

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 8, 2016
BOARD MEETING, MAIN LIBRARY

Vice-President Lolita Adair called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:10 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, and Ray Weber. William D. Rich, Bernard Rochford, John Frola Jr. were absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Vickie King, Eileen Herbert, Pam Hickson-Stevenson, Stephanie Jolliff, Patty Marsh, Lisa Percy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Weber moved, seconded by Mr. Casey, to adopt the agenda for the December 8, 2016 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried. 16-83
AGENDA

Mr. Casey moved, seconded by Mrs. Darlington, to adopt the minutes of the October 27, 2016 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried. 16-84
OCTOBER
MEETING
MINUTES

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the Financial Reports for October, 2016.

[The financial report is appended to the minutes.]

After discussion, Mr. Weber moved, seconded by Mr. Casey, approval of the October 2016 financial report. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried. 16-85
OCTOBER
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in October the Library received \$925.00 in monetary donations and three and one-half pages of materials donations.

Mr. Weber moved, seconded by Mrs. Darlington, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried. 16-86
DONOR/GIFT
LIST

Ms. Scarpitti presented the investment report for September 2016.

[The investment report is appended to the minutes.]

Ms. Scarpitti presented the "Resolution authorizing advancement of taxes for 2016 payable in 2017."

Mr. Weber moved, seconded by Mr. Casey, approval of the resolution authorizing tax advances for 2016 payable in 2017. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried. 16-87
RESOLUTION TO
AUTHORIZE
TAX ADVANCES

Lisa Percy, Human Resources Director, presented the November 2016 Personnel Report. There were no changes to the report after mailing to the Board. Ms. Percy highlighted the retirement of two employees: Karen Zeleznik, with more than thirty years' service, and Pamala Klundt, who was with the Library for four years.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – November 2016**

RESIGNATIONS

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Boshara, Kalie	Public Service Assistant II	12.06.16	Culture/AV
Cutler, Julia	Technology Trainer	11.30.16	Electronic Services
Davis, Minyonne	Student Assistant	11.24.16	Youth Services Office
Stafford, Caleb	Public Service Assistant II full-time	12.26.16	Mobile Services

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Klundt, Pamala	Public Service Assistant II part-time	12.30.16	Portage Lakes
Zeleznik, Karen	Librarian	01.31.17	Science & Technology

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Elliott, Michael	Substitute Public Service Assistant I	11.25.16	Public Services
Grady, Makayla	Student Assistant	10.24.16	Northwest Akron

CHANGE OF STATUS

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Adams, Alicia	Librarian FMLA (without pay)	11.10.16	Goodyear Family Medical Leave

CHANGE OF STATUS (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Jackson, Crystal	Shelver (2/1) \$8.91 Public Service Assistant II (7/1) \$13.51	11.28.16	Culture/AV Odom
Mahmood, Amna	Student Assistant (1/2) \$8.42/hr Public Service Assistant I part-time (6/1) \$13.19/hr	11.28.16	Highland Square Circulation

RETIREMENT: (comments)

Pamala Klundt

12/04/12 - 07/14/13, Substitute Public Service Assistant I

07/15/13 - 12/30/16, Public Service Assistant II, part-time, Portage Lakes

Retirement

Karen Zeleznik

09/19/77 - 12/31/78, Librarian Assistant II, Northfield

01/01/79 - 06/12/82, Librarian Assistant III, Northfield

[sub]

rehire

08/13/90 – 01/31/17, Librarian II, Science & Technology, job-share

NUMBER OF STAFF MEMBERS

	<u>01.21.09</u>	<u>12.02.14</u>	<u>12.03.15</u>	<u>11.28.16</u>
Full-Time Staff:	295	252	246	262
Part-Time/Job-Share Staff:	71	47	48	50
Student Assistants:	90	75	80	78
Total number of Staff:	456	374	374	390
Full-Time Equivalents	346	289	284	299

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. Weber moved, seconded by Mrs. Darlington, to adopt the Personnel Report. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried.

16-88
PERSONNEL
REPORT

DIRECTOR'S
REPORT

Mr. Jennings stated the Library anticipates receiving a formal proposal for leased space in the Tri-County Plaza in December. After receipt, the lease agreement will proceed to be finalized at the January 2017 board meeting.

SPRINGFIELD-
LAKEMORE

Mr. Jennings reported that with the passage of the levy in 2015 that enabled significant progress in a number of areas in 2016, the organization is primed for a strategic planning effort. The Library hopes to have identified and reached agreement with a planning consultant by the end of this year, with preliminary work beginning in early 2017.

