

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
APRIL 27, 2023

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:31 pm in the Community Room of the Mogadore Branch Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise (arrived late), Angela Neeley, William Rich, Bernie Rochford and Ray Weber. John Frola was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Carrie Burrier, Carla Davis, Kim DeBenedictis, Mike Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Mary Plazo, Pam Plumley, Bob Scaers, Peter Schantz, and Val Sherman.

Mr. Rochford moved, seconded by Mr. Rich, to adopt the April 27, 2023 agenda. The motion was adopted without dissent. 23-33
AGENDA

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the March 30 2023 Board Meeting. The motion was adopted without dissent. 23-34
MARCH REGULAR
BOARD MEETING
MINUTES

Ms. Neeley wished the staff a happy National Library Week and thanked them for everything they do. She asked Mr. Rochford for an overview of the Ohio Library Legislative Day in Columbus. Mr. Rochford stated it was great to see so many people in the Rotunda. He said the Governor spoke briefly and the Ohio Senate President was very complimentary of librarians. State Senator Matt Dolan received the Carnegie Award from the Ohio Library Council. PRESIDENT'S
REMARKS

Joseph Ferrise arrived at 4:35 pm

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for March 2023. The Library received additional advances from the first half real estate tax levy settlement. The Library also received \$7,700 for the sale of a surplus vehicle, which was sold on govdeals.com. MARCH 2023
FINANCIAL
REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial report for March 2023. The motion was adopted without dissent. 23-35
ADOPTION OF
FINANCIAL REPORT

Ms. Scarpitti stated that, since the last meeting, the Library received \$462.54 in monetary donations and approximately one and a half pages of other donations. The Library received a book discussion grant from the Yiddish Book Center, which provided funds for books and staff attendance at a "Stories in Exile" workshop. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 23-36
DONATIONS AND
GIFTS

Ms. Scarpitti presented the March investment report, which showed the Library received \$66,209.30 of interest, with approximately 64% credited to the General Fund. [The investment reports are appended to the minutes] MARCH 2023
INVESTMENT
REPORT

Heather Otto, Human Resources Director, presented the personnel report for April. She stated there were no changes to the report and highlighted the retirement of Julianne Sample, who has been with the Library since 1989.

APRIL 2023
PERSONNEL
REPORT

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Boord, Brittany	Substitute Public Service Asst.	03/24/2023	Public Services Office
DeLauder, Reed	Public Service Assistant II Floater	04/22/2023	Public Services Office
Elliott, Mike	Public Service Assistant (Sub)	04/24/2023	Public Services Office
Filomena, Sarah	Acquisitions Assistant	04/21/2023	Technical Services
Steffey, Chanda	Accounting Assistant	04/07/2023	Business Office
Wooten, Jonah	Student Assistant	04/08/2023	Ellet

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Colbert, Emma	Student Assistant	04/24/2023	Ellet
Conley, Cassandra	Accounting Assistant	04/14/2023	Business Office
Cox, Clyde	Akron Police Officer	03/22/2023	Security
Dingle Jr., Mark	Student Assistant	03/27/2023	BG&S
El-Wakeel, Tamer	System Support Specialist	04/10/2023	IT
Gustovich, Valerie	Public Service Assistant II	04/24/2023	Kenmore
Leipold, Abigail	Student Assistant	03/27/2023	Tallmadge
O'Connor, Patrick	Public Service Assistant II	04/10/2023	Mogadore
Pavlicko, Jason	Accounting Assistant	04/24/2023	Business Office
Pildner, Ellie	Student Assistant	03/27/2023	BG&S

PROMOTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Goddard, Jacquelyn	Branch Manager	04/24/2023	Springfield-Lakemore
Rosato, Miranda	Public Service Assistant	03/27/2023	Mogadore

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Aladich, Madeline	Public Service Assistant II	04/10/2023	Richfield
Berry, Allison	Technical Service Assistant	04/17/2023	Tech Services
Lamb, Kylie	Librarian (Youth Services) F-T	04/24/2023	Springfield-Lakemore
Turner, Christina	Public Service Assistant II	04/10/2023	Richfield

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Sample, Julianne	Public Service Assistant II	08/25/2023	North Hill

09/01/1989 - 09/22/1991 - Student Assistant - Mogadore
 09/23/1991 - 12/20/1997 - Librarian Assistant I - Job Share – North Hill
 12/21/1997 - 08/29/1999 - Public Service Assistant – Job Share – North Hill
 08/30/1999 - 12/29/2002 - Public Service Assistant – Full Time – North Hill
 12/30/2002 - 02/17/2008 - Public Service Assistant – Job Share – North Hill
 02/18/2008 - 06/20/2010 - Public Service Assistant – Full Time – North Hill
 06/21/2010 - 04/12/2020 - Public Service Assistant II– Job Share – North Hill
 07/19/2021 - 08/25/2023 - Public Service Assistant II – Full Time – North Hill

