

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
December 14, 2023

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:32 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, John Frola, Jr., Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Present from Library staff were Pamela Hickson-Stevenson, Michelle Alleman, Michael Bianchi, Carolyn Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Patrick Manning, Ryan McCoy, Heather Otto, Peter Schantz.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the agenda as presented. The motion was adopted without dissent. 23-114  
AGENDA

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the October 26, 2023 regular Board meeting as printed. The motion was adopted without dissent. 23-115  
OCTOBER MINUTES

Ms. Neeley stated her gratitude for all that Library staff do. Ms. Neeley also challenged the Board members to attend some of the many activities offered at Main Library and the Branches as able. PRESIDENT'S  
REMARKS

Pam Hickson-Stevenson, Executive Director, presented the executive summary and financial report for October 2023. In the General Fund expenses, a construction risk policy has been added given the amount of capital work in the upcoming years. The policy is aimed towards construction activity and renovation, designed to protect job sites from loss and damage as well as possible coverage for, but not limited to, property and weather damage, theft, vandalism, fire and arson. OCTOBER 2023  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for October 2023. The motion was adopted without dissent. 23-116  
ADOPTION OF  
FINANCIAL REPORT

Ms. Hickson-Stevenson presented the donor/gift list. The Library received \$18,792.20 in monetary donations. The Library also received two pages of other donations. Ms. Hickson-Stevenson highlighted the Akron Community Foundation continues to support the Library through funding jazz concerts and other cultural programs. Additionally, Sharon Myers, through Arcadia Publishing, donates her royalties from a book she authored. The Library was awarded a Spark grant from the Ohio Humanities Council to support the Dr. Martin Luther King Jr. lecture in January 2024. DONOR/GIFT LIST

Mr. Weber moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 23-117  
DONATIONS AND  
GIFTS

Ms. Hickson-Stevenson presented the investment report for October 2023. The interest earned totaled \$84,122.55, and approximately 63% was credited to the General Fund. OCTOBER  
INVESTMENT REPORT

[The investment reports are appended to the minutes]

Ms. Hickson-Stevenson requested to increase the appropriations related to the Building and Repair Fund 401 as well as the Vehicle Replacement Fund 402, transferring from Fund 101 to Fund 401 \$3,000,000 and transferring from Fund 101 to Fund 402 \$315,025. TRANSFER OF FUNDS

Mr. Rich moved, seconded by Mr. Rochford, to deduct from Fund 101 the sum of \$3,000,000 and add sum to Fund 401 and deduct from Fund 101 the sum of \$315,025 and add sum to Fund 402. The motion was adopted without dissent. 23-118 TRANSFER OF FUNDS

Heather. Otto, Human Resources Director, stated there are no changes to the personnel report for December 2023. Ms. Otto called attention to the April retirement of Greg Quinney, Security Officer for the Maple Valley Branch. PERSONNEL REPORT

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report – November/December 2023**

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Angle, Eugenia (Gina)	Human Resources Generalist	12/29/2023	Human Resources
Davis, Phoenix	Shelver (Casual)	11/02/2023	Children's & Teen
Dukenbaev, Askat	Public Service Assistant II	11/03/2023	Goodyear
Fischer, Kamari	Shelver (Casual)	11/01/2023	Maple Valley
Morris, Zahara	Shelver (Casual)	11/01/2023	Goodyear

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
DiCola, Renee (Niki)	Librarian	11/20/2023	BG&S
Elliott, Michael	Substitute PSA II	10/19/2023	Public Services
Hollander, Lindsey	Shelver (Casual)	10/23/2023	Nordonia Hills
Lewis, James	Shelver	11/06/2023	Culture & AV
Meyer, Aleata	Shelver (Casual)	11/20/2023	Maple Valley
Mostar, John	Akron Police Officer	10/25/2023	Security
Smilan, Mary Jane	Shelver (Casual)	10/23/2023	Richfield
Trammell, Jake	Shelver (Casual)	11/06/2023	Children's & Teen
Walker, Melissa	Technical Services Coordinator	12/18/2023	Technical Services

**CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baley, Jon	Public Service Assistant II (PT)	11/20/2023	Odom
	Public Service Assistant II (FT)		Odom
Brown, Curt	TechZone Assistant	11/28/2023	Electronic Services
	Marketing Assistant		Mrktn & Comms
Cecil, Malaky	Public Service Assistant II (PT)	11/20/2023	BG&S
	Public Service Assistant II (Floater)		Public Services
Kelley, Claudia	Public Service Assistant II	11/06/2023	Circulation
	Public Service Assistant II		Highland Square

**PROMOTION:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Gerlach, Kristi	Librarian	12/04/2023	Highland Square
	Branch Manager		Tallmadge
Keppel, Jon	Public Service Assistant II (Floater)	11/20/2023	Public Services Office
	Librarian		Culture & AV

