

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 25, 2018
MAIN LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:14 pm at Main 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. Absent was John Frola, Jr. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engle, Ann Hutchison, Pat Manning, Patty Marsh, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman and Barb White. There was one guest present.

Mr. Weber asked for any changes or deletions to the agenda. Mr. Casey moved, seconded by Mr. Rochford, to adopt the agenda with Public Participation moved to Item 3. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-76
AGENDA

Mrs. Adair moved, seconded by Mrs. Darlington, to adopt the minutes of the September 27, 2018 meeting. Mrs. Adair asked for clarification/amendment of the library's part in the meeting discussed in the public participation section. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. Mr. Rich abstained. The motion carried.

18-77
SEPTEMBER
BOARD
MINUTES

Mr. Weber stated that it was a good spring and summer with a great opportunity to visit various branches. He also stated he enjoyed attending the Summit County Library Trustees' Council meeting. ASCPL has a big footprint in the area. Mr. Weber was very happy and proud to represent our board and our system.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for September 2018. She stated that the Library had received the final real estate levy settlement but had not yet received the E-rate reimbursements. She also pointed out a needed correction on Software under General Expenses. It should read Content DM annual fee.

Mr. Rich moved, seconded by Mr. Casey, to adopt the September 2018 financial 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.

18-78
SEPTEMBER
2018 FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. There were \$125.00 in monetary donations and approximately 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. Casey, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-79
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for September 2018 and highlighted \$17,121.72 in interest earned this month. She stated that 89% of the interest was transferred to the General Fund.

Ms. Scarpitti presented a resolution to be passed by the board for the county. The resolution is partly what the county uses to determine the Library's original estimate of resources. It involves both the general fund and the debt service fund.

Mr. Rich moved, seconded by Mrs. Adair, to approve the resolution. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. It was signed by Mr. Weber and Mrs. Darlington.

18-80
ACCEPTANCE OF
RESOLUTION FOR
COUNTY

(The financial reports are appended to the minutes.)

Lisa Peercy, Human Resources Director, presented the Personnel Report for September 2018. Ms. Peercy stated there were no changes to the report since it was sent to the board members.

She brought the board's attention to two retirements: Vickie King and Sue Manno. Vickie King has been with the Library for eight years, and Sue Manno has been with the Library for 41 years.

Patrick Manning was promoted from Branch Manager at Nordon Hills to Neighborhood Services Manager. Board members offered him their congratulations.

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

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bell, Ken	Systems Support Specialist	11.02.18	Information Technology
Brown, Sandra	Substitute Public Service Assistant	09.28.18	Public Services
Murphy, Hope	Student Assistant	10.06.18	Mogadore

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cargill, Corey	Public Service Assistant II	10.22.18	Electronic Srvs/Tech Zone
Fletcher, Damon	Shelver	10.15.18	Culture/AV
Groen, Matthew	Shelver	10.29.18	Mobile Services
Hill, Shannon	Student Assistant	10.15.18	Highland Square
Hirani, Nikisha	Student Assistant	10.16.18	Science & Technology
Johnson, Melissa	Substitute Public Service Assistant	09.28.18	Public Services
Leach, William LC	Student Assistant	10.01.18	Maple Valley
McBride, Serena Marie	Substitute Public Service Assistant	09.28.18	Public Services
Merzweiler, Nicole	Substitute Public Service Assistant	09.28.18	Public Services
Rittenour, Rebekah	Student Assistant	10.01.18	Odom
Thomas, Najhe	Student Assistant	10.01.18	Odom

Weedon, Virginia	Substitute Librarian	09.28.18	Public Services
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CHANGE OF CLASSIFICATION: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Manning, Patrick	Branch Manager (15/4 \$29.35/hr)		Nordonia Hills
	Neighborhood Services Manager (18/1 \$32.24/hr)	10.08.18	Public Services

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
King, Vickie	Human Resources Assistant	12.28.18	Human Resources
Manno, Susan	Public Service Assistant II	11.30.18	Tallmadge

CHANGE OF CLASSIFICATION (Status)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Linder, Carl	Security Officer Unpaid Military LOA	06.01.18 – 06.02.18	Security
Linder, Carl	Unpaid Military LOA Security Officer	06.03.18	Security
Linder, Carl	Security Officer Unpaid Military LOA	06.14.18 – 07.01.18	Security
Linder, Carl	Unpaid Military LOA Security Officer	07.02.18	Security
Linder, Carl	Security Officer Unpaid Military LOA	09.12.18 – 09.21.18	Security
Linder, Carl	Unpaid Military LOA Security Officer	09.22.18	Security
Simboli, Brittany	Public Service Assistant II full-time Public Service Assistant II part-time	10.22.18	Odom Mogadore

