

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
AUGUST 30, 2018 - 4:00 PM  
GOODYEAR BRANCH LIBRARY

President Ray Weber called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm at the Goodyear Branch Library. The following members of the Board answered the roll call: Lolita Adair, Jim Casey, Jill Darlington, William D. Rich, Bernie Rochford and Ray Weber. John Frola was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Tonya Gardella, Ann Hutchison, Stephanie Jolliff, Patty Marsh, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mrs. Adair, to adopt the agenda, amended with the word “other” added to Items Five and Seven. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 18-63  
AGENDA

Mr. Rich moved, seconded by Mrs. Adair, to adopt the minutes of the June 28, 2018 meeting with several corrections. On page one in the fifth paragraph, the word adopt was replaced with accept. On page four in the third paragraph, the first part of the second sentence was changed to “The other two dispensers will be launched on Wednesday, August 1...” On page five, the following sentence was added to the next to the last paragraph: Mrs. Adair suggested having a policy and procedure in place along with regular training.” The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. Mr. Casey abstained. The motion carried. 18-64  
JULY BOARD  
MINUTES

Mr. Weber welcomed Barb White to her first meeting as the new Deputy Director. He stated that she is a treasure trove of knowledge. He also thanked Tonya Gardella for welcoming us to their lovely facility. PRESIDENT’S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for July 2018, stating that the Library received a refund of \$58,591.00 from the Ohio Bureau of Workers’ Compensation. Mr. Rich moved, seconded by Mrs. Adair, to adopt the financial report for July 2018. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 18-65  
JULY FINANCIALS

Ms. Scarpitti presented the donor/gift list and reported that in July the Library received \$2,679.00 from the University of Iowa for trial programs using activity trackers that were carried out in Main Library and two branches. Work was done with community health groups for targeted individuals. The list also featured four pages of other donations. Mrs. Adair moved, seconded by Mr. Rich, 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. 18-66  
DONOR/GIFT LIST

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

Ms. Scarpitti then presented two budget adjustments for approval.

Budget adjustment #1 requested approval to move \$973 from Expense Line Item 1615 (Dental Insurance) to Expense Line Item 1650 (Workers' Compensation) in order to cover the additional amount needed for the third party administrator annual premium.

Mr. Rich moved, seconded by Mrs. Adair, to approve budget adjustment #1. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 18-67  
BUDGET  
ADJUSTMENT  
#1

Budget adjustment #2 was a request to increase appropriations to allow additional spending. The Library formerly had received \$1000 annual gifts from the Beasley Charitable Trust grant fund, but this year received \$4,000 in August. This gift is restricted to use for children's programs. Ms. Burrier stated that the additional monies would be appreciated as the summer programming was far larger this year and that the cushion for fall activities would be very helpful.

Mr. Rich moved, seconded by Mrs. Adair, to approve budget adjustment #2 to increase appropriations to fund #208 by \$3,000. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 18-68  
BUDGET  
ADJUSTMENT #2

Ms. Scarpitti requested the scheduling of an informational meeting preceding the September 27 board meeting to hold a Records Commission Meeting in order to discuss and update the current records retention policy. Following discussion by the board, Mr. Rich moved, seconded by Mr. Rochford, to hold an informational meeting 30 minutes prior to the October 25 regular board meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 18-69  
RECORDS  
COMMISSION  
MEETING

Ms. Peercy, Human Resources Director, presented the Personnel Report for July 2018. She stated there were no changes to the report since its mailing. Mr. Rich moved, seconded by Mr. Casey, to adopt 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. 18-70  
PERSONNEL  
REPORT

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

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baker, Cameron	Student Assistant	08.24.18	Norton
Becker, Christian	Student Assistant	09.01.18	Portage Lakes
Evans, Tahmaya	Student Assistant	08.16.18	Odom
Gerber, Anna	Student Assistant	08.04.18	Richfield
Hill, Shannon	Student Assistant	08.18.18	Highland Square
Krok, Lisa	Branch Manager	09.07.18	Firestone Park

Lathrop, Brynne	Student Assistant	07.27.18	Northwest Akron
Lamont, Alyssia	Temporary Technical Services Assistant	06.20.18	Technical Services
Lushbaugh, Claire	Student Assistant	08.11.18	Ellet
Massey, Sarah	Public Service Assistant II	08.18.18	Mogadore
Miller, Brianna	Student Assistant	08.24.18	Ellet
Nunn, India	Student Assistant	08.16.18	Highland Square
Patel, Riya	Student Assistant	08.11.18	Nordonia Hills
Patterson, Taylor	Student Assistant	08.18.18	Magazines & Newspapers
Vaccani, Vic	Custodian part-time	08.01.18	Facilities Services

