

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 28, 2019
BOARD ROOM, MAIN LIBRARY

President Jim Casey called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:11 pm in the Board Room at Main Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, and Ray Weber. John Frola, Jr. was absent. Bernie Rochford arrived at 4:14 pm.

Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engel, Stephanie Joliff, Pat Manning, Patty March, Lisa Peercy, Pam Plumley, Carl Roxbury, and Cameron Schrode.

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

19-20
AGENDA

Mr. Weber moved, seconded by Mr. Rich, to adopt the minutes of the January 31, 2018 organizational meeting minutes as presented. With no objections, the roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. Mrs. Adair abstained. The motion carried.

19-21
JANUARY
ORGANIZATIONAL
MINUTES

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the January 31, 2018 regular meeting minutes as presented. Request was made to add the reason for Executive Session. With no objections, the roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. Mrs. Adair and Mr. Rochford abstained. The motion carried.

19-22
JANUARY
REGULAR
MINUTES

Mr. Casey stated that he had no comments at this time.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented her executive summary and stated there was a revised financial report for December 2018. Additional receipts were added and there were a couple of fixes on the accounting order. The correction was \$5,000 to the good. Salaries also went down about \$700. She stated that the Public Library Fund was the primary revenue fund for November.

19-23
REVISED
DECEMBER 2018
FINANCIAL
REPORT

Mr. Rochford moved, seconded by Mr. Weber, to adopt the revised December 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.

Ms. Scarpitti announced a correction in the principal on the Bond Retirement Fund due to a typo. The amount should have been \$4,890,000. Mr. Weber moved, seconded by Mr. Rochford, to adopt the January 2019 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.

19-24
JANUARY 2019
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. There were \$575 in donations and approximately two pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mrs. Adair moved, seconded by Mr. Rochford, 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. 19-25
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti stated that when the new credit card policy was approved last month, there was not a compliance officer appointed. She cannot serve in that capacity, but Pam Hickson-Stevenson can. It could also be the Deputy or HR Director. It did not seem correct to have someone reporting to her reviewing her. Pam and Michelle are independent of each other. Pam is happy to serve in that roll and feels it is appropriate.

Mr. Rich moved and Mrs. Adair seconded that Pam Hickson-Stevenson be appointed as Compliance Officer per the current credit card policy. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 19-26
APPOINTMENT OF
COMPLIANCE
OFFICER

Ms. Scarpitti presented the investment report for January 2019 and highlighted \$7,959,030 in principal with \$13,865.75 in interest earned, with 77% going to the General Fund in January.

(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 – February 2019**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Miller, Alexis	Student Assistant	01.28.19	Student Assistant

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fisher, Michael	System Support Technician	02.18.19	Information Technology
Haprian, Angela	Substitute Public Service Assistant	02.20.19	Public Services
Price, Susan	Substitute Public Service Assistant	02.20.19	Public Services
Rose, Alaina	PSA II Full-Time	02.18.19	Odom

Smith, Jeffrey	APD	01.16.19	Security
<u>CHANGE OF STATUS:</u>			
<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Marten, Kathy	Librarian Full-Time Librarian Job Share	02.04.19	Children's Library Same
Miraglia, Lindsey	Tech Services Assistant FMLA without pay	01.11.19	Technical Services
Miraglia, Lindsey	FMLA without pay Tech Services Assistant	01.14.19	Technical Services
Redman, Jill	Early Childhood Librarian Full-Time Early Childhood Librarian Job Share	02.25.19	Tallmadge Highland Square
Walker, Ashlyn	FMLA without pay Clerical Assistant	01.23.19	Magazines & Newspapers

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>02.08.17</u>	<u>02.13.18</u>	<u>02.20.19</u>
Full-Time Staff:	291	270	259	268	272
Part-time/Job-Share Staff:	68	54	47	45	48
Student Assistants:	86	73	77	73	75
Total number of Staff:	445	397	383	389	395
Full-Time Equivalents	339	307	295	300	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. Weber, adoption of the February 2019 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.