SEPARATION OF EMPLOYMENT

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chapman, Leroy	Extended Medical LOA Terminated	10.10.18	
Gunsch, Andrew	Personal LOA Terminated	08.03.18	

RETIREMENT:

Vickie King

12/27/10 - 12/28/18 - HR Assistant, Human Resources

Susan Manno

06/29/77 - 01/03/81 - SA, North

rehire

08/10/81 - 07/30/83 - SA, North

08/01/83 - 07/15/84 - Librarian Assistant I, McDowell

07/16/84 - 02/15/86 - Librarian Assistant I, North Hill

02/16/86 - 06/15/87 - Librarian Assistant I, Tallmadge

06/16/87 - 07/01/90 - Librarian Assistant II, Tallmadge

07/02/90 - 12/20/97 - Librarian Assistant I, North job-share

12/21/97 - 09/04/05 - Public Service Assistant, North, job-share

09/05/05 - 02/17/08 - Public Service Assistant II, North Hill, full-time

02/18/08 - 11/30/18 - Public Service Assistant II, Tallmadge, full-time

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>10.12.16</u>	<u>10.16.17</u>	<u>10.15.18</u>
Full-Time Staff:	291	270	266	263	272
Part-time/Job-Share Staff:	68	54	52	50	46
Student Assistants:	86	73	78	72	77
Total number of Staff:	445	397	396	385	395
Full-Time Equivalents	339	307	304	298	306

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 Mr. Casey, adoption of the September 2018 18-81
Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. SEPTEMBER 2017
Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion PERSONNEL REPORT
carried.

Ms. Hickson-Stevenson highlighted the following items from her DIRECTOR'S REPORT
Quarterly Strategic Plan update.

- The Library is close to having a customer experience definition. Ann HUTCHISON'S GROUP HAS MADE A LOT OF PROGRESS ON THIS. QUARTERLY STRATEGIC PLAN UPDATE
- The Communico applications should launch in November. A demonstration for the board members is being planned for the December or January meeting.
- Staff will be required to attend active shooter training on Staff Development Day on November 2, 2018. Active shooter training also will be added to new employee orientation starting in January 2019.

- Barb White, Patty Marsh and Pat Manning have been planning the Library’s first Community Engagement Summit with Teresa LeGrair from Akron Community Foundation as the featured speaker.

Ms. Hickson-Stevenson reported on the Summit County Library Trustees’ Council meeting and requested that the board approve the formula percentage for 2019, which calls for ASCPL to receive 65.54941% of the Public Library Fund monies that will come to Summit County.

18-80
 FORMULA
 PERCENTAGE FROM
 PUBLIC LIBRARY
 FUND

Mr. Rich moved, seconded by Mr. Casey, approval of the percentage assigned, 65.54941%, to ASCPL during the Summit County Trustees’ Council. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Ms. Hickson-Stevenson spoke highly of the event at the Goodyear Branch that publicly launched the Library’s Sensory Inclusive initiative and announced the Library’s certification from KultureCity. She showed one of the sensory bags to the board. She reported that the Library received some very nice press and several calls from other states asking for information. Ms. Hickson-Stevenson read a note from County Executive Ilene Shapiro thanking the Library for its work. Ms. Hickson-Stevenson thanked Ms. White for all of her work on this initiative.

SENSORY INCLUSIVE
 CERTIFICATION

Ms. Hickson-Stevenson reminded the board that Staff Development Day was scheduled for Friday, November 2 and that the system would be closed to the public. Activities during the day will include staff service awards, breakout sessions, active shooter training, anti-harassment training and the end of the Library’s United Way campaign.

STAFF DEVELOPMENT
 DAY

Ms. Hickson-Stevenson reminded all that there will not be a board meeting in November and the next meeting will be December 13, 2018 at Main Library.

Ms. Hickson-Stevenson read a letter from Doug Evans, the OLC Executive Director, thanking Patty Marsh for her dedication and work on the OLC conference. Brian Burch, Jane Scott and Mary Plazo also presented at the conference.

There were no reports from the board committees or the administrative team. There also was no public participation.

There being no further business, Mr. Weber adjourned the meeting at 4:58pm.

President

Secretary