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Altier, Stephanie	Student Assistant	08.20.18	Richfield
Byler, Madison	Student Assistant	08.20.18	Ellet
Marconi, Vincent	Shelver	08.20.18	Cult/AV
Minson, Gabrielle	Student Assistant	08.20.18	Ellet
Olexa, Kimberlee	Public Service Assistant II	08.27.18	Firestone Park
Phillips, Willaun	Student Assistant	08.20.18	Children's Library
Simon, Bowman	Student Assistant	08.20.18	Northwest Akron
Sipplen, Lindsey	Student Assistant	09.04.18	Northwest Akron
Taylor, Dorothy	Shelver	08.20.18	Cult/AV

**CHANGE OF STATUS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Doerfler, Bailey	Public Service Assistant II part-time Public Service Assistant II full-time	08.20.18	Mobile Services

**CHANGE OF CLASSIFICATION (Promotion):**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Kachovec, Krista	Shelver (2/1 \$9.09/hr)		Mobile Services
	Public Service Assistant II (7/1 \$13.70/hr)	08.13.18	same

White, Barbara	Neighborhood Services Manager (18/7 \$35.26/hr)		Public Services
	Deputy Director (21/1 \$40.81/hr)	07.30.18	Administration

**CHANGE OF CLASSIFICATION (Director Initiated)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bohanon, Patricia	Branch Manager (15/4 \$29.35)		Northwest Akron
	Teen Librarian (11/4 \$20.88)	08.02.18	Youth Services Office

**NUMBER OF STAFF MEMBERS**

	<u>06.16.09</u>	<u>06.09.10</u>	<u>08.18.16</u>	<u>08.22.17</u>	<u>08.15.18</u>
Full-Time Staff:	291	270	262	262	272
Part-time/Job-Share Staff:	68	54	50	49	47
Student Assistants:	86	73	75	75	75
Total number of Staff:	445	397	387	386	394
Full-Time Equivalents	339	307	297	297	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.

Ms. Hickson-Stevenson stated that she has been meeting with community leaders to help them realize the advantages of partnering with the Library. She will be meeting with the Summit County Emergency Management Administrator next week and feels it would be highly beneficial for him to understand how useful the Library could be in an emergency situation. DIRECTOR'S REPORT

Ms. Hickson-Stevenson read a thank you card from Sylvia Chris, one of the McDowell Scholarship recipients, stating how grateful she was for the assistance she received that allowed her to earn her MLIS. She also wrote about how much she was enjoying her new position in the Library.

Ms. Hickson-Stevenson then informed the board that she and her husband had just closed on the purchase of a home in Summit County and would be moving soon.

Mr. Rich read the report of the July 126<sup>th</sup> Personnel Committee meeting:

*On Thursday, July 26, 2018, the Personnel Committee met in the Community Room of the Ellet Branch Library. The meeting was called to order at 1:00 pm by committee member, William D. Rich. Also in attendance was committee member Ray Weber. Bernie Rochford and Lolita Adair were absent. Library staff members Pam Hickson-Stevenson and Lisa Percy were also present.* PERSONNEL COMMITTEE REPORT

*The agenda was adopted by unanimous consent.*

*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 4:06 pm, and, with no further business, the meeting was adjourned.*

*Pam Hickson-Stevenson, Director*

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. Adair expressed her concern regarding the number of aggressive acts being carried out across the country recently and suggested ALICE training for the staff in order to better prepare them and help them be proactive in the event of a public shooter She will convene a Buildings and Grounds committee meeting to discuss training.

FOR THE GOOD OF THE ORDER

Mr. Rochford moved, seconded by Mr. Rich, to move into Executive Session to discuss the purchase of property for a public purpose. Ms. Hickson-Stevenson, Ms. Scarpitti, Ms. White and Mr. Roxbury were invited to attend the session. The board moved into Executive Session at 5:10pm.

EXECUTIVE SESSION

The board come out of Executive Session at 5:34 pm. There being no further business, Mr. Weber adjourned the regular meeting at 5:35 pm.

ADJOURNMENT

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President

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Secretary