

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR MEETING
 APRIL 26, 2018
 FAIRLAWN-BATH BRANCH LIBRARY

President Ray Weber called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:07 pm at the Fairlawn-Bath Branch Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, Bernard Rochford, and Ray Weber. John Frola, Jr. was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engel, Ann Hutchison, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Percy, Carl Roxbury, Jane Scott, and Val Sherman. Also present was Carol Marturano-Becker, President of IMPACT Learning, Inc.

Mr. Rochford moved, seconded by Mr. Rich, to adopt the agenda as presented. 18-34
 The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. AGENDA
 Rochford, and Mr. Weber all voted aye. The motion carried

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the March 18-35
 29, 2018 meeting with changes to the Personnel Committee Report. The roll call vote MARCH BOARD
 followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. MINUTES
 Weber all voted aye. The motion carried.

Mr. Weber reported that staff is diligently working on the Director's PRESIDENT'S
 employment agreement and the search for a Deputy Director. He thanked Jane Scott, REMARKS
 Branch Manager of Fairlawn-Bath, for hosting this meeting of the Board.

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and 18-36
 financial report for March 2018. Mr. Rich moved, seconded by Mr. Rochford, to accept MARCH
 the financial report for March 2018. The roll call vote followed: Mrs. Adair, Mr. FINANCIALS
 Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The
 motion carried.

Ms. Scarpitti presented the donor/gift list and reported that in March the Library
 received \$26,397.76 in monetary donations. In addition, there were three 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 18-37
 with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. DONOR/GIFT LIST
 Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the investment reports for March.

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested an appropriations adjustment to the Bond Retirement 18-38
 Fund. The estimated revenue for the fund is actually set by the county, and it goes on ADJUSTMENTS TO
 a form called the Certificate of Estimated Resources. By law, appropriations in each APPROPRIATIONS
 fund cannot exceed the estimated revenue on that certificate. The appropriations for

the Bond Retirement Fund shown in the permanent budget exceeded the current certificate by \$8,661. Ms. Scarpitti asked the board to reduce the appropriations for the fund for that amount.

Mr. Rich moved, seconded by Mr. Rochford, to reduce the appropriations to the Bond Retirement Fund in the amount of \$8,661. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-38
ADJUSTMENT TO
APPROPRIATIONS

Ms. Scarpitti informed the board that she was contacted by the auditors who stated they are planning to come to the Library for field work for 2016 and 2017 financial audits the week of May 21. Everything must be completed by the end of June.

Lisa Peercy, Human Resources Director, presented the Personnel Report for April 2018. She stated there were no changes to the report since its mailing. Ms. Peercy highlighted the retirement of a long-term employee, Suzanne Otterson.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – April 2018**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Clements, Katherine	Substitute Public Service Assistant	04.02.18	Public Services
Hayne, Victor	Public Service Assistant II	05.19.18	Electronic Services
Zwart, Henry	Student Assistant	04.24.18	Portage Lakes

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Otterson, Suzanne	Librarian	06.29.18	Collection Development

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bryson, Jayme	Public Service Assistant II part-time	04.02.18	Maple Valley
Burke, Henry	Security Officer part-time	04.02.18	Security
Jones, Brett	Security Officer part-time	04.02.18	Security
Reich, Michael	Public Service Assistant II	04.09.18	Mobile Services
Romig, Joshua	Public Service Assistant II	04.09.18	Maple Valley
Turkington, Lynn	Accounting Assistant	04.09.18	Business Office
Walters, Sedrick	Public Service Assistant II	04.02.18	Kenmore
Weese, Julie	Public Service Assistant II	04.16.18	Maple Valley

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Vanderlin, Brooke	Librarian FMLA (without pay)	04.16.18 - 06.01.18	Highland Square

RETIREMENT(comments):

Suzanne Otterson

01/20/87 - 09/08/91 -- Librarian II, Maple Valley
09/09/91 - 03/10/02 -- Librarian II, Main Children’s Room
03/11/02 - 05/16/04 -- Librarian (js), Main Children’s Room
05/17/04 - 09/23/12 -- Librarian, Children’s Library
09/24/12 - 06/29/18 -- Collection Development

	<u>NUMBER OF STAFF MEMBERS</u>			
	<u>06.16.09</u>	<u>04.18.16</u>	<u>04.11.17</u>	<u>04.19.18</u>
Full-Time Staff:	291	251	260	274
Part-Time/Job-Share Staff:	68	54	49	48
Student Assistants:	86	81	80	78
Total number of Staff:	445	386	389	400
Full-Time Equivalents	375	292	297	309

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 Mrs. Adair, adoption of the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 18-39 PERSONNEL REPORT

Ms. Hickson-Stevenson reported that going forward her report in the Board packets are for the trustees to review before the Board meeting. She said she will be including highlights of Main and Branches. In addition, in every report she will mention staff notes and news. This month she reported she started with Administrators. She said this will show the Board how staff members are having an effect in the community and Summit County as a whole. DIRECTOR’S REPORT

- Carrie Burrier is a member of the Education Committee for the Summit County Historical Society.
- Ann Hutchison is the President of the Barberton High School PTA.
- Patty Marsh, Downtown Services Manager, serves as the Chair of the Program Committee for the 2018 Ohio Library Council Convention and Expo.
- Carl Roxbury, Facilities Director, is President of the Board of the Ohio Public Facilities Maintenance Association.
- Barb White serves as the Chair of the AkronReads Steering Committee of the Akron Public Schools.

