

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 31, 2016
BOARD ROOM, MAIN LIBRARY

President William D. Rich called the March meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, Jill Darlington, John Frola, Jr., William D. Rich, Bernie Rochford and Ray Weber. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Eileen Herbert, Ann Hutchison, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Percy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda for the March 31, 2016 meeting. The roll call vote followed: Mrs. Adair, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. Mrs. Darlington then arrived. 16-24
AGENDA

Mr. Weber moved, seconded by Mr. Frola, to adopt the minutes of the February 25, 2016 regular board meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 16-25
FEBRUARY
MINUTES

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the Financial Report for February.

[The financial reports are appended to the minutes.]

Mr. Rochford moved, seconded by Mr. Weber, approval of the Financial Report for February. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 16-26
FEBRUARY
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in February the Library received \$50 in monetary donations. In addition, there were three-and-one-half pages of material donations.

Mr. Weber moved, seconded by Mrs. Adair, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 16-27
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for February.

[The investment report is appended to the minutes.]

Lisa Percy, Human Resources Director, presented the Personnel Report for January 2016. She introduced new hire Patty Marsh, Downtown Services Manager, and highlighted the hiring of Lisa Krok, Firestone Park Branch Manager. Ms. Percy also mentioned the retirement of long-term employee Teresa Mathey.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – March 2016

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Blake, Alyssa	Student Assistant	04.01.16	Portage Lakes
Lewis, Kristy	Student Assistant	03.05.16	Portage Lakes
Morgan, Michelle	Acquisitions Assistant	03.25.16	Technical Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baird, Lauren	Student Assistant	03.21.16	Portage Lakes
Conrad, Amy	Teen Librarian	03.28.16	Kenmore
Eberly, Hannah	Student Assistant	03.14.16	Northwest Akron
Johnson, Hayley	Student Assistant	03.21.16	Portage Lakes
Krok, Lisa	Branch Manager	03.28.16	Firestone Park
Leslie, Elise	Student Assistant	02.22.16	Fairlawn-Bath
McKown, Samuel	Student Assistant	03.21.16	Portage Lakes
Sutton, Anthony	APD Officer	02.29.16	Akron Police Department
Thein, Kelsie	Student Assistant	03.21.16	Kenmore

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Mathey, Teresa	Public Service Assistant II	04.30.16	Nordonia Hills

CHANGE OF STATUS: (Transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Acklin, Michael	Shelver		Mobile Services
	Same	03.21.16	Children's Library

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Wells, Caitlin	Student Assistant		Portage Lakes
	(1/1) \$8.30/hr		
	Shelver	02.29.16	Science & Technology
	(2/1) \$8.91/hr		

RETIREMENT:

Teresa Mathey
04/02/84 - 12/20/97 - Librarian Assistant II, Nordonia Hills
12/21/97 - 04/30/16 – Public Service Assistant II, Nordonia Hills

CHANGE OF STATUS: (Director-Initiated Transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Grassley, Aaron	Public Service Assistant II full-time Same	02.19.16	Firestone Park Circulation
Wilson, Kelly	Teen Librarian Same	02.29.16	Mogadore Portage Lakes

CHANGE OF STATUS: (Director-Initiated Demotion)

Yohn, Emily	Teen Librarian Public Service Assistant II	03.01.16	North Green
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NUMBER OF STAFF MEMBERS

	<u>03.15.13</u>	<u>03.18.14</u>	<u>03.17.15</u>	<u>03.21.16</u>
Full-Time Staff:	262	254	248	253
Part-Time/Job-Share Staff:	34	45	47	53
Student Assistants:	89	89	80	81
Total number of Staff:	387	382	375	387
Full-Time Equivalents	294	292	285	293

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. Adair, adoption of the Personnel Report. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 16-28 PERSONNEL REPORT

Mr. Jennings reported on the grand opening of the Library's new Microbusiness Center, scheduled for Thursday, April 7 from 4-7 pm, which will also feature an early look at the neighboring new maker space, the TechZone@Main. Funded by a Knight Foundation grant, the Microbusiness Center will provide accessible business training, educational resources, and individualized direction to entrepreneurs, students, and established business owners. The Microbusiness Center will also offer co-working space to contemplate, cultivate or expand a business or business idea. The space will be open during regular Library hours, and Linda Hale, the Microbusiness Specialist, will be available for consultations by appointment. DIRECTOR'S REPORT MICROBUSINESS CENTER

Mr. Jennings said this center will enable the Library to contribute to area economic development by providing space, services, and resources in a way not previously seen. With this space the Library hopes to establish an important niche role in the growing entrepreneurial culture in and around Akron.

