

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
FEBRUARY 29, 2024

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:31 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: Joseph Ferrise, John Frola, Jr., Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. James Casey arrived after roll call. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Carrie Burrier, Andrea Cowgar, Mike Derr, Jon Keppel, Pat Manning, Peter Schantz, Sara Schwendeman, Val Sherman, and Melissa Walker.

Mr. Rochford moved, seconded by Mr. Rich, to adopt the agenda as presented. The motion was adopted without dissent.

24-20
AGENDA

Mr. Weber moved, seconded by Mr. Rich, to adopt the minutes of the January 25, 2024 organizational and regular Board meetings as well as the February 3, 2024 special meeting as printed. The motion was adopted without dissent.

24-21
JANUARY 2024
ORGANIZATIONAL &
REGULAR &
FEBRUARY 2024
SPECIAL MINUTES

Ms. Neeley announced she listened to the Cleveland City Club forum recording of a discussion held by library panelists. She stated it was very interesting. The forum discussed book banning and being prepared, knowing that this will come to Ohio eventually. One thing that struck Ms. Neeley is that not everyone supports the freedom to read and that there are people who do not love the library. She looks forward to having additional conversations about the topic.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for January 2024. The main revenue was from the Public Library Fund. The Library starts receiving advances in February on the first half of revenue from the real estate tax levy. Regarding expenditures, the main expenses included memberships, subscriptions, and databases supporting Library operations. On the statement of cash, the month-to-date cash contains a miskeyed amount in the 202 Fund for the Akron Community Foundation Beatrice McDowell Fund that will be fixed in February.

JANUARY 2024
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Frola, to adopt the financial report for January 2024. The motion was adopted without dissent.

24-22
ADOPTION OF
FINANCIAL REPORT

Ms. Scarpitti presented the donor and gift list with one correction. Under the materials and other donations listing, there is \$147.35 donation that was recorded as in kind but should be listed as a monetary donation since it was actually a check received for a reimbursement of a high chair purchase. That correction will show in the February financials. The Library received \$7,697.35 in monetary donations. All but one monetary donation will be placed in the 280 fund. The remaining monetary donation will go back to the general fund because it is a reimbursement for Tech Zone program supplies. The Library also received approximately one page of other donations.

DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation.

24-23
DONATIONS AND
GIFTS

Ms. Scarpitti presented the investment report for January 2024. The Library received \$79,118.08 in interest, and approximately 57% was credited to the General Fund. No changes were made to investments in January.

JANUARY 2024
INVESTMENT REPORT

[The investment reports are appended to the minutes]

Ms. Scarpitti requested to declare a list of specified items as surplus in accordance with the Library’s Surplus Property Policy. These items have Library inventory tags on them so an approval from the Board is needed for disposal. Mr. Weber questioned what is done with the items and how the value of the item is decided. Ms. Scarpitti responded that internal discussions take place based on the condition of each item. The Library has utilized govdeals.com to sell items with success. The buyers come to the Library to pick up purchased items. The plan is to place these specified items on govdeals.com for sale.

DISPOSAL OF
SURPLUS PROPERTY

Mr. Rich moved, seconded by Mr. Frola, to approve the request to dispose of the five listed items. The motion was adopted without dissent.

24-24
DISPOSAL OF
SURPLUS PROPERTY

Pam Hickson-Stevenson, Executive Director, presented the Personnel Report on behalf of Heather Otto’s, Human Resources Director. She reported no changes to the Personnel Report since it was distributed.

PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – February 2024

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bunce, Becky	Bookmobile Driver	02/16/2024	Mobile Services
Butler, Jalyn	Shelver (Casual)	01/31/2024	Culture & AV
Christopher, Henry	Technical Services Assistant	02/13/2024	Technical Services
Davis, Griffin	Shelver (Casual)	02/15/2024	Portage Lakes
Trace, David	Substitute Librarian	01/01/2024	Public Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Barrett-McCartney, Victor	Public Service Assistant II	02/26/2024	Fairlawn-Bath
Brown-Peoples, Carlton	Shelver (Casual)	02/26/2024	Goodyear
Keever, Molly	Shelver (Casual)	01/29/2024	Green
Lewis, Rin	Shelver (Casual)	02/12/2024	Ellet

