

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 31, 2019
BOARD ROOM, MAIN LIBRARY

President James Casey called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:18 pm at Main Library. The following members of the board answered the roll call: James D. Casey, Jill Darlington, William D. Rich, Bernie Rochford and Ray Weber. Lolita Adair and John Frola, Jr. were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Stephanie Joliff, Pat Manning, Ryan McCoy, Lisa Percy, Pam Plumley, Carl Roxbury and Val Sherman. One guest also was present.

Mr. Casey asked for any changes to the agenda. Mr. Rich moved, seconded by Mr. Rochford, to adopt the agenda as presented. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

19-08
AGENDA

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the December 13, 2018 meeting with three corrections on page 2. With no objection to making the corrections, the roll call vote followed: Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. Mr. Casey abstained. The motion carried.

19-09
DECEMBER
BOARD MINUTES

Mr. Casey stated that he was honored to be elected to serve as Board President. He shared that as a child he rode his bike to the Ayres Branch, then later drove to Main to do research as a teen. His children spent a lot of time at the library and still love to visit. He stated he was open to receiving preferences for the various committees. He thanked Mr. Weber for his leadership and stated he would look to him for guidance during his term.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented her executive summary and the financial reports for November and December 2018. She stated that the Public Library Fund was the primary revenue fund for November. She also reported that the Library has not yet received E-rate reimbursement for December. The General Fund came to \$590,000 to the good.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the November 2018 financial report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

19-10
NOVEMBER
2018 FINANCIAL
REPORT

Mr. Casey moved, seconded by Mr. Weber, to adopt the December 2018 financial report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

19-11
DECEMBER
2018 FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. There were \$11,875 in donations and approximately three and a half pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mr. Weber moved, seconded by Mr. Rochford, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

19-12
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for November and December 2018 and for highlighted \$15,179,945.73 in principal with \$24,275.24 in interest earned, with 87% going to the General Fund in November. She then highlighted \$9,347,811.71 in principal with \$11,545.01 in interest earned, with 77% going to the General Fund in December. She explained the drop from November to December was due to a five-million-dollar debt payment being made. She stated that the bond will be paid off in 2020.

Ms. Scarpitti presented three budget/financial adjustments to be passed by the board to authorize her to make transfers between funds.

The first request was to advance \$5,470 from Fund 299 (Forfeited FSA) to Fund 701 (Employee FSA) as a temporary interfund loan. The intent is to repay the advance towards or after the end of the 2018/2019 FSA benefit year ending on June 30, 2019.

19-13
ACCEPTANCE OF
REQUEST TO
TRANSFER FUNDS
TO REPAY
TRANSFER FOR
FSA

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

The second request was to transfer \$104,840 within fund 101 from line item 3310 (Building & Site Repair) to line item 1110 (Professional Salaries) to cover a shortage. This shortage was caused by a variety of issues: more hours worked overall; pay-outs to retirees and former employees; 660 additional APD hours; more student hours; and a temporary employee. Ms. Hickson-Stevenson explained that the need for more APD hours is often unexpected and is difficult to plan for in the budget. Additionally, the amount originally budgeted for 1110 was decreased. Without the decreased amount, 1110 would have been about \$40,000 over.

19-14
ACCEPTANCE OF
REQUEST TO
TRANSFER FUNDS
TO COVER
SHORTAGE

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

The third adjustment request was to transfer \$71,482 in the 101 fund from line item 3320 (Maint. Agreements – IT) to line item 1650 (Workers' Comp.) The reason for this request was to pay the entire 2019 Workers' Compensation premium in order to receive a discount. This payment came from the 2018 budget year because it had to be sent in December to meet the January 2, 2019 deadline.

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

19-15
ACCEPTANCE OF
REQUEST TO
TRANSFER FUNDS
TO COVER
SHORTAGE

(The financial reports are appended to the minutes.)

