

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 14, 2017  
BOARD ROOM, MAIN LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:02 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, Bernard Rochford, and Ray Weber. John Frola, Jr. was absent. William D. Rich arrived at 4:26 pm. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mrs. Adair moved, seconded by Mr. Rochford, to adopt the December agenda as presented. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, Mr. Weber, all voted aye. The motion carried. 17-87  
AGENDA

Mrs. Adair moved, seconded by Mr. Casey, to adopt the minutes of the October 26, 2017 meeting. After discussion and a correction to the minutes the roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-88  
OCTOBER  
MINUTES

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for October 2017. She highlighted a new fund added to the 2017 Permanent Budget, the Richard W. and Charlotte E. Staiger Fund which is to be used to purchase furniture and equipment in the new Tween area of the Library.

Mr. Rochford moved, seconded by Mrs. Darlington, approval of the October 2017 financial report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-89  
OCTOBER  
FINANCIAL  
REPORT

Ms. Scarpitti presented three requests for Budget Adjustments.

- 1) Move appropriations in the General Fund from line item 4110 to 4360 the amount of \$70,000. Mr. Rochford moved, seconded by Mrs. Adair, to transfer \$70,000 in line item 4110 Books to 4360 Video Recordings. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-90  
BUDGET  
REQUESTS
- 2) Requesting a new Appropriation, the new Staiger Fund (#204) in the amount of \$5,000. Mr. Rochford moved, seconded by Mr. Casey, to establish and appropriate the Fund #204 in the amount of \$5,000. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17- 91  
STAIGER FUND
- 3) Increase Appropriations in the C. Blake McDowell, Jr. Fund (#870), to cover scholarship expenses in December. Mr. Rochford moved, seconded by Mrs. Darlington, to increase the McDowell Fund in the amount of \$3,000. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-92  
McDOWELL FUND

Ms. Scarpitti presented the donor/gift list. There were \$15,460.00 in monetary donations and approximately four and one-half pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mrs. Adair moved, seconded by Mr. Rochford, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-93  
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for October 2017.

[The investment reports are appended to the minutes.]

Ms. Scarpitti presented the “Resolution Authorizing Advances of Taxes for 2017 payable in 2018.”

Mr. Rochford moved, seconded by Mr. Casey, approval of the Resolution. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-94  
RESOLUTION  
AUTHORIZING TAX  
ADVANCES

Lisa Peercy, Human Resources Director, presented the Personnel Report for November/December 2017. She highlighted the retirement of Judy Bosch, a PSA in Mobile Services with the Library for 20 years.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – November/ December 2017**

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bragg, Chloe	Substitute Public Service Assistant	10.31.17	Public Services
Hunt, Lauren	Student Assistant	10.26.17	Odom
Schnee, Melissa	Akron Police Officer	10.27.17	Akron Police Department
Smith, Marilyn	Public Service Assistant II Job-Share	10.28.17	Nordonia Hills
Snowden, Sharnae	Public Service Assistant I	11.04.17	Circulation

**RETIREMENTS:**

Bosch, Judith	Public Service Assistant II	12.31.17	Mobile Services
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**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Alvarado, Tommy	Student Assistant	10.30.17	Youth Services Office
Cunningham, Taylor	Shelver	11.27.17	Culture/AV
Fertig, Jeremy	Student Assistant	10.30.17	Northwest Akron
Ellis, Christopher	Systems Support Specialist	11.27.17	Information Technology

Gerber, Anna	Student Assistant	11.27.17	Richfield
Golson, Amanda	Akron Police Department Officer	10.23.17	Akron Police Department
Lathrop, Brynne	Student Assistant	10.30.17	Northwest Akron
Munford, Lyndsi	Security Officer	11.27.17	Security
Ramey, Greta	Public Service Assistant part-time	11.27.17	Science & Technology
Rosato, Miranda	Student Assistant	10.30.17	Tallmadge
Simboli, Brittany	Public Service Assistant	11.27.17	Odom
Stefanov, Elizabeth	Children's Librarian	11.27.17	Children's Library
Thomas, Sophia	Student Assistant	10.30.17	Northwest Akron

