

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 VIRTUAL MEETING
 MAY 28, 2020

NOTE: Due to the Coronavirus pandemic and the State of Ohio mass gathering limits, 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 4:06 pm. The following members of the Board answered the roll call: James Casey, John Frola, William Rich, Bernard Rochford, and Ray Weber. Jill Darlington joined at 4:15 pm. Angela Neeley was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Peercy, Carl Roxbury, Robyn Shondel and Barb White. Also attending was Karen Nist of Associated Underwriters Insurance.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda. The roll call vote followed: Mr. Casey, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-36
 AGENDA

Mr. Weber moved, seconded by Mr. Frola, to adopt the minutes of the April 30, 2020 regular meeting. The roll call vote followed: Mr. Casey, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-37
 APRIL 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 during challenging times. PRESIDENT'S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for April 2020. She noted the refund of nearly \$93,000 from the Ohio Bureau of Workers' Compensation, the reduced revenue from the Public Library Fund, and the addition of cyber liability coverage to the Library's executive liability insurance policy.

Mr. Frola moved, seconded by Mr. Weber, to adopt the financial report for April 2020. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-38
 APRIL
 FINANCIALS

Ms. Scarpitti presented the donor/gift list for April. The Library received \$1,000 in monetary donations. Summa Health made the donation to support Mind, Body & Sole, the Library's summer reading program. There were no material donations.

Mr. Rochford moved, seconded by Mr. Weber, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-39
 APRIL
 DONOR LIST

Ms. Scarpitti presented the investment report for April 2020. She stated that the total interest earned was \$10,145.57 and that approximately 88% of the interest was credited to the General Fund.

[The investment reports are appended to the minutes.]

Ms. Scarpitti concluded by reporting that the 2018-2019 audit is nearly done.

There was no personnel report for April 2020 because there was virtually no activity due to the Library's closure during the pandemic.

Ms. Hickson-Stevenson reported on the results of the Library's participation in the Summit Poll, an annual phone survey of Summit County residents that is conducted by the Center for Marketing and Opinion Research. Similar questions are asked from year to year in order to track changes in opinions. The poll identified the top five reasons that respondents gave for visiting the Library; borrowing materials was number one. The number of those with favorable opinions of the Library continues to be strong with 88% of those expressing an opinion rating the Library as either good or excellent.

EXECUTIVE
DIRECTOR'S
REPORT

2020 SUMMIT
POLL

Ms. Hickson-Stevenson next reported on the plan for returning to physical service. She reported that users are contacting the Library daily with queries regarding a date for returning to some type of service. She shared a document with a graphic of the five Return to Service phases and explained they are:

PHASES FOR
RETURN TO
PHYSICAL
SERVICE

- Virtual: March 18, 2020 to the present
- Phase 1: June 8 to June 12 (Building and work flow preparation; Mind Body & Sole launch; most returning staff are non-furloughed, with a few furloughed staff included)
- Phase 2: June 15 to June 26 (Book returns open; final preparation for launch of Pick-Up Service; more furloughed staff return)
- Phase 3: June 29 to July 17-18 (Pick-Up Service launches at all branches and at Main Library's drive-up window and on High Street; begins with compressed hours that may be expanded; phone service expands; degreed librarians return)
- Phase 4: July 20 to ? (Customers provided with controlled access to the buildings; half-capacity; greeters; rules to support safety as number one priority; books by mail (LEDS) resumes; Microbusiness Center and early childhood educator lab open; Mobile Services begins delivery of drop collections; passport and notary services resume; computer access resumes, although this may begin sooner at Main; meeting room use may also return)
- Phase 5: Date TBD (Fully operational in every way—service, hours, access, programming, meeting rooms)

She also explained that at all times the Library will be paying close attention to the directives from the health department, the governor, and the CDC. The key issues in the return to service are:

- health and safety;
- materials handling (the Library will use a 72-hour quarantine period until guidance from Battelle is available);
- protocols and policies (informed by federal, state, and local guidance and work in other industries, while recognizing that libraries are unique);
- staffing and scheduling (managers tasked with creating schedules that reinforce social distancing, pairing staff, blended home-on-site work locations, alternative work spaces within buildings, etc., to limit exposure).

She thanked members of the Administrative Team and all of the branch and division managers for contributing important viewpoints, opinions, and expertise. She also specifically thanks Deputy Director Barb White for all of her work in coordinating the plan. Staff will be informed of the plan via e-mail after the Board meeting.