Lisa Peercy, Human Resources Director, presented the Personnel Report for January 2019. Ms. Peercy stated there were no changes to the report since it was sent to the board members.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – January 2019**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fletcher, Damon	Shelver	01.05.19	Culture/AV
Focht, Katherine	Librarian, Job-Share	01.31.19	Children’s Library
Haas, Steve	Branch Manager	01.11.19	Norton
Phillips, Katrina	Public Service Assistant II	12.29.18	Odom

INACTIVE/TERMINATED:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hentosz, Dustin	Substitute	12.28.18	Public Services
Kotsalieff, Cynthia	Substitute	12.28.18	Public Services
Nicholson, Carmella	Substitute	12.28.18	Public Services
Nicholson, Marcia	Substitute	12.28.18	Public Services
Siegfried, Jan	Substitute	12.28.18	Public Services
Slutz, Mark	Substitute	12.28.18	Public Services
Smoot, Marie	Substitute	12.28.18	Public Services
Stephens, Jennifer	Substitute	12.28.18	Public Services
Wiandt, Lynn	Substitute	12.28.18	Public Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Blake, Ashton	Public Service Assistant II, Part-Time	01.07.19	Electronic Services
Burton, Chris	Public Service Assistant II, Part-Time	01.07.19	Electronic Services
Springer, Maura	Student Assistant	12.10.18	Science & Technology

CHANGE OF CLASSIFICATION (TRANSFER):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Leonard, Craig	Staff Training Coordinator Same	01.02.19	Administration Human Resources
McCoy, Ryan	Information Technology Manager Technology Director	01.02.19	Information Technology Same
Scears, Robert	Web Developer Same	01.02.19	Administration Information Technology
Schrode, Cameron	Integrated Library Support Specialist Same	01.02.19	Administration Information Technology

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Linder, Carl	Security Officer Unpaid Military LOA	10.20.18 thru 10.21.18	Security
Linder, Carl	Unpaid Military LOA Security Officer	10.22.18	Security
Linder, Carl	Security Officer Unpaid Military LOA	11.15.18 thru 11.16.18	Security
Linder, Carl	Unpaid Military LOA Security Officer	11.17.18	Security
Walker, Ashlyn	Clerical Assistant FMLA (without pay)	11.27.18 thru 01.22.19	Main

SEPARATION OF EMPLOYMENT

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Vanderlin, Brooke	Librarian OPERS. Disability (From Medical Leave of Absence)	01.01.19 (Retroactive to: 07.01.18)	Highland Square

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>01.19.17</u>	<u>01.18.18</u>	<u>01.15.19</u>
Full-Time Staff:	291	270	261	273	276
Part-time/Job-Share Staff:	68	54	50	44	48
Student Assistants:	86	73	77	72	76
Total number of Staff:	445	397	388	389	400
Full-Time Equivalents	339	307	298	304	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.

