

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 29, 2015
BOARD ROOM, MAIN LIBRARY

President William D. Rich called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:06 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, Jill Darlington, Mark Jackson, Sr., William D. Rich, Bernie Rochford, and Ray Weber. John Frola, Jr. was absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Kristin Henry, Eileen Herbert, Pam Hickson-Stevenson, Ann Hutchison, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda for the October 29, 2015 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried.

15-70
AGENDA

Mrs. Adair moved, seconded by Mr. Weber, to adopt the minutes of the September 24, 2015 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. Mr. Rochford abstained. The motion carried.

15-71
SEPTEMBER
MEETING
MINUTES

Mr. Rich had no remarks.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, explained the work involved setting up the new payroll and accounts payable software, and noted that she was unable to produce the regular finance report or budget adjustments.

Mr. Rich asked for a motion to postpone consideration of the September financial report and budget adjustments until the next meeting. Mrs. Adair moved, seconded by Mrs. Darlington, to postpone these reports until the next meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried.

15-72
POSTPONEMENT
OF SEPTEMBER
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in September the Library received \$1,700.95 in monetary donations and three and a half pages of materials donations.

Mrs. Adair moved, seconded by Mr. Jackson, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried.

15-73
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for September 2015.

[The investment report is appended to the minutes.]

Ms. Scarpitti stated that in the trustees' packets they would find the "Resolution Accepting the Amounts and Rates" as determined by the budget commission and authorizing the necessary tax levy and certifying them to the county fiscal officer. This is used to create the Library's original certificate of estimated resources. Mr. Rich pointed out two small errors on the document, which Ms. Scarpitti will correct before sending to Summit County.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the Resolution. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried.

15-74
ADOPTION OF
RESOLUTION

Lisa Percy, Human Resources Director, presented the October 2015 Personnel Report and stated there were changes to the report since its mailing to the Board. On page two, under the promotion of Alicia Adams and Clara Bradford, the new pay rate should show \$19.08 per hour.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – October 2015**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Christman, Cynthia	Akron Police Officer	09.24.15	Akron Police Department
Davis, Christopher	Akron Police Officer	09.24.15	Akron Police Department
Donohoo, Christine	Substitute Librarian	11.30.15	General Manager's Office
Hicks, Nia	Shelver	10.10.15	North
Hope-Taogoshi, Hanneh	Student Assistant	10.24.15	Goodyear
Hrepcak, JoAnna	Student Assistant	09.15.15	Portage Lakes
Martin, Cecilia	Student Assistant	10.29.15	Richfield
Nolan, Catherine	Student Assistant	10.22.15	Northwest Akron
Polles, John	Student Assistant	10.03.15	Norton
Stanar, Michael	Akron Police Officer	09.24.15	Akron Police Department
Tony, Marier	Shelver	10.23.15	Culture/AV

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Buchbinder, Danielle	Student Assistant	10.05.15	Odom
Collins, Amanda	Student Assistant	09.21.15	Portage Lakes
Forsch, Christy	Akron Police Officer	09.10.15	Akron Police Department
Grant, Emmanuel	Student Assistant	10.05.15	Odom
Lengel, Kirstin	Student Assistant	09.21.15	Green
McClellan, Samantha	Student Assistant	10.19.15	Kenmore
Mitchell, Natalie	Student Assistant	09.21.15	Highland Square
Mospens, Logan	Student Assistant	09.21.15	Portage Lakes
Oliver, Vicki	Student Assistant	10.05.15	Maple Valley

Rogers, Sullivan	Student Assistant	10.19.15	Science & Technology
Swejk, Zachary	Student Assistant	10.19.15	Culture/AV
Weiser, Noelle	Public Service Assistant I part-time	10.07.15	Circulation

CHANGE OF STATUS: (rate)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Adams, Alicia	Public Service Assistant III (10/1) \$18.58/hr		Goodyear
	Librarian (11/1) \$19.08/hr	08.23.15	Same
Bradford, Clara	Public Service Assistant III (10/1) \$18.58/hr		Business & Government
	Librarian (11/1) \$19.08/hr	08.23.15	Same

CHANGE OF STATUS: (transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Stafford, Caleb	Public Service Assistant II part-time		Portage Lakes
	Public Service Assistant II full-time	10.19.15	Mobile Services

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chlysta, Cheryl	Branch Manager	12.31.15	Odom
Johnson, Karen E.	Shelver	10.31.15	North
Neal, Marilyn	Public Service Assistant II	12.31.15	Firestone Park

CHANGE OF STATUS: (position name change)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Swarthout, Matt	Facility Systems Supervisor Facility Systems Specialist (no change in grade/step)	08.24.15	Facilities Services

SEPARATION OF EMPLOYMENT (Job Abandonment)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fijalkovich, Jessica	Student Assistant	09.22.15	Culture/AV

RETIREMENT:

Cheryl Chlysta

08/29/11 - 12/31/15 - Branch Manager, Odom

Karen Johnson

10/13/97 - 09/23/04 - Shelver, Northwest Akron

02/06/05 - 10/31/15 - Shelver, North

Marilyn Neal

12/07/82 - 09/15/85 – Student Assistant, Ayres

09/16/85 - 03/31/89 - Librarian Assistant I, Ayres

04/01/89 - 05/30/93 - Librarian Assistant II, Mobile Services

05/31/93 - 12/10/95 - js Librarian Assistant II, Mobile Services

12/11/95 - 12/20/97 - ft Librarian Assistant II, Mobile Services

12/21/97 - 03/11/12 - PSA, Mobile Services

03/12/12 - 12/30/12 - pt PSA II, Firestone Park

12/31/12 - present - ft PSA II, Firestone Park

NUMBER OF STAFF MEMBERS

	<u>10.16.12</u>	<u>10.24.13</u>	<u>10.21.14</u>	<u>10.19.15</u>
Full-Time Staff:	263	256	254	249
Part-Time/Job-Share Staff:	35	42	45	45
Student Assistants:	79	87	78	75
Total number of Staff:	377	385	378	369
Full-Time Equivalents	292	294	289	283

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.