19-27
FEBRUARY 2019
PERSONNEL REPORT

Ms. Hickson-Stevenson stated that she has brought more information regarding the two requests for changes in the fines policy presented in December. A memo was included in the packet answering Mrs. Adair's questions brought up in December. Cameron Schrode was present to answer any questions regarding the numbers.

DIRECTOR'S REPORT

The overdue information is included from the website. Mrs. Adair indicated that they need to be modernized. Ms. Hickson-Stevenson stated that staff is already looking at it to make changes.

FINES DISCUSSION

Currently the maximum fine is the cost of the item – whether the invoiced purchase price or a default (if the item had been donated). When the fines reach \$75.00, they are turned over to collections. Currently, if the item is returned, they

still have to pay the cost of the item. The request is to change it to a maximum \$5.00 fine if the item is returned.

Clarification was given that the chart on page 2 showed the length of time their borrowing privileges had been blocked. This would include people who have not come back to the library. The data goes back to 2008 currently, as the system was changed at that time. The chart on page 3 shows a list of 9,452 people, some possibly not returning due to moving or being deceased, were blocked in 2018 due to DVD/HS materials. It was stated that we currently have approximately 300,000 patrons in our system.

It was suggested that it be sent back to the committee with guidance on the goal. What cost is incurred when they don't follow rules.

Ms. Hickson-Stevenson asked that the board focus on the two recommendations brought before them: to reduce the fines on DVDs/VHS from 50 cents a day to 10 cents a day to be in line with the print fines, except for hot picks. It is a less punitive condition if there is a life issue for the patrons. It is a challenge to both staff and patrons.

The second recommendation is to cap overdue fines for returned materials at \$5.00. If they never return the item, they still receive a bill and are blocked. If they want to have privileges again, they have to come in and talk to staff. The issue is that someone could currently return an item and still have to pay an amount equal to the cost of the item. This is incomprehensible to the patrons who have returned the item. We can take a look at the other issues at a later date, in order to not hold things up at this time.

Mrs. Adair stated that we can change a policy if someone brings an item back as opposed to not bringing it back. She suggested having a waiving issue in place. She wants people to feel responsible. Ms. Scarpitti feels that if a person does not know that the fine can be waived. They might not return the items. Our main goal is to get items returned to the library to be used by other patrons. Ms. Hickson-Stevenson also stated that she thinks we will lose even more patrons borrowing due to streaming options, etc.

A motion was made to reduce the fines on DVDs/VHS from 50 cents a day to 10 cents a day to be in line with print materials. Mrs. Adair voted no, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted yes. The motion passed.

19-28
OVERDUE FINES ON
DVSs/VHS REDUCED
TO 10 CENTS A DAY

A motion was made to cap overdue fines on all materials from \$10.00 to \$5.00 per item IF material was returned. Fines will remain the same if materials are not returned. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford and Mr. Weber all voted yes. The motion passed.

19-29
CAP ON FINES IF
MATERIAL RETURNED
TO \$5.00.

Mental Health Training Grant – we have commitments from Akron Art Museum, Bierce Library, Barberton Public Library, Project Learn, Summit Metro Parks. This is all covered by a grant covering the entire event.

MENTAL HEALTH
TRAINING GRANT

We are one of three libraries in Ohio selected to participate with the Grow with Google event. It will occur on March 20th. The other two are Columbus and Lima. They are bringing in everything from tables, chairs, chrome books to unarmed guards. Grow with Google experts will deliver in person workshop to job seekers and small businesses.

GROW WITH GOOGLE

Ms. Hickson-Stevenson reminded the board that Legislative Day is on April 9th and the Trustee Dinner will occur on April 25th, the same day as the board meeting in Mogadore.

There are no reports from the board committees, no reports from the administration team, and no public participation requests.

Mr. Rochford stated that he saw a banner a friend had made in our Maker Space. When he commented on it, the friend stated how great he thought this area was in the library.

Having no further business, Mr. Casey adjourned the meeting at 5:35pm.

ADJOURNMENT

President

Secretary