**RETIREMENT:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Quinney, Greg	Security Officer	04/30/2024	Security

10/22/2001 – 04/30/2024 – Security Officer, Security

**NUMBER OF EMPLOYEES**

	<u>06.16.09</u>	<u>06.09.10</u>	<u>12.05.19</u>	<u>12.04.20</u>	<u>11.15.21</u>	<u>12.08.22</u>	<u>12.06.23</u>
Full-Time Staff:	291	270	270	249	249	250	252
80 Hrs. Exempt	--	--	--	43	43	42	42
75 Hrs. Non-Exempt	--	--	--	206	206	208	210
Part-time/Job-Share Staff:	68	54	48	41	41	47	41
Shelver (Casual):	86	73	82	53	41	55	63
Total Number of Staff:	445	397	400	343	331	352	356
Full-Time Equivalents	339	307	307	276	273	281	279

**NOTES:**

- These numbers cannot be compared from month to month since the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately before or after the date the personnel action is effective.
- Previously, the Library employed Student Assistant who had to be full- or part-time students and who worked between 8 to 20 hours per week performing shelving duties and other limited tasks. “Shelvers (Casual)” is a designation approved at the August 2023 Board of Trustees meeting. This role performs the same duties and works the same hours as Student Assistants, but it eliminates the requirement that the person be a student. Counts from before the September 2023 Personnel Report reflect those in the Student Assistant position, and counts from September 2023 and thereafter reflect those in the Shelver (Casual) position.

Mr. Rich moved, seconded by Mr. Rochford, to adopt the personnel report. 23-119  
 Ms. Hickson-Stevenson commented Greg Quinney has been a fixture at the Maple PERSONNEL  
 Valley Branch, is well known to the community, and will be missed. The motion REPORT  
 was adopted without dissent.

Ms. Hickson-Stevenson reported the 2024 Work Plan will become more developed, particularly in the Technical Services and Collection Development sections, completion of which have been delayed due to a retirement and a leave. Ms. Hickson-Stevenson highlighted a step back from a 2024 strategic planning process in favor of selecting a qualified design professional to help identify needed architectural reprogramming changes in the Library's buildings, which will contribute to the discussion on capital needs and financial demands to meet those needs. The Board of Trustees will be involved in the selection process. The State of Ohio allows the Library to develop a Request For Qualifications (RFQ) with specificity for previous experience with public libraries along with other qualifications. Following the receipt of the RFQ documents, qualified candidates will be interviewed and a selection will be made. The difference between a design process versus a construction process is that a design process does not require the lowest bid to be the determining factor for hire. There are public libraries that have undergone architectural reprogramming, and Mr. Bianchi will schedule visits for various Library managers and interested Board members.

EXECUTIVE  
DIRECTORS  
REPORT –  
2024 WORK PLAN

Ms. Hickson-Stevenson next reported that the Library On the Go project, funded by a grant from the State Library of Ohio using ARPA funds, has launched. Even before soft launch, the project gained a lot of interest from both Metro passengers and operators, and borrowers have begun to check out items from the lockers. Ms. Hickson-Stevenson called attention to the good work of the METRO RTA team and Ms. Alleman in getting this project launched. Additionally, the Mobile Services staff have shouldered the responsibility for managing this new service. The Library is planning a press conference for Library On the Go in January.

LIBRARY ON THE  
GO PROJECT

Mr. Weber questioned if there are studies regarding how customers use public libraries, i.e. personal enjoyment versus resources and education, that might show which community needs are being met and which need to be met. Ms. Hickson-Stevenson responded it is a difficult question to answer because the Library only requires customers to obtain a library card for borrowing. The Library card does not capture the necessary data to pinpoint these types of answers; however, anecdotally, there are people relying on the Library for support in a formal course of education. There are also activities in the Library that support education such as the Microbusiness Center, tutoring, reading aloud to therapy dogs to practice reading, and study areas. Reports on the reasons for use would require substantial surveying. She added that a factor in the selection process for architectural reprogramming is a specification for engaging the community.

HOW ARE PUBLIC  
LIBRARIES  
UTILIZED?

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

REPORT OF JOINT  
FINANCE &  
PERSONNEL  
COMMITTEES  
MEETING

*Akron-Summit County Public Library  
Report of Joint Meeting of Finance and Personnel Committees  
December 12, 2023 4:00 pm*

*The Finance and Personnel Committees of the Akron-Summit County Public Library met on Tuesday, December 12, 2023 in the Lolita K. Adair Board Room at Main Library. Finance Committee Chair John Frola, Jr., called the meeting to order at 4:06 pm. Also in attendance were Board President Angela Neeley, Finance Committee member James Casey, Personnel Committee Chair Bernie Rochford, and Personnel Committee members William Rich and Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Alleman, and Heather Otto also attended.*

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

*Pam Hickson-Stevenson, Executive Director, presented the 2024 temporary budget and reviewed the funds and accounts. She also reviewed the recommendation to increase the salary schedule by 2.5% effective in the first pay date of 2024 and to award step increases (1.5%) to eligible employees effective in the first pay date of April 2024.*