Mr. Jennings said that as a part of this opening, the new maker space, also significantly funded by the Knight Foundation, will have some of the following equipment operational for demonstration and use by the public: laser engraver, vinyl printer/cutter, 3-D printer, button maker, audio-video transfer station, sewing machine, heat press, and photo studio in-a-box. Additionally, the space already features an audio recording studio, and staff there will provide digital media training. The Library will likely have a separate public opening of

the Tech Zone@Main later this year when all the equipment is ready and available for use.

Mr. Jennings said the Akron Beacon Journal reported that the Akron Art Museum is one of 27 local recipients of a grant through the Knight Arts Challenge. The project is to create a collection of local art that will be available to the public to borrow. The Library was approached last year about serving as a collaborative partner in the project and has agreed to serve as the mechanism through which this art lending concept can actually happen.

ART LENDING
COLLABORATION

Mr. Jennings reported the art museum will solicit artists from the region to create the collection. The grant will pay for the storage/display receptacles that will be housed here at Main in space located in Culture & AV. A number of details remain to be worked out, and more information will be available as the project progresses in 2016.

Mr. Jennings stated the Library submitted an entry to the Knight News Challenge – Libraries for a project called *Making Downtown Green Spaces into Connected Places*. WiFi access is now a key part of any public environment that wishes to have people congregate, linger, and enjoy activities. Providing such access in urban areas can be another component in creating a vibrant and thriving downtown, making green spaces into connected, social places.

KNIGHT GRANT
SUBMISSION

Through a Knight News Challenge grant, the Library would expand its current free WiFi service to include a number of public gathering spaces and event venues along Main Street and High Street in downtown Akron. Included in this expanded WiFi capacity will be Lock 3, Lock 4, the Akron Art Museum Rogers Garden, and Cascade Plaza. By using strategically located receivers and antennas, the Library will enable those enjoying downtown outdoor activity to easily and freely connect to WiFi service. Partners in this project will include the Downtown Akron Partnership, the City of Akron, and the Akron Art Museum.

Mr. Jennings noted that Deputy Director Pam Hickson-Stevenson, Board member Bernie Rochford, and he will be in Columbus on April 13 for the Ohio Library Council's annual legislative day. They plan to meet with all seven of the Library community's representatives and senators in the Ohio General Assembly. The focus of the visits will be to reinforce the important work of public libraries and the need for strong, stable state funding for libraries in Ohio.

LEGISLATIVE DAY

BUILDING & GROUNDS COMMITTEE MEETING
Akron-Summit County Public Library
March 28, 2016

BUILDING &
GROUNDS
COMMITTEE MEETING

The Buildings & Grounds Committee met on Monday, March 28, 2016 in the Board Room of Main Library.

Committee Chair Lolita Adair called the meeting to order at 4:00 pm with committee members William D. Rich and Ray Weber attending. Also attending the meeting were David Jennings, Michelle Scarpitti, and Carl

Roxbury of the library staff; and Attorney Clair Dickinson of Brouse McDowell.

Mr. Rich moved for the adoption of the agenda as presented. All committee members present voted aye.

In the first item on the agenda, Mr. Jennings discussed the draft access easement agreement with IRG for use of a part of the soon-to-be-vacated Cook Street. This easement agreement will enable library customers to continue to enter and leave the Goodyear Branch Library via this part of Cook Street in perpetuity. After Mr. Dickinson and committee members discussed different components of the agreement, Mr. Weber moved to recommend to the Board the adoption of the access easement agreement with IRG as presented. All committee members present voted aye, and this comes as a recommendation to the Board.

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

16-29
GOODYEAR
EASEMENT

The next agenda item was a request for authorization to publicly bid a sidewalk structure repair project. Mr. Jennings and Mr. Roxbury presented the need to pursue significant repair to underground structures beneath the Main Street sidewalk at Main Library, and how the estimated cost for such repair will require soliciting public bids. After discussion of the problem requiring repair, Mr. Rich moved to recommend adoption of the resolution authorizing public bids as presented. All committee members present voted aye, and this comes as a recommendation to the Board.