**CHANGE OF STATUS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Chapman, Leroy	Maintenance Worker FMLA without pay	10.10.17	Facilities Medical Leave
Elavsky, Lori	Material Processor FMLA without pay	11.03.17	Technical Services Medical Leave
Elavsky, Lori	FMLA without pay Material Processor	11.13.17	Medical Leave Technical Services

**CHANGE OF STATUS: (Promotion)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Fragge, Melani	Librarian (11/3 \$20.36/hr) Branch Manager (15/1 \$27.79/hr)	11.06.17	Youth Services Office Springfield-Lakemore
Goodwin, Sharon	Shelver (2/2 \$9.14/hr) Materials Processor (3/1 \$11.41)	10.30.17	Mobile Services Technical Services
Miraglia, Lindsay	Shelver (2/2 \$9.14/hr) Technical Services Assistant (6/1 \$13.32/hr)	10.30.17	Culture/AV Technical Services
Sykes, Rozsa	Student Assistant (1/3 \$8.64/hr) Shelver (2/1 \$9.00/hr)	11.27.17	Firestone Park Culture/AV

**CHANGE OF STATUS: (Transfer)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Alberts, Kimberly	Librarian EC Librarian EC	12.4.17	Northwest Akron Children's Library
Court, Jennifer	Public Service Assistant II Technical Services Assistant	10.30.17	Firestone Park Technical Services
Goddard, Jacquelyn	Children's Librarian part-time Youth Librarian full-time	12.11.17	Children's Library Springfield-Lakemore*
James, Jessica	Public Services Assistant II part-time Public Services Assistant II full-time	12.11.17	Mogadore Springfield-Lakemore*

**CHANGE OF STATUS: (Transfer) cont.**

Pickering, Clay	Public Services Assistant II Public Services Assistant II	12.04.17	Northwest Akron Ellet
Seibert, Barbara	Public Services Assistant II Public Services Assistant II	12.11.17	Mobile Services Springfield-Lakemore*
Street, LaMonica	Public Services Assistant II Public Services Assistant II	12.11.17	Odom Springfield-Lakemore*

**\*Staying at current agency until Springfield-Lakemore opens**

**RETIREMENTS: (comments)**

**Judith Bosch**

10/27/97 - 02/28/99, Shelver, Audio Visual Services  
 03/01/99 - 03/11/01, Support Services Clerk, Circulation  
 03/12/01 - 02/20/05, PSA II, Firestone Park  
 02/21/05 – 12/31/17, PSA II, Mobile Services

**NUMBER OF STAFF MEMBERS**

	<b><u>12.02.14</u></b>	<b><u>12.03.15</u></b>	<b><u>11.28.16</u></b>	<b><u>12.07.17</u></b>
Full-Time Staff:	252	246	262	265
Part-Time/Job-Share Staff:	47	48	50	46
Student Assistants:	75	80	78	73
Total number of Staff:	374	374	390	384
Full-Time Equivalents	289	284	299	298

**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 (Springbrook) as the changes are made immediately prior to or after the date the personnel action is effective.**

Mr. Rochford moved, seconded by Mrs. Darlington, adoption of the 17-  
 November/December 2017 Personnel Report. The roll call vote followed: Mrs. NOV/DEC 2017  
 Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, Mr. Weber, all voted aye. The PERSONNEL REPORT  
 motion carried.

Mr. Jennings presented an update on the Springfield-Lakemore satellite facility. He reported the work to prepare the Tri-County Plaza space for Library occupancy is nearly complete. He said that over the next six weeks the furnishings, shelving, collection, and technology will be moved into the space. Mr. Jennings said that some staff have been hired and others will soon follow. A late January or early February date for opening day/ribbon-cutting is anticipated.

DIRECTOR'S REPORT  
SPRINGFIELD-  
LAKEMORE BRANCH

Mr. Jennings stated the Library's strategic planning process is in full motion now. A survey of Library customers is currently at work, and the Admin Team heard presentations from all twelve sub-teams on December 4. He stated that those reports, plus additional information gathered, will provide the foundation for the eventual strategic plan that will be crafted by the Admin Team. The process is on target for completion by March, 2018.

