

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

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:35 pm in the Community Room of the Richfield Branch Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Joseph Ferrise and John Frola were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Carrie Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Diane Nagy, Brett Neff, Heather Otto, Pam Plumley, Peter Schantz, and Val Sherman.

Mr. Rich moved, seconded by Mr. Rochford, to adopt the July 27, 2023, agenda. The motion was adopted without dissent. 23-71
AGENDA

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the regular meeting of June 29, 2023, and the special meetings of July 17 and July 24, 2023. The motion was adopted without dissent. 23-72
JUNE REGULAR &
JULY SPECIAL
BOARD MEETINGS
MINUTES

Ms. Neeley thanked the Richfield Branch Staff for hosting the meeting and for providing the delicious treats. She said it was her first visit to the branch. She again thanked Ms. Hickson-Stevenson, Executive Director, and the employees for their work during a rough few months. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, stated there was nothing unusual in either month's report, so she would speak about the two months together. In May and June, the main revenue came from the Public Library Fund. The first half homestead and rollback proceeds were received in May. Expenses included various repairs, database subscription renewals, the second half-year special assessments, and the tax sharing agreements for the first half real estate settlement paid to the Peninsula Library. MAY AND JUNE
FINANCIAL
REPORTS

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial reports of May and June. The motion was adopted without dissent. 23-73
MAY AND JUNE
FINANCIAL
REPORTS

Ms. Scarpitti stated that since the last meeting, the Library received \$1,787.09 in monetary donations and approximately one page of other donations. DONOR/GIFT LIST

Mr. Weber moved, seconded by Mr. Casey, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 23-74
DONATIONS AND
GIFTS

Ms. Scarpitti presented the June investment report, which showed the Library received \$69,128.76 in interest with approximately 70% credited to the General Fund. There were no changes to the investments. JUNE 2023
INVESTMENT
REPORT

[The investment report is appended to the minutes]

Ms. Scarpitti requested a budget adjustment to increase the appropriations in the Thomas Knowles Fund, No. 880. Ms. Scarpitti stated this adjustment is needed to pay for the Nick Offerman appearance in November 2023. The cost for him to speak is \$75,000, but the Library conservatively expects to net \$60,000. The fee must be paid in advance of the event. If approved, Library administration plans to use the adjustment to pay Mr. Offerman and other event expenses out of the Knowles Fund. The proceeds from ticket sales would first replenish the Knowles Fund and then any profits would be credited to a newly created fund. Income from the event can be tracked easily, and the proceeds would be used for future events, primarily those that are free to the public. The Knowles Fund was established with no restrictions.

BUDGET
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Rochford, to increase the appropriations in the Thomas Knowles fund to \$100,000 for defraying upfront expenses for the Offerman fundraiser. The motion was adopted without dissent.

23-75
BUDGET
ADJUSTMENT

Heather Otto, Human Resources Director, presented the personnel report for July and stated there were no changes to the report. She highlighted the retirement of Michelle Pleskach, who has been a shelver at the Fairlawn-Bath Branch since 2003.

PERSONNEL
REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2023

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Adams, Alicia	Librarian Intermediate/Teen	06/26/2023	Children's & Teen
Gaj, Frank	Public Service Assistant II	07/15/2023	Firestone Park
Langenek, Grace	Student Assistant	07/29/2023	Portage Lakes
Simboli, Brittany	Public Service Assistant II	06/30/2023	Mogadore
Turner, Christina	Public Service Assistant II	08/04/2023	Richfield

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Campbell, Alyssa	Student Assistant	07/31/2023	Portage Lakes
Czerwony, Abigail	Student Assistant	07/17/2023	Nordonia Hills
Graham, Noah	Student Assistant	07/03/2023	Green
McCulloh, Imani	Student Assistant	07/03/2023	Odom
Miller, Bennett	Student Assistant	07/03/2023	Green
Wolfe, Sophia	Student Assistant	07/17/2023	Nordonia Hills

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Endris, Deborah	Public Service Assistant II	07/03/2023	Maple Valley
Keith, Nathan	TechZone Assistant	07/10/2023	Electronic Services
Krukemeyer, Abigail	Public Service Assistant III Intermediate/Teen	07/03/2023	Richfield

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Burch, Brian	Branch Manager Branch Manager	07/31/2023	Ellet Richfield
Hill, Shannon	Public Service Assistant II (PT) Public Service Assistant II (FT)	07/10/2023	Firestone Park Maple Valley
Ramey, Victoria	Public Service Assistant II (FT) Public Service Assistant II (FT)	07/31/2023	Special Collections Ellet
Stewart, Nicole	Public Service Assistant II (PT) Public Service Assistant II (FT)	07/17/2023	Circulation Circulation

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Pleskach, Michelle	Shelver	08/31/2023	Fairlawn-Bath
07/31/2006 – 08/31/2023 – Shelver – Fairlawn Bath			

NUMBER OF EMPLOYEES

	<u>07.16.09</u>	<u>07.09.10</u>	<u>07.15.19</u>	<u>07.22.20</u>	<u>07.15.21</u>	<u>07.20.22</u>	<u>07.21.23</u>
Full-Time Staff:	291	270	274	238	249	254	256
80 Hrs. Exempt:	—	—	—	—	43	43	42
75 Hrs. Non-Exempt:	—	—	—	—	206	211	214
Part-time/Job-Share Staff:	68	54	46	38	39	44	39
Student Assistants:	86	73	78	66	48	55	63
Total number of Staff:	445	307	308	342	336	353	358
Full-Time Equivalents:	339	307	308	*All other staff furloughed	274	283	282

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. The motion was adopted without dissent.