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

16-30
SIDEWALK REPAIR
BID SOLICITATION

The last issue discussed at the meeting was an update from Mr. Jennings on progress with identifying the location for the Springfield-Lakemore satellite facility. Mr. Jennings told the committee he hopes to have a request for an official board decision in the next month or two.

Having no further business, the meeting was adjourned at 4:40 pm.

**REPORT OF FINANCE COMMITTEE
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
March 28, 2016**

FINANCE COMMITTEE
MINUTES

On Monday, March 28, 2016, the Finance Committee met in the Board Room of Main Library. The meeting was called to order at 4:43 pm by Committee member William D. Rich. Also in attendance was committee member Ray Weber. Library staff members David Jennings and Michelle Scarpitti were also present.

Mr. Weber moved to adopt the agenda. All committee members present voted aye.

Mr. Jennings and Ms. Scarpitti then presented the proposed 2016 Permanent Budget. They noted changes in estimated General Fund revenue since the Temporary Budget was passed in December, 2015. The 2015 unencumbered carryover was approximately \$37,000 higher than originally estimated, while the state's estimate for the 2016 Public Library Fund is now approximately \$75,000 higher than at the time of the Temporary Budget. Finally, significantly more E-Rate reimbursement is anticipated in 2016, with an additional \$238,700 noted in both General Fund revenue and coinciding expenditures for computer equipment. The other additional revenue is allocated among various expense line items, including several relating to preparation for a satellite facility in Springfield-Lakemore. The overall increase to the proposed General Fund Permanent Budget is \$351,634.

Following discussion of the library's efforts to upgrade WiFi capacity system-wide as part of this budget, Mr. Weber moved to recommend adoption of the 2016 Permanent Budget as presented. All committee members voted aye and this comes as a recommendation to the Board.

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

16-31
2016
PERMANENT BUDGET

With no further business, the meeting adjourned at 4:58 pm.

REPORT OF PERSONNEL COMMITTEE
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
March 23, 2016

On Wednesday, March 23, 2016 the Personnel Committee met in the Board Room of Main Library. The meeting was called to order at 4:04 pm by Committee Chair Bernie Rochford. Also in attendance were Committee members Lolita Adair, Jill Darlington, and William D. Rich. Library staff members David Jennings and Michelle Scarpitti were also present.

Mrs. Adair moved to adopt the agenda, and all committee members present voted aye.

The first item on the agenda was presentation of the continued evaluation of the Fiscal Officer and Director. Mrs. Adair moved to go into executive session to discuss the compensation of a public employee, in accordance with ORC 121.22 G. Mr. Rochford seconded and all committee members present voted aye. The executive session began at 4:07 pm. The committee came out of executive session at 4:36 pm.

Following acknowledgement of very positive performance evaluations from both Board and managers that had been discussed at a previous committee meeting, Mrs. Adair moved to recommend to the full Board the approval of a new employment agreement with Director David Jennings that will last until the end of 2018. The agreement, which is essentially the same as in previous years, provides for an increase of 2.5% in Mr. Jennings' salary in 2016 to \$118,394, with subsequent adjustments of 2% in 2017 and 2018. All committee members present voted aye and this comes as a recommendation to the Board.

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

16-32
EMPLOYMENT
AGREEMENT
DAVID JENNINGS

Following acknowledgement of very positive performance evaluations from both Board and managers that had been discussed at a previous committee meeting, Mrs. Adair moved to increase the salary of Fiscal Officer Michelle Scarpitti by 4% to \$80,225 in 2016, retroactive to the first pay period of 2016, with subsequent adjustments of 2.5% in 2017 and 2018 (Like the Director in reporting directly to the Board of Trustees, the position of Fiscal Officer is not on the ASCPL Salary Schedule, so compensation must be set separately). The motion also included full payment of Ms. Scarpitti’s annual memberships in the Government Finance Officers Association (GFOA), Association of Public Treasurers (APT), and Association of Government Accountants (AGA). All committee members present voted aye, and this comes as a recommendation to the Board.

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

16-33
INCREASE SALARY
FISCAL OFFICER

With no further business, the meeting was adjourned at 5:05 pm.

Mr. Rich stated there were no reports from Senior Staff.

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

There being no further business, Mr. Rich adjourned the meeting at 4:57 pm.

ADJOURNMENT

President

Secretary