Mrs. Adair moved, seconded by Mr. Jackson, to adopt the Personnel Report as corrected. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried. 15-75
PERSONNEL
REPORT

Mr. Rich commented on the success of the Library’s scholarship program and the excellent accomplishment of the two employees who are now Librarians, and the Library as a whole.

Mr. Jennings stated that the Summit County Library Trustees Council held its annual meeting on Thursday, October 8, 2015. The sole purpose of this meeting was approval of the Blasingame Formula that is used for dividing up the county’s share of the state’s Public Library Fund (PLF) in 2016. The meeting was attended by Board President William D. Rich and by Michelle Scarpitti, Pam Hickson-Stevenson and David Jennings from the Library staff. According to the formula for 2016 ASCPL will receive 66.07882% of the PLF distributed to the county next year; the Library’s portion is now estimated at \$11,892,471. This amount is approximately \$740,000 more than the estimated amount for 2015. DIRECTOR’S
REPORT

Mr. Jennings asked the Board to approve the formula percentage for 2016; the actual amount distributed will be determined as the year progresses. Mr. Jackson moved and Mr. Weber seconded approval of the formula. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber. The motion carried. 15-76
PLF FORMULA
FOR 2016

Mr. Jennings reported that the 2015 Staff Development Day will be held on November 11. He said sixteen training sessions would be available for staff that day; some are technology oriented others are service oriented. STAFF
DEVELOPEMENT
DAY

Mr. Jennings announced the Library is now a collaborative partner of a new website that will serve as a one-stop source of information about arts and cultural activity in Akron and Summit County. The website, www.summitlive365.com, is the product of ArtsNow, a new non-profit organization funded by the GAR and Knight Foundations and officially launched on October 15. SUMMIT LIVE
365 LAUNCH

Mr. Jennings then provided a look ahead to 2016:

2016 General Fund Budget

Because voters approved Issue 8 in May, 2015 that included a 0.5 mill increase to the property tax levy, a preliminary projection for revenue in 2016 from the property tax levy (1210 Real Estate Tax and 2210 Homestead/Rollback) is approximately \$14,360,000,

37% more than in the 2015 Permanent Budget. Also, based on estimates from the State of Ohio Department of Taxation, the Library expects to receive \$730,000 more in Public Library Fund distribution in 2016 than was estimated in the 2015 Permanent Budget. Total preliminary projected revenue for 2016 (\$26.9 million) is \$4.2 million more than the estimated budget revenue for 2015.

A recently typical \$2 million in unencumbered carryover funds can also be projected going into 2016. When combined with anticipated revenue, this means that the total funds available in the General Fund for 2016 will be approximately \$29 million. This amount is approximately \$4.4 million more than the 2015 General Fund Permanent Budget.

This increase in funding will enable the Library to restore function and capacity, invest in infrastructure, provide new and enhanced services, realign for effectiveness, and pursue excellence.

Restoring Function and Capacity

Restore summer Sunday hours at Main Library and Wednesday branch hours.

Wednesday hours at branches will be the same as M, T, and Th: 10 am to 8 pm.

New hours approved by Board of Trustees on 9-24-15

Fill selected vacant positions to ensure appropriate staffing levels.

Significantly increase levels of book, CD, DVD purchases, including larger ebook collection

The Library plans to increase the Materials Budget (4000s) by \$550,000 in 2016, enabling purchase of more items for public to borrow, and greater ability to meet demand for hot titles.

Investing in Infrastructure

Maintain and upgrade technology to accommodate network needs and mobile users.

The Library plans to increase the budget for Equipment – Computers (5560) by \$200,000 in 2016. With technology so critical to overall success in delivering service, the Library needs to increase the on-going investment in all areas of technology.

Return to a timely standard of excellent care of facilities and grounds.

The Library plans to increase the budget for Building & Site Repair (3310) by \$350,000 in 2016. A long list of projects will make this an on-going challenge, but now, funding will be available to proceed with important repairs and upgrades to our buildings and grounds

Providing New and Enhanced Services

Make free online tutoring help available for any student with library card.

Provide streaming media service to our customers.

The Materials Budget (4000s) will increase by \$550,000 in 2016. Soon, we will be able to subscribe to services for student tutoring, and Hoopla for streaming media.

Provide digital devices at all locations for student use.

Equipment – Computers (5560) will increase by \$200,000 in 2016. With schools moving toward digital textbooks, making the devices students use in school available for their use in our locations is key to avoiding a secondary digital divide.

Strengthen support for microbusiness and workforce development.

Microbusiness Specialist position was filled via Knight Foundation grant in October, 2015. The Microbusiness Center at Main Library should open in early 2016.

Create Maker Space at Main Library downtown.

Equipment and software has been purchased via Knight grant to be made available in early 2016.

Establish satellite facility in the underserved Springfield/Lakemore community.

The process will begin to create a collection, reserve space, identify and obtain shelving and furnishings, install technology, and then hire staff for the last quarter of 2016.

On Nov. 17 at 4:00 pm the Board will have meetings of the Finance Committee and Personnel Committee, and Board approval will be needed at the next meeting on December 10, 2015 at Main Library.

Mr. Rich reported there were no announcements from Senior Staff.

Mr. Rich reported there were no requests for Public Participation.

With no further business, Mr. Rich adjourned the meeting at 5:33 pm.

ADJOURNMENT

President

Secretary