Ms. Hickson-Stevenson also explained that a number of protocols have been developed for reporting to work every day, emptying book drops, interacting

safely with customers, sanitizing work spaces, and handwashing. She offered special acknowledgement to Heather Raw, Safety Specialist, for her expertise and research on cleaning products and practices.

Mr. Frola commented that he serves on other boards and has seen other plans for reopening and returning to service. He congratulated the Library staff on developing the most comprehensive he has seen. He also asked about issues with unemployment experienced by the furloughed staff. Ms. Peercy stated that the Human Resources staff provided as much assistance as they could. She expressed thanks to Gina Angle for doing much of the work to help staff solve problems. Mr. Rochford congratulated the staff on a job well done.

The Buildings & Grounds Committee report on the May 19 meeting was included in the Board's packet.

The Buildings and Grounds Committee met Tuesday, May 19, 2020 via Webex. Committee Chair Ray Weber called the meeting to order at 4:08 pm, with committee members Jim Casey and Bernie Rochford and Board members Angela Neeley and William Rich attending. Also attending were Pam Hickson-Stevenson, Carl Roxbury, Michelle Scarpitti, and Barb White of the Library staff. Glenn Moretz, Acquisition Officer for the City of Akron, also attended.

Mr. Rochford moved to adopt the agenda as presented. All committee members present voted aye.

Mr. Moretz provided information about the Ellet roundabout project. He explained the City is constructing a roundabout at the intersection of Canton Road and East Market Street. The City needs a portion of the Ellet Branch Library front lawn for the project. He reported that the Branch driveway will be moved to the east by 50 feet or so and that the City will purchase the electronic sign, at a depreciated price, as part of construction. The project is administered by the City and funded by ODOT. ODOT is involved because the project involves a state route. The appraisal was conducted by an independent contractor. The City's offer of \$57,870 also includes \$6,000 for a temporary easement for the construction site and \$17,300 for the sign. The Library paid \$22,000 about 15 years ago for the new sign and will need to work directly with the sign company to reinstall it if able. The City will replace the driveway, with a new S-curve, and curbs. Walgreen's shared access to the driveway will remain.

Mr. Rochford commented that the compensation offered does not seem like a lot for the land and for the disruption to the Branch. Mr. Moretz explained that Library cannot sell that piece of land to anyone else because it wouldn't be allowed. He also stated the City would be open to a counter-offer based on a report from a certified appraiser, not a broker.

Mr. Moretz explained that the City would like to have all of the legal aspects of the project wrapped up by the end of August and begin construction this fall or Spring 2021. Construction will take about ten months. Mr. Casey asked if the State's financial situation might cause a delay or a cancellation. Mr. Moretz responded that the has been budgeted for a couple of years and is locked in.

Mr. Weber asked if the offer was a reduction from the total value of the property or the value of the small amount of property to be purchased. Mr. Moretz answered that the appraisal sheet included both. He observed that there

COMMITTEE REPORTS

BUILDINGS & GROUND COMMITTEE MAY 19, 2020 MEETING

isn't so much land affected that the entire Branch property couldn't be sold in the future or a building addition constructed. Mr. Weber commented that setbacks were important to the City when the building was built but seem unimportant. The Library trustees want to do what's best for the Library and for the citizens. Mr. Moretz suggested that Mike Antonucci in the City Zoning Department would be available to answer questions, too. In conclusion, Mr. Moretz acknowledged Carl Roxbury for the assistance he provided and requested information on the results of the Board's deliberation in the next 30 days.

Mr. Weber asked Mr. Roxbury who had seen the staked property and asked if Mr. Roxbury would show the committee members the location of the proposed purchase. Mr. Roxbury replied that the Neighborhood Services Manager, the Ellet Branch Manager, and he looked at the area when the stakes were in place. They did not see any operational issues. He stated he would be happy to show it to any Board members who would be interested.

Committee members next discussed their thoughts on the adequacy of the offer and on whether or not an appraisal from a second appraiser would be worth the expense. Mr. Rochford commented that Oriana House has had some experiences with this sort of thing and felt that ODOT's appraisal was fair. He wasn't sure that the Library would get much out of hiring a second appraiser for a cost of about \$3,000.

Mr. Weber asked if the roundabout would be good or bad for the Library. Mr. Roxbury stated he did not think it would have a huge impact on the Branch's appearance to the public because it's south of the property. His biggest concern is students crossing the road when they visit the Branch after school. He also explained that customers won't be able to turn left out of the Branch driveway and will have to go around the roundabout to go north or west when they leave.

