

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 APRIL 30, 2020
 VIRTUAL MEETING

NOTE: Due to the Coronavirus pandemic and the State of Ohio stay at home order, this meeting was held entirely online via WebEx. Mr. Casey asked Mr. Rich to preside over the meeting.

Vice President Bill Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:14 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, William Rich, Bernard Rochford, and Ray Weber. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Peercy, Carl Roxbury, and Barb White.

Mr. Casey moved, seconded by Mr. Rochford, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-29
AGENDA

Mr. Rochford moved, seconded by Mr. Frola, to adopt the minutes of the February 27, 2020 regular meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-30
FEBRUARY 2020
MINUTES

Mr. Frola moved, seconded by Ms. Neeley, to adopt the minutes of the March 26, 2020 regular meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-31
MARCH 2020
MINUTES

Mr. Casey thanked Mr. Rich for presiding over the meeting and guiding the technology required for the virtual meeting. He also thanked everyone for joining. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for March 2020. The Library's real estate settlement was in line with the original estimate, and the PLF was lower than estimate.

Mr. Frola moved, seconded by Ms. Neeley, to adopt the financial report for March 2020. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-32
FEBRUARY
FINANCIALS

Ms. Scarpitti presented the donor/gift list for February. The Library received \$105,016.33 in monetary donations. An unrestricted gift from the estate of an anonymous donor accounted for \$100,000 of the total for the month. Ms. Scarpitti noted there may be additional money from the estate. There was approximately one-half page of material donations.

Mr. Rochford moved, seconded by Mr. Frola, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-33
FEBRUARY
DONOR LIST

Ms. Scarpitti presented the investment report for March 2020. She stated that the total interest earned was \$5,568.60 and that approximately 80% of the interest was credited to the General Fund.

[The investment reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the personnel report for March 2020. There were no changes since it was mailed to the board. The furlough actions are not included because they were endorsed at the joint meeting of the Finance and Personnel Committees earlier in April.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – March 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u> <u>Agency</u>	<u>Date</u>
Engelhart, Daniel	Akron Police Officer Akron Police Department	02/20/2020
Harbert, Kari	Substitute PSA Public Services	03/04/2020
Marconi, Vincent	Shelver Culture & AV	03/13/2020
Scott, Dion Jare	Student Assistant Goodyear	03/27/2020
Wood, Shannon	Adult Services Librarian Nordonia Hills	03/20/2020

SELECTIONS:

<u>Employee</u>	<u>Classification</u> <u>Agency</u>	<u>Date</u>
Barnes, Charmaine	Public Service Assistant II Science & Technology	03/16/2020
Birti, Michaela	Substitute PSA Public Services	03/12/2020
Beal, Ara	Substitute PSA Public Services	03/12/2020
Cobbs, DeAnn	Substitute PSA Public Services	03/12/2020

TRANSFER:

<u>Employee</u>	<u>Classification</u> <u>Agency</u>	<u>Date</u>
Coontz, Emmalee	Intermediate/Teen Librarian Maple Valley Intermediate/Teen Librarian Portage Lakes	03/16/2020

PROMOTION:

<u>Employee</u>	<u>Classification</u> <u>Agency</u>	<u>Date</u>
Benson, Christopher	Student Assistant Fairlawn-Bath (1/3 - \$8.96/hr.)	

Public Service Assistant II 03/09/2020
 Public Services
 (7/1 - \$14.07/hr.)

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>
Kachovec, Krista	<u>Agency</u> Public Service Assistant II Mobile Services (7/3 - \$14.48/hr.)	
	Technical Service Assistant Technical Services (6/3 - \$14.14/hr.)	03/09/2020

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>03.20.18</u>	<u>03.18.19</u>	<u>03.20.20</u>
Full-Time Staff:	291	270	278	273	267
Part-time/Job-Share Staff:	68	54	42	50	45
Student Assistants:	86	73	78	73	79
Total number of Staff:	445	397	392	396	391
Full-Time Equivalents	339	307	300	308	TBD

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. Neeley moved, seconded by Mr. Frola, to adopt the Personnel Report. 20-34
 The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, PERSONNEL
 Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. REPORT

Ms. Hickson-Stevenson reported on the Mogadore Branch parking lot EXECUTIVE
 project. The bidding went very well with eight subcontractors submitting bids. The DIRECTOR'S
 bid opening was conducted on April 22 using Facebook Live. The low bid was REPORT
 submitted by Perrin Asphalt and was one-third of the budgeted amount.

