

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 VIRTUAL MEETING
 JUNE 25, 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 William 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, Angela Neeley, William Rich, Bernard Rochford, and Ray Weber. Jill Darlington was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Cheryl Engel, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Frola moved, seconded by Mr. Weber, to adopt the agenda. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-43
 AGENDA

Mr. Frola moved, seconded by Ms. Neeley, to adopt the minutes of the May 28, 2020 meeting. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-44
 MAY BOARD MINUTES

Mr. Casey extended his thanks to all for continuing through unprecedented times. He also thanked Mr. Rich for his assistance and Ms. Hickson-Stevenson for applying her skill set to host the virtual meeting. PRESIDENT'S REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for May 2020. Ms. Scarpitti reported that fines and fees may now be paid online and noted the reduction in salary costs, due to the staff furlough. The small increase in health, dental and medical expenditures is a reflection of covering both employer and employee costs as the Library fronted the money for furloughed staff.

Ms. Scarpitti next gave an update on the Alternative Tax Budget per Mr. Rochford's request. The temporary budget, which the Board adopted in December 2019, showed \$12.5 million in anticipated Public Library Fund revenue from the State of Ohio. The permanent budget, adopted in March 2020, reduced the PLF revenue estimate by almost \$2 million. Appropriations were reduced by \$1.5 million. Ms. Scarpitti expects that July will feature a retuning of the budget because there will be more information available at that time.

Mr. Rochford stated his appreciation for the explanation and commented on the work done by Library administration and the board to furlough staff earlier in the year in order to better avoid lay-offs later in the year.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the May 2020 financial report. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-45
 MAY 2020 FINANCIALS

Ms. Scarpitti stated that there was no donor report for the month. DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for May 2020. She stated that the total interest earned was \$5,155.86 and that approximately 89% of the interest was credited to the General Fund.

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested approval of the 2021 Alternative Tax Budget, which is due by July 31, 2020. The document reflects that the Library's bond issue will go off the tax duplicate this year.

Mr. Frola moved, seconded by Ms. Neeley, to approve the alternative tax budget. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-46
2021
ALTERNATIVE
TAX BUDGET

Lisa Peercy, Human Resources Director, presented the personnel report for April-June 2020.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – April – June 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Biddle Lehman, Kim	PSA II	6/15/2020	Firestone Park
Schnee, Christopher * Notified on 5/7/2020	Akron Police Officer	03/23/2020*	Security
Springer, Maura	Student Assistant	6/15/2020	Science & Technology
Walker, Ashlyn	Clerical Assistant	6/08/2020	Mags & Newspapers
Wasio, Lyndsey	Librarian	6/12/2020	Science & Technology

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Montalto, Jacqueline	PSA II (Part-time)	7/31/2020	Richfield
02/01/83 – 02/29/84 – Librarian Assistant I, Mobile Services			
03/01/84 – 08/15/86 – Librarian Assistant II, Mobile Services			
08/16/86 – 11/01/87 – Clerk Typist II, Children's Services Office			
11/02/87 – 01/09/94 – Clerk Typist II, Technical Processing			
01/10/94 – 12/23/95 – pt Librarian Assistant I, Richfield			
12/24/95 – 08/31/97 – ft Librarian Assistant I, McDowell			
09/01/97 – 12/20/97 – js Librarian Assistant I, McDowell			
12/21/97 – 12/30/01 – js PSA, McDowell			
12/31/01 – 11/25/07 – js PSA, Richfield			
11/26/07 – 12/15/13 – ft PSA, Richfield			
12/16/13 – present – pt PSA II, Richfield			

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Johnston, James	Security Officer		Security
	Family Medical Leave without pay	2/3/2020	
	End of Family Medical Leave	4/27/2020	
Street, LaMonica	PSA II		High. Sq.
	Emergency Paid Sick Leave	6/15/2020 – 6/29/2020	

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>06.25.18</u>	<u>06.17.19</u>	<u>06.19.20</u>
Full-Time Staff:	291	270	276	277	148
Part-time/Job-Share Staff:	68	54	47	46	0
Student Assistants:	86	73	76	78	0
Total number of Staff:	445	397	399	401	148*
Full-Time Equivalents	339	307	300	302	148

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.

*Many staff are still furloughed.

Ms. Neeley moved, seconded by Mr. Weber, to adopt the Personnel Report. 20-47
 The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. PERSONNEL
 Rochford, and Mr. Weber all voted aye. The motion carried. REPORT

Ms. Hickson-Stevenson gave an update on the progress of outside pick-up EXECUTIVE
 service and reported that more employees would be returning to work on Monday, DIRECTOR'S
 June 29. REPORT

Ms. Hickson-Stevenson next presented a draft of a Library Statement LIBRARY
 Against Racism. She stated that the world recently had been witness to several STATEMENT
 disturbing deaths of African Americans caused by police and that people around AGAINST RACISM
 the world were protesting against racism. She commented that all of this had placed
 the issue of racism front and center and that companies and organizations around
 the country were pledging to fight racism. She drafted a statement against racism
 with specific action steps for the Library to take instead of a general statement
 against racism.