23-76
PERSONNEL
REPORT

Ms. Hickson-Stevenson briefly reviewed the quarterly update to the 2023 work plan that she provided in the packet. She stated although the ransomware did not shut down the Library, it definitely affected the last month of the quarter and some of the work that administrators had hoped to accomplish. The Library's administrators have been working diligently to complete the work plan. She believes not every objective in the plan will be completed but feels it is better to aim high and fall a bit short rather than to aim low and lack ambition.

EXECUTIVE
DIRECTOR'S
REPORT

The sesquicentennial celebration has four co-chairs: Carla Davis, Michael Derr, Patrick Manning, and Brett Neff. There are also subcommittees working on a variety of ideas and making good progress. The kick-off is a little early with the Nick Offerman event on November 15, 2023. Additionally, there will be a gala fundraiser April 27, 2024, at Main Library. The team for that event is soliciting donations for an auction from authors for signed copies of their books along with other donations from the community. Additionally, there has been discussion about having another large fundraising event in the fall of 2024. Michael Derr, Development Director, has reported the staff at the Akron Civic Theatre have been very helpful and accommodating are excited about the Nick Offerman event. She expressed a hope that all Library trustees would attend.

SESQUICENTENNIAL
PLANS

Ms. Hickson-Stevenson next introduced Diane Nagy, Early Childhood Librarian at the Richfield Branch. The branch is in transition right now. It was announced in last month's personnel report that Jen Stencel resigned as the Richfield Branch Manager. This month's personnel report included Brian Burch's appointment as manager at Richfield. This leaves an opening for the manager at Ellet. The Richfield Branch hosts a number of popular events including the Enchanted Story Land Forest, which will be held Friday, August 4. The event has been a big hit for the branch. Ms. Nagy reported that the branch currently has reservations for 800 people coming from four different counties.

RICHFIELD BRANCH

There were no Board Committee reports this month.

COMMITTEE
REPORTS

Ms. Hickson-Stevenson asked Peter Schantz, Facilities Director, to explain the proposed change orders to the Board. He stated there are three small but needed alterations to the chilled and hot water piping of the HVAC system at Main Library, and each will improve the efficiency of the system and help it operate at a lower cost.

NEW BUSINESS

The first change involves the installation of two pressure sensors. The second change involves cleaning several in-line strainers. The third change involves relocating a temperature sensor in the chilled water line. This will provide a more accurate reading of the water temperature and reduce the cost of the chilled water Main Library consumes. These changes require draining the system while installing the sensors and will allow the cleaning of the strainers and filters. Change order #5 will cost \$4,457.68. The first four change orders cost \$38,913.41 and with the fifth change order, the total project cost is still under budget by \$67,086.59.

CHANGE ORDER #5
FOR MAIN LIBRARY
HVAC AKRON
ENERGY SYSTEMS
PROJECT

Mr. Weber moved, seconded by Mr. Rochford, to approve Change Order #5 for the AES HVAC project at Main Library for a cost of \$4,457.68. The motion was adopted without dissent.

23-77
CHANGE ORDER #5
FOR MAIN LIBRARY
HVAC AKRON
ENERGY SYSTEMS

Ms. Hickson-Stevenson introduced Carrie Burrier, Youth Services Coordinator, to speak about service to children during the summer. Ms. Burrier stated the Summer Reading Program has been very good this year. The program has not yet concluded but has already exceeded last year’s registration and participation numbers. Staff members are excited that families are coming back into the Library for programs and that foot traffic is up at all locations. She also reported it has been a successful grant season. In partnership with Stark County Library, the Library received a two-year grant for distribution of STEM kits in at-risk neighborhoods. The Library’s bookmobile staff was responsible for the distribution. The Akron Public Schools (APS) STEM Middle School assigned participation in the Library’s summer reading program for the last couple of years. This year the Nordonia Middle School also joined with the Library. Ms. Burrier reported APS has conducted a summer mystery camp for two years. Every APS first and second grader participating in the camp program has visited Main Library this summer. The students have toured the building and visited areas that are behind the scenes such as the garage and loading dock. More than 300 children participated last year in a six-week period.

ADMINISTRATIVE
TEAM REPORT

There were no requests for public participation.

PUBLIC
PARTICIPATION

Mr. Casey asked for an update on the water project at the Richfield Branch. Mr. Schantz explained that the vault for the Cleveland Water System was installed and that most of the hydro excavating was done. Workers have been preparing to connect under the building.

FOR THE GOOD OF
THE ORDER

The meeting adjourned at 5:05 pm.

ADJOURNMENT

President

Secretary