Sparks, David Security System Specialist 02/26/2024 Security

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hill, Shannon	Public Service Assistant II Public Service Assistant II	02/12/2024	Maple Valley Firestone Park

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Dingle Jr., Mark	Shelver (Casual) Public Service Assistant II	02/12/2024	BG&S BG&S

TERMINATION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Culmer, Dasaunte	Shelver (Casual)	02/02/2024	Odom

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>02.20.19</u>	<u>02.17.20</u>	<u>02.16.21</u>	<u>02.15.22</u>	<u>02.05.23</u>	<u>02.21.24</u>
Full-Time Staff:	291	270	272	268	249	254	251	256
80 Hrs. Exempt:					44	41	43	43
75 Hrs. Non-Exempt:					205	213	208	213
Part-time/Job-Share Staff:	68	54	48	44	37	43	40	42
Shelvers (Casual):	86	73	75	80	50	43	52	58
Total number of Staff:	445	397	395	392	336	340	343	356
Full-Time Equivalents:	339	307	306	302	273	280	277	284

NOTES:

- These numbers cannot be compared from month to month since the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately before or after the date the personnel action is effective.
- Previously, the Library employed Student Assistant who had to be full- or part-time students and who worked between 8 to 20 hours per week performing shelving duties and other limited tasks. “Shelvers (Casual)” is a designation approved at the August 2023 Board of Trustees meeting. This role performs the same duties and works the same hours as Student Assistants, but it eliminates the requirement that the person be a student. Counts from before the September 2023 Personnel Report reflect those in the Student Assistant position, and counts from September 2023 and thereafter reflect those in the Shelver (Casual) position.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the personnel report.
The motion was adopted without dissent.

24-25
PERSONNEL
REPORT

Ms. Hickson-Stevenson highlighted the expansion of the Library’s collaborations and partnerships with social service and other agencies. She reported that Ms. Alleman, Deputy Director, has met with Summit County Public Health officials to explore a collaborative relationship. The reception from all agencies has been positive.

EXECUTIVE
DIRECTOR’S
REPORT

The Northeast Ohio Trustee Dinner, sponsored by the Ohio Library Council, will take place Thursday, May 2, 2024 in Independence. Ms. Hickson-Stevenson extended the invitation to the Board Trustees and stated the program

OLC TRUSTEE
DINNER

should be interesting because there are many public library funding related discussions in the General Assembly. Mr. Derr, Mr. Schantz, and Ms. Hickson-Stevenson are keeping apprised on the discussions regarding the one-time capital funds between the House and the Senate. The Library has contacted Senator Roegner about submitting a capital funding request for partial payment for roof replacements at the Nordonia Hills and Ellet branches.

Ms. Hickson-Stevenson drew attention to the staff notes and news list in the report. Ms. Hickson-Stevenson feels this is an outstanding list of ways staff are involved in presentations and services to the profession. Ms. Hickson-Stevenson stated she is proud of Library staff and the good they are doing.

STAFF NEWS

Mr. Rochford read the report of the Personnel Committee meeting.

REPORT OF
PERSONNEL
COMMITTEE

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY
REPORT OF PERSONNEL COMMITTEE MEETING FEBRUARY 15, 2024*

On Thursday, February 15, 2024, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bernie Rochford called the meeting to order at 8:02 am. Also in attendance was Committee member William Rich. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, and Michelle Scarpitti attended as well.

Mr. Rich moved, seconded by Mr. Rochford, to adopt the agenda as distributed. The motion was adopted without dissent.

Ms. Otto provided an overview of the recommended revisions to personnel policy sent to trustees before the meeting. Those policies included 1.19 Separation of Employment, 3.13 Other Benefits, 2.10 Identification Badges, Key Cards, and Library Cards, and 3.14 Cellular Telephones.

The recommended revisions to Policy 1.19 focused on clearer instructions to supervisors and separating employees. In addition to some wording changes, two sections were added. The first new section explains how the death of an employee is handled. The second new section directs the reader to how insurance and other benefits are addressed with employment separations.