NUMBER OF STAFF MEMBERS

	06.16.09	06.09.10	04.18.19	04.20.20	04.15.21	04.15.22	04.18.23
Full-Time Staff:	291	270	277	148	252	253	256
80 Hrs. Exempt					44	42	48
75 Hrs. Non-Exempt					208	211	208
Part-time/Job-Share:	68	54	46	0	37	49	43
Student Assistants:	86	73	78	0	50	50	57
Total number of Staff:	445	397	401	148	339	352	356
Full-Time Equivalents	339	307	302	148	276	284	286

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. Rochford, to adopt the personnel report. 23-37
 The motion was adopted without dissent. ADOPTION OF
 PERSONNEL
 REPORT

Pamela Hickson-Stevenson, Executive Director, highlighted the first EXECUTIVE
 update on the 2023 Work Plan. She reported progress on many tasks that were DIRECTOR’S
 designed to help achieve the goals of the plan. Among the activities were: REPORT
 • Spring endowment fund campaign.
 • Additional tools in the ADP platform. 2023 WORK PLAN
 • Orientation and new manager training refinement. UPDATE

- IT initiatives.
- Evaluation of floating collections.
- Investigation of “renting books” instead of buying them.
- Second round of customer reengagement using OrangeBoy.
- Implementation of the grant project, via Mobile Services, in conjunction with Stark County.
- Progress in implementing the Library on the Go in partnership with METRO RTA.
- Multiple building projects around the system.

She also highlighted the document showing a statistical comparison from 2019-2022 that she included in the Board packet, which shows the usage of the Library has increased over the pandemic years in almost every category.

STATISTICAL
COMPARISON

Ms. Hickson-Stevenson asked which trustees, if any, could attend the Akron Roundtable luncheon on May 18. Cindy Hohl, Treasurer of the Freedom to Read Foundation, will speak on book banning and censorship. Mr. Ferrise, Ms. Neeley, Mr. Rochford, and Mr. Weber indicated their availability to attend.

Mr. Weber read the report of Buildings and Grounds meeting.

*REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING
Tuesday, April 25, 2023 4:00 pm*

BUILDINGS AND
GROUNDS
COMMITTEE
REPORT

The Buildings and Grounds Committee met in the Lolita K. Adair Board Room on Tuesday, May 23, 2022. Committee Chair Ray Weber called the meeting to order at 4:09 pm, with committee member Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Alleman, and Peter Schantz.

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

Peter Schantz, Facilities Director, presented information about a needed change order for the Portage Lakes Branch Library HVAC project. The plan reviewer directed the project mechanical engineer to revise wall penetration details for the mechanical room and exterior walls to include fire-stopping material. This change increases the cost of the project by \$588.10.

Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board approval of change order #1 for \$588.10 as submitted by Cline Mechanical. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no discussion, the Committee’s recommendation to approve Change Order #1 for \$588.10 as submitted by Cline Mechanical was adopted without dissent.

23-38
CHANGE ORDER #1
FOR PORTAGE
LAKES

Mr. Schantz requested that the Committee recommend to the Board approval of publicly bidding the installation work required to connect the Richfield Branch Library to municipal water service provided by Cleveland Water. When the branch was built in 2001, there was no option for the supply of domestic water so the building project included sinking two wells. Those wells now are not producing enough water. The Village of Richfield has extended water service into the village, and Mr. Schantz recommends abandoning the wells and connecting to the municipal water supply. This will require the installation of about 300 feet of underground water line from the tap at the road to the building. The engineer's opinion of probable cost for the project is \$94,937. Pugh Well Drilling & Pump estimates that two new wells at this location could cost between \$60,000 and \$80,000.

Mr. Rochford moved, seconded by Mr. Weber, to recommend that the Board approve seeking public bids for the Richfield Branch Library municipal water connection project. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no discussion, the Committee's recommendation to seek public bids for the Richfield Branch Library to connect to the municipal water service was adopted without dissent.

23-39
RICHFIELD
BRANCH LIBRARY
MUNICIPAL
WATER SERVICE

Mr. Schantz next provided information about the need to replace the HVAC system at the Norton Branch Library. The Norton Branch is the oldest building in the system, and the mechanical system at this location consists of a single, 35-year-old air handler. Due to the extremely long leadtime to replace this type of equipment, a catastrophic failure of this air handler would result in no air-conditioning for the entire building for 10-12 months. The mechanical drawings for this work have been completed, and the engineer's opinion of probable cost for the project is \$540,000.

Mr. Rochford moved, seconded by Mr. Weber, to recommend that the Board approve seeking public bids for the replacement of the HVAC system at the Norton Branch Library. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no discussion, the Committee's recommendation to seek public bids for the replacement of the HVAC system for the Norton Branch Library was adopted without dissent.