<p>Mr. Rich moved, seconded by Mr. Weber, adoption of the January 2019 Personnel Report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried.</p>	<p>19-16 JANUARY 2019 PERSONNEL REPORT</p>
<p>Ms. Hickson-Stevenson reviewed the quarterly Strategic Plan Update. She notified the board that the team had completed the work on defining the ASCPL customer experience before Ann Hutchison left and emphasized the priorities of Culture and Human Capital, Marketing and Operational Excellence at this time.</p>	<p>DIRECTOR'S REPORT</p>
<p>Ms. Hickson-Stevenson stated that the Dr. Martin Luther King, Jr. lecture had to be cancelled on January 20, because the speaker was stuck in Washington, DC due to the weather and flight delays. She also stated that Main Library was closed on Sunday, January 20 because the Summit County Sheriff declared a Level 2 road emergency that day.</p>	<p>MLK, JR LECTURE CANCELLED</p>
<p>Ms. Hickson-Stevenson announced that the Science and Technology Division indexed the 50,000th experiment in the Science Fair Project Index. This started as a book in 1960, was updated/published until moving online in 1996. This is searched by people worldwide. Marketing & Communications is working on a media release to let everyone know of this accomplishment.</p>	<p>SCIENCE FAIR PROJECT INDEX MILESTONE</p>
<p>The Ohio Library Council Trustee Workshop has been scheduled for Saturday, March 9 in Columbus. Ms. Hickson-Stevenson requested that board members let her know if they want to attend.</p>	
<p>Ms. Hickson-Stevenson stated that she is planning to bring a report to the board on the proposed changes to fines policies in February.</p>	
<p>Mr. Rochford read the report of the January 22 Personnel Committee Meeting.</p>	
<p>AKRON-SUMMIT COUNTY PUBLIC LIBRARY REPORT OF PERSONNEL COMMITTEE MEETING FAIRLAWN-BATH BRANCH LIBRARY JANUARY 22, 2019</p>	<p>PERSONNEL COMMITTEE REPORT</p>
<p><i>On Tuesday, January 22, 2019, the Personnel Committee met in the Community Room of the Fairlawn-Bath Branch Library. The meeting was called to order at 5:40 pm by Committee Chair Bernie Rochford. Also in attendance were committee members William D. Rich and Ray Weber. Library staff members Pam Hickson-Stevenson, Lisa Percy, Michelle Scarpitti and Barbara White attended.</i></p>	
<p><i>Mr. Rich moved to adopt the agenda, and all committee members present voted aye.</i></p>	
<p><i>The first item on the agenda was the presentation and discussion of a revision to the Library's credit card policy. Ms. Scarpitti reviewed the change in legislation, the OLC sample policy, and the recommendations to revise the policy. After discussion, Mr. Rich moved that the committee recommend to the Board of Trustees adoption of the revised Credit Card Policy with an amendment to be drafted narrowing the definition of misuse to cover only misuse of a credit card for non-library purposes. Mr. Weber seconded the motion, and all members of the committee voted aye. This comes as a recommendation to the Board.</i></p>	

The roll call vote followed. Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The recommendation was approved.

19-17
REVISED CREDIT
CARD POLICY

Next the committee reviewed a proposed revision to the Library’s anti-harassment / anti-discrimination policy. Ms. Peercy explained that all staff attended anti-harassment and anti-discrimination training on Staff Development Day and that supervisors received more in-depth training later the same month. The trainers (attorneys) reviewed the current policy and suggested several changes. The committee reviewed the recommended changes. After discussion, Mr. Rich moved that the committee recommend to the Board of Trustees adoption of the revised Anti-Harassment / Anti-Discrimination Policy with a few changes in punctuation and wording. Mr. Weber seconded the motion, and all members of the committee voted aye. This comes as a recommendation to the Board.

The roll call vote followed. Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The recommendation was approved

19-18
REVISED
ANTI-HARRASSMENT/
ANTI-DISCRIMINATION
POLICY

Mr. Rochford asked about updating the Library’s substance abuse policy in light of Ohio’s changes regarding the use of medical marijuana. A copy of the current policy will be e-mailed to the committee members for their review and in preparation for a discussion

With no further business, the meeting adjourned at 6:56 pm.

Pam Hickson-Stevenson, Director

Ms. Davis announced three major events coming up in February: the Family Reading Festival on Feb. 2; *We are Charleston* with Dr. Bernard Powers on Feb. 16; and A Garden Affair and Home Expo on Feb. 23.

ADMINISTRATIVE
TEAM

She also shared the following facts: Library events are often featured on WHBC and WKSU; 12,000 events were logged into Communico for the winter quarter; and 71,000 people are on the Library’s email newsletter list.

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

There being no further business, Mr. Casey requested a motion to enter executive session. Mr. Rich moved, seconded by Mr. Weber, to enter executive session to consider the purchase of property for public purposes. The roll call vote followed. Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion was approved. The board entered Executive Session at 5:15 pm.

19-19
EXECUTIVE SESSION

The board returned from Executive Session at 5:54 pm and adjourned at 5:54pm

President

Secretary