The recommended revisions to Policy 3.13 featured the following suggestions: increasing the wellness reimbursement from \$100 to \$150; adding financial support for the Ohio Public Library Staff Certification sponsored by the Ohio Library Council; and expanding the section Other Professional Certifications. Other suggestions focused on updates and clarifications.

The recommended revisions to Policy 2.10 focused on adding a section regarding the handling of employee library cards, employee email accounts, and employee voicemail accounts upon separation of employment.

The recommended revisions to Policy 3.14 featured updated language to reflect current practices including removal of the reference to a stipend and reinforcing the requirement to follow all applicable laws and regulations governing the use of cellular phones.

Mr. Rich moved, seconded by Mr. Rochford, to recommend to the Board adoption of the amended personnel policies 1.19, 3.13, 2.10, and 3.14. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the motion to adopt the amended personnel policies 1.19, 3.13, 2.10, and 3.14 was adopted without dissent.

24-26
AMENDED
PERSONNEL
POLICIES

Ms. Otto next reviewed a recommendation for a new personnel policy, 3.17 On-call Responsibilities for Emergencies. She reported that some agencies (e.g., Facilities Services, IT, Security) must have employees on-call to be available to respond to emergencies (e.g., situations that may jeopardize health, safety, Library property, and/or Library systems) outside of the employees' normal working hours. This new policy establishes procedures and expectations for such arrangements and a new compensation model for non-exempt employees for the rare times these calls occur. This additional compensation is provided in recognition of the significant disruption such emergencies have in the responding employees' personal lives.

Mr. Rich moved, seconded by Mr. Rochford, to recommend to the Board adoption of the new personnel policy 3.17. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the motion to adopt the new personnel policy 3.17 was approved without dissent.

24-27
NEW PERSONNEL
POLICY

Ms. Otto presented information to the committee members regarding health insurance. She reported that the Library's health insurance loss ratio continues to be above the national average due to a history of unusually high claims. She stated it is probable that insurance plan costs will increase. She also presented information on the alternatives that Human Resources staff have been exploring with assistance from Associated Underwriters Incorporated (AUI). She emphasized her presentation was not made to request the Committee members to make a recommendation to the Board. Instead, she was seeking feedback from the members on the alternatives so that staff can focus their efforts on the options that the Committee feels are the most reasonable for the Library and its employees.

Ms. Hickson-Stevenson presented the draft revised performance evaluation form for the Library's Fiscal Officer. Committee members had no recommended changes. Ms. Hickson-Stevenson reported that the questionnaires for the Executive Director and the Fiscal Officer would be shared electronically the following month.

Mr. Rochford adjourned the meeting at 9:30 am.

Pam Hickson-Stevenson, Executive Director

Ms. Hickson-Stevenson announced there is a change order for the elevator modernization project. Ms. Hickson-Stevenson did solicit input from the Building & Grounds Committee to hold a meeting, but since this was just one item, the consensus was to bring it directly to the full board. Peter Schantz, Facilities Director, reported this change order is to fabricate and install a work platform and

NEW BUSINESS

retractable ladder to access the elevator governor, which is located at the top of the elevator hoist on the fourth floor. This regulates the speed of the elevator and is a requirement of Ohio Code. This project is approximately \$10,000. The Library has a contingency of \$33,000 for the project, so it will be covered within the project's budget.

Mr. Weber questioned if the quote comes from the company managing the job. Mr. Schantz confirmed the quote is from the winning bid, the contractor who will complete the job. Mr. Weber questioned how the Library knows the bid is a good deal given it is coming out of the contingency. Mr. Schantz informed that the contract has been let, so there is a loss of ability to obtain competitive bids. The Library intentionally waited for the contract to be selected first in order to have the Ohio elevator inspector meet with the contractor to discuss exactly what was needed to meet code requirements. The Library believed that was the most efficient way to meet the code requirements without overdesigning the project. Mr. Weber questioned that process because it locked the Library into a sole source for the project. Mr. Schantz responded that the elevator inspector findings are what must take place, and historically, seeking multiple bids can result in spending more money than what the inspector requires. The elevator inspector met with Library staff multiple times and advised staff to wait so the Library staff, elevator inspector, and contractor could meet to discuss those code requirements before the quote was made.

