

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
JANUARY 30, 2020
LOLITA K. ADAIR BOARD ROOM - MAIN LIBRARY

President James Casey called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:23 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Jill Darlington, William Rich, Bernard Rochford, and Ray Weber. John Frola and Angela Neeley were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Cheryl Engel, Stephanie Jolliff, Pat Manning, Ryan McCoy, Brett Neff, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-05
AGENDA

Mr. Weber moved, seconded by Mr. Rochford, to adopt the minutes of the December 12, 2019 meeting. Mr. Rich stated that there was a change needed in the second non-italicized paragraph on page six. He asked that in the last sentence, "if there are any implications" be changed to "to determine what implications there might be." The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-06
DECEMBER
BOARD MINUTES

Mr. Casey stated he had no comments at this time. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for November 2019. The Library received the second half Real Estate Homestead and Rollback settlement and \$669,039 was credited to the General Fund. In November, the Library also made its principal and interest payment on the bond.

Mr. Rochford moved, seconded by Mr. Weber, to accept the financial report for November 2019. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-07
NOVEMBER 2019
FINANCIALS

Ms. Scarpitti next presented the executive summary and financial report for December 2019. The General Fund exceeded estimates by approximately \$550,000 (+2%). The Library has not received E-Rate reimbursements yet; those will arrive in 2020.

On January 31, 2019, the Board of Trustees approved an advance of cash from the General Fund to the Employee FSA Fund to cover a shortage due to employee medical claims exceeding the deductions by \$5,470 at 12/31/18. At 12/31/19, the cash balance of the fund was \$3,868 with the advance still outstanding. Ms. Scarpitti advised that the Board may choose to leave the advance outstanding until such time the amount can be returned to the General Fund or convert the transaction to a permanent transfer. Leaving the advance outstanding requires no additional action. However, the Board may choose to reaffirm the decision to keep the transaction as an advance for clarification. If the Board decides to change the advance to a permanent transfer, the

transfer will need to be a budgeted item. This may be included as part of the permanent budget.

Mr. Rich moved, seconded by Mrs. Darlington, to accept the financial report for December 2019. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-08
DECEMBER 2019
FINANCIALS

Ms. Scarpitti next requested a budget adjustment within Fund 101 to move \$5,032 from Line Item 3310 (Bldg. & Site Repair) to Line Item 3920 (Permits & Inspections) in order to cover annual inspections and permit renewals done near year-end and in January.

Mr. Rich moved, seconded by Mr. Rochford, that in Fund 101, Line Item 3310 be decreased by \$5,032 and Line Item 3920 be increased by the same amount. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the donor/gift list for November and December. The Library received \$1,400 in monetary donations, primarily because of the Wrappie Awards. Ms. Hickson-Stevenson explained that every year, Chris Butler pledges money to honor the first person who hears The Waitresses version of the song *Christmas Wrapping* being played in public, with an additional award for the first international hearing. Mr. Butler wrote and produced the song for his band The Waitresses from Akron. In addition to cash donations, there were approximately four pages of material donations.

Mrs. Darlington 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.

20-09
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for November and December 2019. She stated that the interest for Star Ohio was \$11,573.09 and for Star Plus was \$3,438.38 and should be added to the November report. The total interest earned was \$15,590.73, with 84% of that going to the General Fund. The December investment report shows a total of \$8,552.88, with approximately 82% of that going to the General Fund.

[The investment reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the personnel report for January 2020. She introduced Brett Neff who was attending his first board meeting as the recently promoted Downton Services Manager. She also reported that the Security Manager, George Taylor, retired.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – January, 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Barker, DaMya	Student Assistant	01/16/2020	Odom
Hardy, Caitlin	Marketing Assistant	02/04/2020	Mktg. & Communications