STRATEGIC
PLANNING

Mr. Jennings said that following the staff engagement survey in the spring, the Library should be able to fully engage in the planning process by mid-2017. This process will include gathering information and opinions from a wide array of stakeholders in the library (customers, community leaders, educators, Board, management, and staff) in order to identify priorities and establish organizational goals, and the strategies needed to achieve those goals, for the next three to five years.

Mr. Jennings reported that the Library has secured the appearance of writer Wil Haygood for the 2017 Dr. Martin Luther King, Jr. Lecture on Sunday, January 15, 2017. Best known as the author of the *New York Times* bestseller *The Butler: A Witness to History*, Wil Haygood is a distinguished writer whose career has spanned decades. He was an associate producer on the film adaptation of his book, *The Butler*, which was sparked from his *Washington Post* article. The movie attracted an impressive audience due to the creative writing by Haygood and performances by Academy Award winners Forest Whittaker, Cuba Gooding, Jr., Robin Williams, Vanessa Redgrave, Jane Fonda and Oprah Winfrey.

Haygood worked for 30 years at two of the most prestigious newspapers in America (*The Boston Globe* and *The Washington Post*); during that time, he witnessed Nelson Mandela's release after 27 years of imprisonment; was taken hostage by Somalian rebels; covered New Orleans post-Hurricane Katrina for 33 straight days without a break; traveled with Barack Obama; and was nominated for a Pulitzer Prize. Translated into over a dozen languages, *The Butler: A Witness to History*, is the story of Eugene Allen, the White House butler who served U.S. presidents from Harry Truman to Ronald Reagan. Allen's time as a butler led him to become a "discreet stage hand who for three decades helped keep the show running in the most important political theatre of all."

Haygood's newest book *Showdown: Thurgood Marshall and the Supreme Court Nomination that Changed America*, a sweeping epic about the real-life events surrounding the heated appointment of Thurgood Marshall, the first African-American Supreme Court justice, remains just as impressive as his sixth book *The Butler*. The *New York Times* said, "Haygood is passionate and eloquent. He has done a great service by reminding us of an extraordinary man at an extraordinary moment."

The Eta Tau Lambda Chapter of Alpha Phi Alpha Fraternity, Inc. is once again co-sponsor of this event, as the Library continues the partnership that initiated this annual program in 1985.

Mr. Jennings stated that there are allocated funds in this budget in anticipation of an agreement with the City of Akron that will enable Main Library customers to park in the High/Market deck and receive one hour of free parking. The agreement is not yet finished, but it is hoped that the agreement will be ready for Board approval in January 2017.

PARKING
AGREEMENT

COMMITTEE
MEETING

**REPORT OF JOINT MEETING OF FINANCE AND PERSONNEL COMMITTEES
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
December 5, 2016**

On Monday, December 5, 2016, the Finance and Personnel Committees met jointly in the Community Room at the Northwest Akron Branch Library.

The meeting was called to order at 6:10 pm by Finance Committee Chair John Frola and Personnel Committee Chair Bernie Rochford. Also in attendance were committee members William D. Rich (both committees), Ray Weber and Jim

Casey (Finance), and Lolita Adair and Jill Darlington (Personnel). Library staff in attendance were David Jennings, Michelle Scarpitti, and Lisa Peercy.

Mr. Rochford moved to adopt the agenda. All voted aye.

Mr. Jennings and Ms. Scarpitti presented the proposed 2017 Temporary Budget. Discussion ensued about both revenue expectations and various expenditure line items in the budget. Mr. Jennings noted several areas of significant expenditure and explained increases or decreases in different line items.

Also discussed was the recommendation for an adjustment to the staff salary schedule and the granting of a performance step as included in the Temporary Budget. The ensuing discussion included the salary schedule, budget projections, and the need to recognize and reward staff performance. Following that discussion, Mr. Rich moved to recommend adoption of the 2017 Temporary Appropriation. Mr. Weber seconded the motion, and with the roll call vote (Frola – Aye, Casey – Aye, Rich – Aye, Weber – Aye), the motion was passed and this comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried.

16-89
TEMPORARY
BUDGET

Mr. Rich then moved to recommend adjustment of the ASCPL Salary Schedule upward by 1%, effective with the first pay date in January, 2017, and also to grant a 1.5% performance step to all eligible staff on the first pay date in April, 2017. Mrs. Adair seconded the motion, and with the roll call vote of members of the Personnel Committee (Rochford – Aye, Rich – Aye, Adair – Aye, Darlington – Aye) the motion was passed. This comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Casey, and Mr. Weber all voted aye. The motion carried.

16-90
INCREASE IN
SALARY SCHEDULE

With no further business, the joint committee meeting was adjourned at 7:35 pm.

With no further business, Mrs. Adair adjourned the meeting at 4:37 pm.

ADJOURNMENT

President

Secretary