*Mr. Frola stated his interest in seeing projections of revenue, expenditures, and annual carryover amounts for 2025 and beyond. He said that with the need for funds to address higher cost expenses such as capital needs, health insurance, and compensation, he would like a better understanding of what the future may hold regarding the Library's financial situation. He also expressed a preference for a budget that would reflect amounts more closely resembling actual expenditures. Other Board members expressed an interest in the projections. Ms. Neeley stated that if the style of budgeting became narrower, the Fiscal Officer likely would be coming to the Board more frequently with budgetary transfer requests. She also said that in reviewing financial statements, she did not see much variance between budgeted amounts and actual expenditures. Ms. Hickson-Stevenson stated she would relay the attendees' feedback to Michelle Scarpitti, Fiscal Officer.*

*Mr. Rochford moved, seconded by Mr. Casey, to recommend to the Board of Trustees approval of the 2.5% salary schedule adjustment effective in the first pay of January 2024. The motion was adopted without dissent, and this comes as a recommendation to the Board.*

With no discussion, the motion to accept the 2.5% salary schedule adjustment effective in the first pay of January 2024 was adopted without dissent.

23-120  
SALARY  
SCHEDULE  
ADJUSTMENT

*Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board of Trustees approval of awarding the 1.5% performance step for all eligible employees effective in the first pay of April 2024. The motion was adopted without dissent, and this comes as a recommendation to the Board.*

With no discussion, the motion to accept awarding the 1.5% performance step for all eligible employees effective in the first pay of April 2024 was adopted without dissent.

23-121  
PERFORMANCE  
STEP FOR  
ELIGIBLE  
EMPLOYEES

*Mr. Frola moved, seconded by Mr. Rochford to adopt the 2024 Temporary Appropriations. The motion was adopted without dissent, and this comes as a recommendation to the Board.*

23-122  
2024 TEMPORARY  
APPROPRIATIONS

With no discussion, the motion to accept the 2024 Temporary Appropriations was adopted without dissent.

*Heather Otto, Human Resources Director, presented a recommendation to rename the position of Clerical Assistant (Collection Development) to Administrative Assistant (Collection Development) and to reclassify it from Grade 3 to Grade 5. The recommendation is based on an increase in the variety and complexity of tasks required of an employee in this job. If approved, the change would cause the incumbent in the position to move to Grade 5 and to a new step assignment that reflects the closest step to the incumbent's pay without being less.*

*Mr. Weber moved, seconded by Ms. Neeley, to rename the position of Clerical Assistant (Collection Development) to Administrative Assistant (Collection Development) and reclassify it from Grade 3 to Grade 5. The motion was adopted without dissent, and this comes as a recommendation to the Board.*

23-123  
RENAME &  
RECLASSIFY  
POSITION IN  
COLLECTION  
DEVELOPMENT

With no discussion, the motion to rename the position of Clerical Assistant (Collection Development) to Administrative Assistant (Collection Development) and reclassify it from Grade 3 to Grade 5 was adopted without dissent.

*Ms. Hickson-Stevenson informed the Board that two Library employees who received McDowell Scholarships resigned from their positions at the Library before fulfilling the terms of the agreements they signed. She reported that administrators had contacted the former employees about setting up a payment plan but neither of the individuals responded. The Board members advised that Ms. Hickson-Stevenson should contact the County Prosecutor's Office about the possibility of providing assistance with seeking reimbursement from the individuals for what is owed to the Library.*

*Having no further business, Mr. Frola declared the meeting adjourned at 5:45 pm.*

*Pam Hickson-Stevenson, Executive Director*

There was no new business.

NEW BUSINESS

Carla. Davis, Marketing Communications Director, presented the 150<sup>th</sup> Anniversary branding efforts the Library has completed and provided demonstrations to the Board for the logo and logo variations, letterhead, season programs, print ads, banners, lapel pins, portable display graphics that will circulate around the branches, library cards with artwork from artists April Couch and Lizzi Aronhalt, tote bags, and mugs.

ADMINISTRATIVE  
TEAM

Ms. Hickson-Stevenson played a video from Pritt Entertainment Group, the company that produced the sesquicentennial video. Ms. Hickson-Stevenson called attention to Mr. Derr's and Ms. Davis' efforts in this video project.

150<sup>th</sup>  
ANNIVERSARY  
VIDEO

There was no public participation.

PUBLIC  
PARTICIPATION

Mr. Rochford wished everyone a nice holiday and reminded the Board of the Dr. Martin Luther King Jr. lecture in January.

FOR THE GOOD OF  
THE ORDER

With no further business, Mr. Weber motioned, seconded by Mr. Frola, to adjourn the meeting. Ms. Neeley adjourned the meeting at 5:23 pm.

23-124  
ADJOURNMENT

---

President

---

Secretary