

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 26, 2018 - 4:00 PM
ELLET BRANCH LIBRARY

President Ray Weber called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:03 pm at the Ellet Branch Library. The following members of the Board answered the roll call: Lolita Adair, Jill Darlington, William D. Rich, Bernie Rochford and Ray Weber. James Casey arrived at 4:15pm. John Frola was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Brian Burch, Andrea Cowgar, Carla Davis, Cheryl Engel, Stephanie Jolliff, Lisa Percy, Pam Plumley, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mr. Rich, to adopt the agenda as presented. 18-58
The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rich, Mr. Rochford and AGENDA
Mr. Weber all voted aye. The motion carried

Mr. Rochford moved, seconded by Mr. Rich, to adopt the minutes of the June 28, 18-59
2018 meeting with two corrections. The roll call vote followed: Mrs. Adair, Mr. Rich, JUNE BOARD
Mr. Rochford and Mr. Weber all voted aye. Mrs. Darlington abstained. The motion MINUTES
carried.

Mr. Weber stated that the month was both exciting and tiring as Mr. Rochford's 18-58
personnel committee, including Pam Hickson-Stevenson and Lisa Percy, completed both PRESIDENT'S
the second round interviews for the replacement Deputy Director. REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial 18-60
report for June 2018. Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial JUNE FINANCIALS
report for June 2018. The roll call vote followed: Mrs. Adair, 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 June the Library 18-61
received \$250.00 in monetary donations. In addition, there were three pages of other DONOR/GIFT LIST
donations. Mrs. Adair moved, seconded by Mr. Rich, acceptance of the donor/gift list
with great appreciation. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr.
Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the investment reports for June.
[The investment reports are appended to the minutes.]

Mr. Weber thanked Brian Burch, Ellet Branch Manager, for hosting the meeting.

Ms. Percy, Human Resources Director, presented the Personnel Report for June 18-62
2018. She stated there were no changes to the report since its mailing. Mr. Rich moved, PERSONNEL
seconded by Mrs. Adair, to adopt the Personnel Report. The roll call vote followed: Mrs. REPORT
Adair, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion
carried.

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

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Arthur, Katherine	Student Assistant	05.24.18	Richfield
Bryson, Jayme	Public Services Assistant II	07.09.18	Maple Valley
Spears, Grant	Student Assistant	8.04.18	Northwest Akron

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cockrell, Nick	APD Officer	06.24.18	Akron Police Dept.
Fortney, Travis	Librarian – Adult Services	8.13.18	Firestone
Harris, Tiffany	Public Services Assistant I (PT)	07.23.18	Circulation
Hayne, Victor	Substitute Public Services Assistant I	07.03.18	Public
Jelen, Kristen	Security Officer part-time	07.16.18	Security
McIver, Kameron	Student Assistant	07.09.18	Youth Services Office
Porter, Megan	Student Assistant	07.09.18	Richfield

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Putman, Danean	Librarian full-time	07.22.18	Culture/AV
	Librarian part-time		Same
VanDerlin, Brooke	Unpaid FMLA	06.02.18	
	Medical Leave of Absence	07.20.18	
	MLOA		

CHANGE OF STATUS: (Transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Troyer, Seth	Public Services Assistant II	07.16.18	Mobile Services
	Public Services Assistant II		Public Services Office

CHANGE OF STATUS: (Promotions)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chris, Sylvia	Public Services Assistant II (7/3) \$14.20	07.23.18	Fairlawn-Bath
	Public Services Assistant III (10/1) \$19.42		Firestone Park

Court, Jennifer	Technical Services Assistant I (6/5) \$14.28 Events Assistant (8/1) \$15.74	07.23.18	Technical Services Events
Vazquez, Brittany	Student Assistant (1/4) \$8.86 Public Services Assistant I (PT) (6/1) \$13.45	7.23.18	Children's Library Circulation

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>06.17.16</u>	<u>06.20.17</u>	<u>06.25.18</u>
Full-Time Staff:	291	270	258	260	276
Part-time/Job-Share Staff:	68	54	53	52	47
Student Assistants:	86	73	80	77	76
Total number of Staff:	445	397	391	389	399
Full-Time Equivalents	339	307	297	298	310

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.

Ms. Hickson-Stevenson distributed a fact sheet prepared by the Auditor of State's Office to assist Independent Public Accountants with their audits of public libraries. It lists the different types of Ohio public libraries and their budgetary considerations. She and Ms. Scarpitti felt it would be of interest to the trustees.

DIRECTOR'S REPORT

Ms. Hickson-Stevenson then highlighted the first quarterly update of the Library's strategic plan. The update addressed only the areas of progress, not the entire plan. Ms. Hickson-Stevenson reported that Ms. Hutchison is preparing to lead the work on defining the customer experience. Ms. Hickson-Stevenson reported that all five priority areas of focus saw progress. Specific accomplishments included the addition of Communico, a new software product for managing meeting room reservations, promoting library events, and ensuring brand consistency via digital signage promotions; planning for a Community Engagement Summit; and draft revisions of policies related to the Library's collections and reference services.

STRATEGIC PLAN
QUARTERLY UPDATE

Ms. Hickson-Stevenson stated that she was grateful to Kyle Kutuchief of the Knight Foundation and Grace Wakulchik of Akron Children's Hospital who attended the launch of the Short Story Dispenser at the hospital. The other two dispensers will be launched on Wednesday, August 1 at the Akron Canton Airport and the Metro Transit Hub, due in no small part to the work of Ms. Davis and her team and Ms. Plumley.

SHORT STORY
DISPENSERS

Ms. Hickson-Stevenson mentioned the most recent edition of her alma mater's alumni magazine and how an article described the planned renovation of the school's information center (library). She read a paragraph that described ASCPL as an example of how libraries have changed and continue to change in order to meet the needs of those they serve. She was pleasantly surprised to see this mention of ASCPL, its maker space, and other innovative library services

Mr. Weber thanked Pam for her comprehensive reports, especially the written portion, that helps keep the board aware of what is happening with and at the library.

Mr. Casey arrived at 4:15pm. Mrs. Adair administered the oath of office to Mr. Casey.

OATH OF OFFICE

Mr. Rich read the report of the July 19 Personnel Committee meeting.

On Thursday, July 19, 2018, the Personnel Committee met in the Board Room of Main Library. The meeting was called to order at 1:45 pm by committee member, William D. Rich. Also in attendance were committee members Lolita Adair and Ray Weber. Bernie Rochford was absent. Library staff members Pam Hickson-Stevenson and Lisa Peercy were also present.

PERSONNEL
COMMITTEE
REPORT

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

Committee members decided by unanimous consent to go into Executive Session for the purpose of discussing the hiring of a public employee.

The Executive Session ended at 4:04 pm, and, with no further business, the meeting was adjourned.

Mr. Weber stated there were no reports from the Administrative Team.

ADMINISTRATIVE
TEAM

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

PUBLIC
PARTICIPATION

Mrs. Darlington commented that the date for the September board meeting was incorrect. Instead of September 30, the meeting will be held September 27. Mrs. Adair also requested that 4:00 pm be added to the board agenda along with the date.

FOR THE GOOD OF
THE ORDER

Mrs. Adair inquired whether there had been any type of active shooter training for the staff. Ms. Hickson-Stevenson stated that training had occurred during staff development day a few years ago. Mrs. Adair suggested having a policy and procedure in place along with regular training,

There being no further business, Mr. Weber adjourned the regular meeting at 4:52 pm.

ADJOURNMENT

President

Secretary