Mr. Weber moved, seconded by Mr. Rich, to approve the change order for elevator modernization. The motion was adopted without dissent.

Michael Derr, Development Director, presented an update on fund development and sesquicentennial planning. 2023 was the first full year of Mr. Derr's position of Development Director, which is a new position at the Library. Some highlights of 2023 included the Library receiving a Burton D. Morgan Foundation grant for the second year in a row. This is for the Business, Government, and Science Division's entrepreneurship program. The Library is in its second year of the Ohio Department of Education grant in collaboration with the Stark Library, which totals \$147,000 over two years. The Library was also awarded grants from the City of Akron Neighborhood Partnership, Ohio Humanities, ArtsNow, and the GAR Foundation. There are pending requests with the NEA Big Read, Akron Rotary, and the Women's Endowment Fund at the Akron Community Foundation. Mr. Derr continues to develop connections with the local foundations and funders.

Additionally, the Library hosted its second Summit County Library Legislative Breakfast at Main Library. He has arranged for Ms. Hickson-Stevenson to engage in a spring tour of the Friends of Library groups to provide them with updates. He launched a spring annual endowment campaign in addition to the fall annual campaign. The donor database now contains more than 1,000 potential donor records, which is an increase over the last two years. The Nick Offerman appearance marked the Library's first large fundraising event and kicked-off the Library's sesquicentennial. It raised over \$34,000 and featured sales of 1700 tickets.

24-28
CHANGE ORDER
FOR ELEVATOR
MODERNIZATION
ADMINISTRATIVE
TEAM

GRANTS

ADVOCACY

The Library raised approximately \$31,000 last year, which is a \$10,000 increase from the year before for the endowment fund housed at the Akron Community Foundation. Compared to the last two years, the Library has seen an increase of over 100 donors to the endowment fund. The lifetime monies raised for the endowment fund is \$105,000 from 361 gifts with an average gift of \$291. The current market value of the fund is \$124,000. Mr. Derr reported other statistics related to the endowment fund such as 45% of the gifts were from first-time donors and the largest gift was more than \$4,000.

AKRON
COMMUNITY
FOUNDATION
ENDOWMENT FUND

Looking forward, Mr. Derr is identifying 2024-2025 funding needs and grant opportunities. He will be submitting a request for \$1 million dollars for two branch roof replacements through the Ohio Senate for funding from the One-Time Strategic Community Investments Fund. Additionally, he will launch a digital campaign for Library Giving Day on April 3. The Sesquicentennial Gala is on June 29. He has sent the sponsorship letters for that event, and the Library already has received commitments from four organizations to be sponsors. He encouraged the Board to attend the gala event. Official invitations will be sent mid-April. He also stated he is working to finalize another large fundraising event similar to Nick Offerman's appearance.

CAPITAL GRANT
REQUEST

SESQUICENTENNIAL
GALA

Ms. Neeley questioned if grant applications still include questions about the organization's Board participation. Mr. Derr confirmed it is still asked on some applications including a list of who is on the Board. Ms. Hickson-Stevenson informed the Board that the Gala Committee is looking for donations of different bourbons because auctioning a collection of bourbon is a growing trend at fundraisers. She suggested the Trustees could consider contributing to that auction item with a bottle of bourbon. The Committee has also discussed a wine pull which may be another contribution opportunity for any interested Trustees. There will be other opportunities as well, but the most important task would be to attend the gala on June 29. It will be a wonderful and unique event being held at Main Library.

BOARD SUPPORT

There was no public participation.

PUBLIC
PARTICIPATION

Ms. Hickson-Stevenson introduced visitor Darnell Tucker, known as Tuck, who is in the current class of Leadership Akron's Diversity on Board. Mr. Tucker attended as part of his class requirement to observe a board meeting. She also announced Mrs. Lolita Adair's husband, Bob, passed away in January. There will be a celebration of life at a future date.

FOR THE GOOD OF
THE ORDER

With no further business, Ms. Neeley adjourned the meeting at 5:09 pm.

ADJOURNMENT

President

Secretary