Hazen, Thomas	Akron Police Officer	10/24/2019	Akron Police Department
Hudson, Rachel	Student Assistant	01/04/2020	Fairlawn-Bath
Kornish, Rachel	Student Assistant	01/04/2020	Green
Moore, Sarah	PSA II Floater FT	01/16/2020	Public Services
Schopp, Ross	Student Assistant	12/30/2019	Culture and AV
Swafford, Gillian	Student Assistant	11/20/2019	Norton
Stanevich, Leah	Student Assistant	01/11/2020	Firestone Park

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Collins, Ella	Student Assistant	01/21/2020	Fairlawn-Bath
Collins, Emma	Student Assistant	01/13/2020	Norton
Groen, Autumn	Student Assistant	01/13/2020	Green
Soto Cannata, Gabriella	Student Assistant	01/21/2020	Fairlawn-Bath

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Filomena, Sarah	Technical Services Assistant (6/5 - \$14.42/hr.)		Technical Services
	Acquisition Assistant (7/6 - \$15.00/hr.)	12/16/2019	Technical Services
Neff, Brett	Division Manager (15/3 - \$29.21/hr.)		Electronics Services
	Downtown Services Manager (18/1 - \$32.56/hr.)	12/16/2019	Public Services

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Holley, Jermaine	Security Officer PT		Security
	Security Officer FT	12/23/2019	Security
Johnston, James	Security Officer PT		Security
	Security Officer FT	12/30/2019	Security

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hardy Caitlin	Marketing Assistant FMLA (unpaid)	11/06/2019 thru 01/08/2020	Mktg. & Communications
Hardy, Caitlin	Unpaid FMLA Marketing Assistant	01/09/2020	Mktg. & Communications

TRANSFER AND CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Pickett, Tracie	Public Service Assistant II – PT		Science & Technology
	Public Service Assistant II – FT	12/16/2019	Kenmore

TRANSFER AND CHANGE OF CLASSIFICATION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Wilson, Kelly	Librarian Intermediate/Teen		Portage Lakes
	Librarian LEDS	01/27/2020	Mobile Services

RETIREMENT:

Taylor, George
 05/21/2007 - 05/30/2015 – Security Supervisor
 05/31/2015 – 01/15/2020 – Security Manager

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>01.18.18</u>	<u>01.15.19</u>	<u>01.15.20</u>
Full-Time Staff:	291	270	273	276	272
Part-time/Job-Share Staff:	68	54	44	48	44
Student Assistants:	86	73	72	76	79
Total number of Staff:	445	397	389	400	395
Full-Time Equivalents	339	307	304	309	305

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. Rochford, to adopt the Personnel Report. 20-10
 The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, PERSONNEL
 and Mr. Weber all voted aye. The motion carried. REPORT

Ms. Hickson-Stevenson highlighted the quarterly Strategic Plan Update EXECUTIVE
 and reported that progress continues. DIRECTOR’S
 REPORT

She stated that each spring the Ohio Library Council holds dinner meetings for public library trustees. The date for the Northeast Ohio dinner is Thursday, April 9, in Independence from 6 to 8 pm. She offered to note the names of any trustees interested in attending and reported that the Library would register them and pay the cost of the event. Mr. Casey, Mr. Rochford, and Mr. Weber committed to attending the event; Mr. Rich expressed interest.

A question was raised regarding the Amazon Fulfillment Center and how the Library is regarding it. Ms. Hickson-Stevenson stated that the Library has been involved in an initiative related to the Center. The Good Jobs Roadshow is being spearheaded by ConXus NEO and the Summit and Medina Workforce Area Council of Governments (SAMWA COG), Ohio’s Local Workforce Area 2. The Good Jobs Roadshow was sparked by Amazon’s decision to come to Akron but it is also meant to highlight that there are many other jobs open and many employers looking to hire. The Library’s involvement, in part, is a reflection of a Memorandum of Understanding between ASCPL and SAMWA COG, led by Christine Marshall. It is enabling collaboration with other groups and participation

in the Elevate Greater Akron initiative, which is led by the Greater Akron Chamber of Commerce. She stated the Library's involvement is positive for the Library.