Ms. Hickson-Stevenson also mentioned Legislative Day and the new streaming service, Qello. She also pointed to the list of selected events for the month of May within the system.

Ms. Hickson-Stevenson reported that one of her goals for the first quarter was to be schedule individual meetings with each trustee. These will be held so that she can become better acquainted with the Board.

Ms. Hickson-Stevenson reported that she sent Summit Poll reports from 2017 and 2018 to each trustee by email. She stated that she would start with the 2018 poll and if there were questions, or anything that needed discussed, then she would do that. The VP of CMOR, Amanda Barna, met with Carla Davis and Ms. Hickson-Stevenson to review the results of the Summit Poll, and there were some SUMMIT POLL DISCUSSION

things she wanted to share that includes additional information that goes beyond what he trustees could read. First of all, if the percentages were looked at, positive opinions went down slightly, there were some transfer from excellent to good, overall the Library is still doing pretty well in how people think and feel about it. Ms. Barna was reassuring to both Carla and herself by saying she has seen this is not unusual the farther away from the Levy campaign it is. Then there is a lot of publicity, promotion, and build up. So the farther the years get away from a Levy campaign, the awareness goes down a little, and this can be reflected in their opinion. Ms. Barna was not at all concerned about the percentage, she did not feel it was significant and Ms. Hickson-Stevenson wanted to let you know if you notice that. This is not unusual in Levy supported institutions.

Ms. Hickson-Stevenson also said another thing she wanted to highlight is that there was a definite increase in the awareness of on-line tutoring through Tutor.com, she is very proud of that and feels it is a direct result in the campaign that Carla and her marketing launched with bus signs and things like that to promote the free on-line tutoring. Another thing that Ms. Barna shared as a wrap up comment, she and Michelle Henry, the two partners in the firm, believe most definitely the Library is still connecting with the people in the service area, and that the Library still has a good amount of support. They also added, people think highly of the Library and are pleased with the services they receive and genuinely have a good feeling about the Library system. Ms. Hickson-Stevenson asked the Board for comments or questions. Hearing none, she moved forward with the Strategic Plan.

Ms. Hickson-Stevenson stated the Board received the Strategic Plan implementation plan in their packets, which states a more detailed look at the Plan, and also the timeline showing the different priorities in different colors. Carol Marturano-Becker, the Strategic Planning consultant is joining us this evening as an observer and a resource if there are questions that are posed, that she can contribute to.

STRATEGIC PLAN
IMPLEMENTATION

Ms. Hickson-Stevenson gave a history of Library's Strategic Planning. She stated that this planning did not start until the middle 80's, when the first book was published. It was called planning and role-setting for Public Libraries, there were revisions in 1987, and in 2007. It is a methodology used by some, but is not all, it is not mandated, there are many ways to do Strategic Planning. Generally speaking, public library planning and public library standards are either hyper local or limited to the state level. There are very few mandates that public libraries face in terms of standard or regulations particular when it comes to planning and many other aspects of library operations. This allows the staff and the board to exercise their imaginations more freely, of course, within the confines of a budget, to determine new paths or improve paths to service the community and people who use the libraries.

Ms. Hickson-Stevenson went over the Implementation Plan, on page 2 of the report she highlighted the five priorities and pointed out the Strategic intent in the center of the diagram.

First thing, to guide the direction the Library takes, is to define the Customer Experience. An understandable, relatable and accurate picture of what the customer experiences when they visit, or call the Library. The job of defining

the customer experience will fall largely on the Director, Ann Hutchison, the Customer Service Director, and input from the Administrative Leadership Team.

- Culture and Human Capital Priority. The goal is to foster a culture and work environment that engages, develops and inspires the staff. (2018 – 2010) Director, Human Resources Director and the Administrative Leadership Team.

Mrs. Adair moved, seconded by Mrs. Darlington acceptance of the Strategic Plan as presented. Mr. Weber asked for discussion. Ms. Hickson-Stevenson finished her overview of the Plan.

- Marketing Priority. The goal is leverage to promote and consistently demonstrate the value of the Library to the communities. (2018-2020) The Marketing and Communications Director will develop and execute a 2-3-year comprehensive marketing plan.
- Operational Effectiveness. The goal is to demonstrate operational excellence in the delivery of the services. (2018-2020). Director, Deputy Director and designated Administrative Leadership Team members.
- Collections, Services, Programs Priority. The goal is to advance literacy, workforce development, life enrichment and lifelong learning through the relevant collections, programs and services.
- Outreach and Community Engagement Priority. The goal is to deliver exceptional and highly valued outreach and community engagement.

Mr. Weber asked if there was any other discussion. Hearing none, the roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. Mr. Casey voted no. The motion carried.

18-40
STRATEGIC PLAN

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

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

There being no further business, Mr. Weber adjourned the regular meeting at 5:38 pm.

ADJOURNMENT

President

Secretary