. Sawyer about the use of the branch.

FOR THE GOOD OF
THE ORDER

With no further business, Ms. Neeley adjourned the meeting at 5:29 pm.

ADJOURNED

President

Secretary