Mr. Rochford moved, seconded by Ms. Neeley, to award the Mogadore 20-35
 Branch parking lot project to Perrin Asphalt for the low bid of \$105,802.50. The MOGADORE
 roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. BRANCH PARKING
 Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. LOT PROJECT

Ms. Hickson-Stevenson next provided an update on the process of planning PLANNING FOR
 for a return to physical service. She stated that safety is the Library's number one RETURN TO
 priority and that a schedule for restarting physical service will depend on the PHYSICAL SERVICE
 Library's preparedness and ability to comply with orders, rules, and regulations. She acknowledged that the pandemic landscape shifts and change frequently. She also stated that she is receiving guidance from Summit County Public Health and OLC. She commented that weekly meetings with the directors of Ohio's other metro libraries are very helpful as well. She said that work teams of non-furloughed staff would be established the following day to begin working on the myriad details. Safety remains the over-arching goal. She also reported on a research study that will be conducted by Battelle with funding from a federal agency, the Institute of Museum and Library Services. Battelle will study how long the virus that causes COVID-19 will survive on the surfaces of common public library items.

Ms. Hickson-Stevenson next reported on Library revenue. She stated that the PLF revenue is expected to decline more in April than it did in March, reflecting a full month of the state's stay at home order. There is hope that the PLF revenue decline will not be as great over the remaining months of the year but nothing is certain. A contact of hers at the County suggested using a 10% delinquency rate for the second half of the year.

REVENUE
DECLINES

*REPORT OF JOINT MEETING OF FINANCE & PERSONNEL COMMITTEES
AKRON-SUMMIT COUNTY PUBLIC LIBRARY*

COMMITTEE
REPORTS

*Wednesday, April 8, 2020
Virtual Meeting*

NOTE: Due to the Coronavirus pandemic and the State of Ohio stay at home order, this meeting was held entirely online via WebEx.

On Wednesday, April 8, 2020, the Finance and Personnel Committees met jointly. The meeting was called to order at 3:04 pm by Finance Committee Chair John Frola and Personnel Committee Chair Bill Rich. Also in attendance were committee members James Casey, Angela Neeley, Bernie Rochford, and Ray Weber. Jill Darlington entered the meeting at 3:09 pm. Library staff in attendance were Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda as presented. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber voted aye. The motion carried.

Pam Hickson-Stevenson presented a report she developed with substantial contributions from Lisa Peercy, Michelle Scarpitti, and Barb White. She thanked the three administrators for their work on gathering and analyzing the information needed to craft the report on furloughing staff. She also indicated that she may call on them throughout the meeting for their comments.

She reviewed the report, which had been sent to the members of both committees, and stated that it represents what was done to follow the Board's charge at the March meeting – to develop personnel expenditure reductions in the 2020 budget. This was requested in response to the predicted reductions in Library revenue from the Public Library Fund and potential reductions to Summit County real estate tax collections.