Mr. Weber suggested having an informal conversation with an appraiser about the project. The Committee will continue this conversation at a meeting that will be scheduled soon.

The meeting recessed at 5:05 pm.

Pam Hickson-Stevenson, Executive Director

Ms. Hickson-Stevenson read the report from the May 28 Buildings and Grounds committee meeting.

The Buildings and Grounds Committee met Thursday, May 28, 2020 via Webex. Committee Chair Ray Weber called the meeting to order at 3:06 pm, with committee members Jim Casey and Bernie Rochford and Board members John Frola and William Rich attending. Also attending were Pam Hickson-Stevenson, Carl Roxbury, Michelle Scarpitti, and Barb White of the Library staff.

**BUILDINGS &
GROUNDS
COMMITTEE
MAY 28, 2020
MEETING**

Mr. Rochford moved to adopt the agenda as presented. All committee members present voted aye, and the motion carried.

Mr. Casey moved to enter into Executive Session for the purpose of discussing the sale of public property at the Ellet Branch. The motion was tabled.

Mr. Roxbury presented information regarding a necessary plumbing project at the Ellet Branch. Sewer is backing up every two weeks into the women's restroom. Mr. Roxbury explained a diagram showing where drains

connect to a line that goes to the main line and then out to the street. A plumbing consultant thinks that sweeps were installed improperly. Additionally, there is a slight sag in a pipe near the staff entrance. The project will involve digging down 3.5-4 feet to get to the pipes and make the corrections. A number of previous investigations did not reveal the cause of the problem but with the Library's pandemic closure, the lines were clear of debris and the problem was more easily identified. The cost of the work will be approximately \$5,000.

Mr. Casey renewed his motion to enter executive session to discuss the sale of public property at the Ellet Branch. All committee members voted aye, and the motion carried. The committee entered executive session at 3:24 pm.

The committee entered public session at 3:57, and Mr. Weber declared the meeting adjourned

Pam Hickson-Stevenson, Executive Director

Mr. Rich read the report of the May 21 Personnel Committee meeting.

On Thursday, May 21, 2020, the Personnel Committee met via Webex. The meeting was called to order at 4:04 pm by Committee Chair, William D. Rich. Also in attendance were Committee members James Casey, Angela Neeley, and Bernie Rochford. Committee member John Frola was absent. Library Trustee Ray Weber also attended. Library staff members Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, Robyn Shondel, and Barb White attended. Also in attendance was insurance broker Karen Nist of AUI (Associated Underwriters Insurance).

PERSONNEL
COMMITTEE
MAY 21, 2020
MEETING

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

The first item on the agenda was the presentation of recommended insurance benefits for 2020/2021 by Ms. Hickson-Stevenson and Ms. Peercy. Ms. Nist answered questions regarding SummaCare's loss ratio, total claims, and total premiums paid. Mr. Rochford moved to accept the quote from SummaCare for a rate increase of 19.48% for the Premier Plan and 19.21% for the Select Plan and for an increase in the deductibles for both plans from \$7,000 / \$14,000 to \$8,000 / \$16,000. All committee members present voted aye, and this comes as a recommendation to the Board.

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

20-40
ACCEPTANCE OF
SUMMACARE RATE
INCREASES

Mr. Rochford moved to accept the quote from Principal to maintain the existing coverage for dental, vision, and life, accidental death & dismemberment at the 2019 rates. All committee members present voted aye, and this comes as a recommendation to the Board.

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

20-41
ACCEPTANCE OF
DENTAL, VISION,
LIFE AND AD&D
QUOTE

Ms. Hickson-Stevenson next presented a recommendation to adopt the Families First Coronavirus Response Act Policy, a temporary policy that will expire on December 31, 2020. It is needed in order to reflect the Library's mandate to offer additional leave options in response to the Coronavirus pandemic. Mr.

Rochford moved to recommend approval of the Families First Coronavirus Response Act Policy. All committee members present voted aye, and this comes as a recommendation to the Board.

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

With no further business, the meeting adjourned at 4:29 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

There were no reports from the Administrative Team.

There was no public participation.

Mr. Weber commented that he is excited that the Library is preparing to resume serve.

Mr. Rich adjourned the regular meeting at 5:06 pm.

20-42
APPROVAL OF
TEMPORARY
FAMILIES FIRST
CORONAVIRUS
RESPONSE ACT
POLICY

FOR THE GOOD OF
THE ORDER

ADJOURNMENT

President

Secretary