STRATEGIC PLANNING

Mr. Jennings announced the Library has obtained a commitment from former Cleveland Cavaliers player and coach Lenny Wilkens to be the speaker for the Martin Luther King, Jr. Lecture on Sunday, January 14 at 2 pm. Mr. Wilkins is a member of the Naismith Memorial Basketball Hall of Fame, and has had a storied career as both player (1960-1975) and coach in National Basketball Association (NBA). He is also the recipient of the National Civil Rights Sports Legacy Award, an honor that pays tribute to athletes who have laid the foundation for future leaders through their careers in the spirit of Dr. King.

MARTIN LUTHER KING,  
JR. LECTURE

**REPORT OF PERSONNEL COMMITTEE MEETING**  
**Main Library**  
**November 17, 2017**

PERSONNEL  
COMMITTEE MEETING

*On Monday, November 17, 2017, the Personnel Committee met in the Board Room of Main Branch Library. The meeting was called to order at 3:10 pm by Committee Chair, Bernie Rochford. Also in attendance were Committee members Lolita Adair, William D. Rich, Ray Weber and Board member Jim Casey. Also, attending were Dan Bradbury, Jobeth Bradbury and Karen Miller from Bradbury Miller Associates.*

*The purpose of the meeting was to meet the members of the Bradbury Miller Associates, the firm that will be conducting the search. The board asked several process questions and time line for the search. All questions were answered satisfactorily. Bradbury will submit an updated timeline and a draft position announcement for Board review.*

*The meeting adjourned at approximately at 5:15 pm.*

**REPORT OF PERSONNEL COMMITTEE MEETING  
Main Library  
December 1, 2017**

**PERSONNEL  
COMMITTEE MEETING**

*On Friday, December 1, 2017, the Personnel Committee met in the Board Room of Main Library. The meeting was called to order by Committee Chair, Bernie Rochford at 3:10 pm. Also in attendance were Committee members Lolita Adair, William D. Rich, and Ray Weber.*

*The agenda was approved with all voting aye.*

*The members went through the position posting of the Library Director position very carefully. Several changes were made to the original draft submitted by Bradbury Miller.*

*Mr. Rich moved to approve the amended version, and all committee members present voted aye. The amended version of the draft was sent via email to the Bradbury group by Mr. Rich.*

*The meeting was adjourned at approximately 4:50 pm.*

**REPORT OF JOINT  
PERSONNEL AND FINANCE COMMITTEE MEETING  
Main Library  
December 13, 2017**

**JOINT PERSONNEL AND  
FINANCE COMMITTEE  
MEETING**

*On Wednesday, December 13, 2017, the Personnel and Finance Committees met jointly in the Board Room at Main Library.*

*The meeting was called to order at 4:35 pm by Finance Committee Chair, John Frola, Jr. and Board President, Ray Weber. Also in attendance were committee members, Jim Casey, (Finance), and Jill Darlington, (Personnel). Personnel committee member William D. Rich arrived at 4:50 pm. Library staff in attendance were David Jennings, Michelle Scarpitti, and Lisa Peercy.*

*Mr. Weber moved to adopt the agenda and all present voted aye.*

*Mr. Jennings and Ms. Scarpitti presented the proposed 2018 Temporary Budge. Discussion ensued about both revenue expectations and expenditure line items in the budget. Mr. Jennings said that the budget was very similar to that of 2017, noting a few areas of significant expenditure and the Special Revenue Fund section of the appropriation document.*

*Also discussed was a recommendation for adjustment to the staff salary schedule and the granting of a performance step as included in our 2018 Temporary Budget. The ensuing discussion focused on how the salary schedule was administered.*

*Following that discussion Mr. Casey moved to recommend adoption of the 2018 Temporary Appropriation. Mr. Weber seconded the motion, all committee members present voted aye, and this comes as a recommendation to the Board.*

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

17-95  
2018 TEMPORARY  
BUDGET

*Mrs. Darlington then moved to recommend adjustment of the ASCPL Salary Schedule upward by 1% effective with the first pay date in January, 2018, and also to grant an 1.5% performance step to all eligible staff effective on the first pay date in April 2018. Mr. Weber seconded the motion, all members present voted aye, and this now comes as a recommendation to the Board.*

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

17-96  
ADJUSTMENT TO THE  
SALARY SCHEDULE

*The meeting was adjourned at approximately 4:53 pm.*

There were no reports from Senior Staff.

There were no requests for Public participation.

There being no further business, Mr. Weber adjourned the meeting at 4:51 pm.

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President

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Secretary