Highlights of what she reviewed included:

- *Applicable policy*
- *Background information and general rationale; State of Ohio general revenue collected in March dropped 10.5% from projections and a continued decline is expected; also the pandemic's effect on local property tax collections remains unknown*
- *Four administrators who developed the report discussed which positions are essential and took into account current need and plans for partial and/or full restoration of service*
- *Research conducted to develop an understanding of furlough versus lay-off versus reduction in force*
- *Agreement that furlough is not a severing of the relationship/ employment benefits and that federal and state levels have responded aggressively to assist the unemployed*

- *Variables involved in return to work – finances, state orders, health guidelines, sanitizing supplies – but ultimate goal is to fully re-engage staff*
- *Furloughed employees will receive CARES Act \$600 per week (income limits apply)*
- *Unemployment benefits*
- *Plan to expand existing vacation time cash-out policy and provide option to employees identified for furlough to cash out one week of accrued vacation leave; acknowledgment that cash-out delays ODJFS benefits by one week*
- *Health insurance coverage for furloughed employees until 5/31/20 because of state mandate that insurance companies must follow*
- *Furloughed employees do not have to lose accrued leave*
- *Employee Assistance Program services still available to those furloughed*
- *Work e-mail will be accessible but to be used for communication only*
- *Staff share of health, dental and vision insurance premiums to be paid by Library and then be reimbursed to Library; staff will need to set up reimbursement method*
- *Possible public reaction to furlough could be positive or negative*
- *Action taken to proactively minimize reductions in revenue while Library employees can benefit from expanded benefits*
- *Total number of employees to be furloughed: 341*
- *Employees not furloughed: 50*
- *Difficult to know which police officers, substitutes, and former employees will be eligible for unemployment benefits with charges to the Library*
- *Discussion of determinants to decide essential staff:*
 - *Need for taking care of different aspects of library – care of employees, of facilities, and relationship and connection with community*
 - *Future Library viability – who can inform and implement return to service plan to be crafted*
 - *Categories of kinds of activities for each non-furloughed staff listed in report*
- *Financial calculations project over 2-week pay period, personnel expenditures decline approximately \$346,000; over one month, reduction totals approximately \$691,000*

Committee members asked questions regarding assistance for staff being furloughed; extending health insurance beyond May 31; number of people not being furloughed as compared to number of classifications; additional cost cutting efforts; and role of accrued sick leave and vacation during a pandemic.

Mr. Rich stated that the personnel manual authorizes the Executive Director to implement a layoff and that a furlough is less than a layoff. He suggested that an interpretation would be that the greater power to lay off includes the lesser power to furlough. He proposed that for this meeting, each of the two committees should vote to endorse the plan. Mr. Casey stated his agreement and added that

the Board members are concerned that health benefits be maintained and that the relationship with staff be maintained. Mr. Frola expressed his thanks to Ms. Hickson-Stevenson, Ms. Peercy, Ms. Scarpitti, and Ms. White for their hard work. He shared his pride of Library staff at a difficult and trying time for everyone. Mr. Rich added that the plan was well-crafted under difficult circumstances and a lot of time pressure.

Mr. Casey asked for any news on handling library materials exposed to the Coronavirus. Ms. Hickson-Stevenson stated there has been some movement on that front but that more research is needed on the virus' longevity on a variety of surfaces. She indicated she knew of an initiative that she hoped to share in the near future with the Board. She also expressed that the availability of sanitizing supplies is of great concern. Mr. Weber shared his thanks for a great job.

For the Personnel Committee, Mr. Rochford moved, seconded by Ms. Neeley, to endorse the furlough plan presented to the committee. Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

For the Finance Committee, Ms. Darlington moved, seconded by Mr. Weber, to endorse the furlough plan presented to the committee. Mr. Casey, Ms. Darlington, Mr. Frola, and Mr. Weber all voted aye. The motion carried.

Mr. Rich stated that the motion to endorse the plan was adopted without dissent by both committees and that the Executive Director is empowered to implement the plan.

With no other business and no objection to adjourning, the meeting adjourned at 4:07 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Rich reported the Library was advised that furloughed employees may stay on the Library's health insurance until July 31, 2020.

There was no new business.

There were no reports from the Administrative Team.

There was no public participation.

There was nothing reported for the good of the order.

Mr. Rich adjourned the regular meeting at 4:55 pm.

PERSONNEL COMM.
ENDORSEMENT OF
FURLOUGH PLAN

FINANCE COMM.
ENDORSEMENT OF
FURLOUGH PLAN

ADJOURNMENT

President

Secretary