**REPORT OF PERSONNEL COMMITTEE MEETING
MAIN LIBRARY
JANUARY 30, 2020**

**PERSONNEL
COMMITTEE
MEETING
REPORT**

On Thursday, January 30, 2020, the Personnel Committee of the Akron-Summit County Public Library Board of Trustees met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 3:03 pm by Committee Chair Bill Rich. Also in attendance was Committee member Bernie Rochford. James Casey arrived at 3:13 pm. Mr. Frola and Ms. Neeley were absent. Additionally, Library staff members Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, and Barb White attended.

Mr. Rochford moved to adopt the agenda, and all Committee members voted aye.

The first topic on the agenda for discussion was a proposal from administrative staff to revise eleven personnel policies. Ms. Hickson-Stevenson explained that the majority of the recommended changes were connected to the change in work week hours for exempt staff. She reviewed the proposed changes with the Committee. Committee members recommended a few changes in wording.

Mr. Rochford moved to recommend to the Board adoption of the revised Compassionate Leave Policy with changes as suggested by the Committee. The motion was adopted without dissent.

Mr. Casey arrived at this point in the meeting.

Mr. Rochford moved to recommend to the Board adoption of the revised Compensatory Time Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Emergency Leave Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Holiday Leave Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Rest Breaks and Meal Breaks Policies as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Sick Leave Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Sick Leave Bank Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Student Assistants Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Timesheets Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Vacation Leave Policy as presented. The motion was adopted without dissent.

Mr. Rochford moved to recommend to the Board adoption of the revised Vacation Time Cash Out Policy as presented. The motion was adopted without dissent.

Mr. Rochford asked the Board to adopt all of the policy revisions as presented and recommended by the Committee. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-11
PERSONNEL
POLICY CHANGES

At 3:32 pm, Mr. Rochford moved to enter Executive Session to consider the compensation of public employees. Mr. Rich, Mr. Rochford, and Mr. Casey all voted aye. The motion was adopted without dissent.

The Personnel Committee resumed public session at 3:54 pm.

Mr. Rochford moved to recommend to the Board a 2.5% pay increase for the Executive Director retroactive to the first pay date of April 2019, a 1% pay increase retroactive to the first pay date of January 2020, and 1.5% performance increase effective the first pay date of April 2020. The motion was adopted without dissent.

Mr. Rich noted that these percentage increases are consistent with the percentage increases the rest of the employees have received or are scheduled to receive. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-12
EXECUTIVE
DIRECTOR
SALARY

Mr. Rochford moved to recommend to the Board a 1% pay increase for the Fiscal Officer retroactive to the first pay date of January 2019, a 1.5% performance increase retroactive to the first pay date of April 2019, a 1% increase retroactive to the first pay date of January 2020, and a 1.5% performance increase effective the first pay date of April 2020. The motion was adopted without dissent.

Mr. Rich stated that again, these percentage increases are consistent with the percentage increases the rest of the employees have received or are scheduled to receive. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-13
FISCAL OFFICER
SALARY

Mr. Rich adjourned the meeting at 4:07 pm.

*Pamela Hickson-Stevenson
Executive Director*

Mr. Rich moved to amend the agenda to include the item of new business after committee reports. Mr. Rochford seconded. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-14
NEW BUSINESS
ADDED TO
AGENDA

Mr. Rich moved that the Board authorize the President to renew the employment agreement with the Executive Director. Terms of the agreement are to be the same as the previous agreement with adjustments for pay changes and dates and changes that have occurred after the first agreement was approved, including a change in the title from Director to Executive Director and changes in the work week for supervisory employees. He noted that the Board just approved the change in salary as a result of the Personnel Committee report. Additionally, the terms of the agreement should go through March 31, 2021. Mr. Rochford seconded. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-15
RENEWAL OF
CONTRACT OF
EXECUTIVE
DIRECTOR

Mr. Casey stated there were no requests for public participation.

PUBLIC
PARTICIPATION

There were no remarks for the good of the order.

FOR THE GOOD OF
THE ORDER

There being no further business, Mr. Casey adjourned the regular meeting at 5:04 pm.

ADJOURNMENT

President

Secretary