23-40
NORTON BRANCH
LIBRARY HVAC
REPLACEMENT

Mr. Schantz concluded his recommendations by providing information about the need for a HVAC replacement at the Odom Branch Library. The building is serviced by two packaged air-conditioning units that were installed when the building was renovated in 1999. At 24 years old, these units are significantly past their expected useful life and could fail at any time, leaving at least half of the building without air conditioning for as much as six months. The mechanical drawings for this work have been completed, and the engineer's opinion of probable cost for the project is \$290,000.

Mr. Rochford moved, seconded by Mr. Weber, to recommend that the Board approve seeking public bids for the replacement of the HVAC system at the Odom Branch Library. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no discussion, the Committee’s recommendation to seek public bids for the replacement of the HVAC system at the Odom Branch Library was adopted without dissent.

23-41
ODOM BRANCH
LIBRARY HVAC
REPLACEMENT

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 4:35 pm.

Pam Hickson-Stevenson, Executive Director

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

*REPORT OF MARKETING COMMUNICATIONS AND
LIBRARY SERVICES COMMITTEE MEETING
Wednesday, April 19, 2023 12:00 pm*

MARKETING
COMMUNICATIONS
AND LIBRARY
SERVICES
COMMITTEE
REPORT

The Marketing Communications and Library Services Committee met Wednesday, April 19, 2023, in the Lolita K. Adair Board Room at Main Library. William Rich called the meeting to order at 12:03 pm, with committee member Joe Ferrise present. Also attending were Library Trustee Ray Weber and Library staff members Pam Hickson-Stevenson, Carla Davis, Ryan McCoy, Pat Manning, and Brett Neff.

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

Pam Hickson-Stevenson, Executive Director, and Ryan McCoy, Technology Director, reviewed the Privacy Policy draft and the reasons the Library needs it. Mr. Ferrise moved to recommend to the Board adoption of the Privacy Policy, subject to a few non-substantive editorial changes. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee’s recommendation to adopt the Privacy Policy was adopted without dissent.

23-42
PRIVACY POLICY

Carla Davis, Marketing Communications Director, presented the Distribution of Non-Library Materials Policy with recommended amendments and explained the reasons for the changes. The Trustees reviewed the amendments and recommended additional editing, particularly to the bullet point that refers to the Library’s Collection Development Policy. The next version of the draft will be presented at a Committee meeting, on a date yet to be determined.

With no further business and no objections from Committee members, Mr. Rich adjourned the meeting at 1:29 pm.

Pam Hickson-Stevenson, Executive Director

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

*REPORT OF PERSONNEL COMMITTEE MEETING
April 27, 2023*

PERSONNEL
COMMITTEE
REPORT

On Thursday, April 27, 2023, the Personnel Committee met in the Community Room at the Mogadore Branch Library. Committee Chair Bernie Rochford called the meeting to order at 4:01 pm. Also in attendance were Committee members Angela Neeley, William Rich, and Ray Weber. Library staff members Pam Hickson-Stevenson, Heather Otto, and Michelle Alleman attended along with Carla Davis, Brett Neff, Mary Plazo, Peter Schantz, and Valerie Sherman.

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

Ms. Hickson-Stevenson provided an overview of a proposed job description for the Special Collections Division. The new position, Local History and Museum Specialist, will support all duties for the oversight of the Akron History Center (AHC), including creating and maintaining procedures for museum operations and agreements with AHC partners regarding the curation and rotation of exhibits. The position also will support Special Collections at Main Library, particularly in the areas of processing archival collections.

Mr. Rich moved, seconded by Mr. Weber, to recommend that the Board approve the new job description for the Local History and Museum Specialist. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-43
NEW SPECIAL
COLLECTIONS JOB
DESCRIPTION

With no discussion, the Committee’s recommendation to approve the new job description for Local History and Museum Specialist was adopted without dissent.

Mr. Rochford adjourned the meeting at 4:11 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Ms. Kim DeBenedictis, Manager of the Mogadore Branch Library, gave a brief update of Branch activities. The Branch has held an annual Veterans Recognition Dinner since 2013. Typically, 75 to 125 people attend. The Mogadore Friends of the Library, the Port Summit Rotary Club, and the Mogadore Lions Club fund the event. The event outgrew the Branch Community Room, but Mogadore High School provides the space now. The Mogadore High School Jazz Band performs, and Branch staff serve the meals. The Branch also participates in

ADMINISTRATIVE
TEAM

Mogadore's Christmas in the Village, which involves seven other community organizations including Village departments, the Historical Society, the schools, and two churches. The 8th Christmas in the Village was held in 2022. The Village closes the road between all of the buildings so families can walk freely from one venue to another. Last year, more than 1,700 people visited the Branch between 2:30 and 5 pm.

There was no request for public participation.

PUBLIC
PARTICIPATION

There were no remarks for the good of the order.

FOR THE GOOD OF
THE ORDER

The meeting adjourned at 5:10 pm.

ADJOURNED

President

Secretary