Mr. Rich asked if she simply was seeking comments or was requesting
 board action. Ms. Hickson-Stevenson stated the need for board action and her hope
 for a motion to adopt the statement. She also expressed an interest in hearing
 constructive comments that would strengthen or clarify the statement.

Mr. Rochford commented he liked the statement and felt it was important
 for the Library to make such a statement. He suggested adding Project Learn to
 the list of organizations with which the Library collaborates.

Mr. Weber asked if there are any inequities in policies, resources, etc. Ms.
 Hickson-Stevenson replied that many would argue that charging overdue fines
 negatively affects people of color in a disproportionate manner. There has been a
 trend in public libraries to eliminate them. Mr. Weber stated that eliminating fines
 does not help develop responsibility. Ms. Hickson-Stevenson stated she could
 present information showing fines are a barrier to library access for people who
 can least afford to pay them. She commented that the statement uses words like
 examine and investigate, which indicate a commitment to looking inward in order
 to address any inequities.

Mr. Casey commented that the use of the word systemic was too limiting
 and that a statement against racism needed to cover all forms of racism. Mr. Rich

suggested deleting the term systemic so that the term racism would refer to both systemic and non-systemic racism.

Mr. Rich asked if the statement would be from the Executive Director or from the Board. Ms. Hickson-Stevenson expressed she would prefer the statement be presented as coming from the Library as a whole. Mr. Rochford commented that the statement would serve as a stepladder, helping the Library to ask questions that may not have been asked before. He added that it is important for the Board to stand behind the statement.

Mr. Weber asked that E. Main Street be changed to E. Market Street.

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

20-48
ADOPTION OF
LIBRARY
STATEMENT
AGAINST RACISM

Ms. Hickson-Stevenson then presented suggestions for revisions to the Patron Behavior Guideline and commented that the red text shows recommended changes to the current policy. She highlighted three noteworthy changes: physical distancing, face coverings, and language to address First Amendment audits that several public libraries in Ohio have experienced. She also highlighted a recommendation to use the word customer rather than patron. Mr. Rich commented that the Marketing Communications and Library Services Committee did not review the proposed revisions. Ms. Hickson-Stevenson explained that, with plans for the Library to reopen on July 20, the language regarding physical distancing and face coverings was important to add. She requested that the Board revise the policy to include those two topics. The other revisions could be reviewed at a committee meeting.

PATRON BEHAVIOR
GUIDELINES

Mr. Rochford moved, seconded by Mr. Weber, to amend the Patron Behavior Guidelines by adding proposed items #1 (physical distancing) and #2 (safety face coverings), by renumbering the subsequent items, and by changing the word patron to customer. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-49
REVISED PATRON
BEHAVIOR
GUIDELINES

Ms. Hickson-Stevenson read the personnel committee report.

On Tuesday, June 23, 2020, the Personnel Committee met via Webex. The meeting was called to order at 3:35 pm by Committee Chair William D. Rich. Also in attendance were Committee members John Frola, Angela Neeley, and Bernie Rochford. Committee member James Casey was absent. Library Trustee Ray Weber also attended. Library staff members Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, Robyn Shondel, and Barb White attended.

PERSONNEL
COMMITTEE
REPORT

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

The first item on the agenda was the presentation of revisions to these personnel policies:

- *Abandonment of Job*
- *Attendance; Reporting Off Work*
- *Closings and Delays in Opening*

- *Compensatory Time*
- *Dress Code and Hygiene*
- *General Safety Rules*
- *Holiday Leave*
- *Outside Employment of Business Activities*
- *Performance Evaluations*
- *Recruitment, Job Postings, Applications and Interviews*
- *Rest Breaks; Meal Breaks*

The revisions were needed to reflect changes brought about by the COVID-19 pandemic. Committee members reviewed each policy and recommended changes. Mr. Rochford moved that the Committee recommend to the Board the adoption of the revised policies, with changes as recommended by the Committee members. All committee members present voted aye, and this comes as a recommendation to the Board.

20-50
PERSONNEL
POLICY REVISIONS
ADOPTED

The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Committee members next reviewed a proposed policy on teleworking. After discussion of some changes to wording, Ms. Neeley moved that the Committee recommend to the Board the adoption of the Teleworking Policy, with changes as recommended by the Committee members. All committee members present voted aye, and this comes as a recommendation to the Board.

20-51
TELEWORKING
POLICY ADOPTED

The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Ms. Hickson-Stevenson presented a recommendation to amend the Library's Flexible Spending Account rules by extending the deadline for employees to use monies deferred in the 2019 plan year. The IRS is allowing an extension until December 31, 2020. Mr. Rochford moved that the Committee recommend to the Board approval of a deadline extension to December 31, 2020, for employees to use Flexible Spending Account funds. All committee members present voted aye, and this comes as a recommendation to the Board.

0-52
FLEXIBLE
SPENDING
ACCOUNT
DEADLINE
EXTENSION

The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

*With no further business, the meeting adjourned at 4:27 pm.
Pam Hickson-Stevenson, Executive Director*

Mr. Rich stated there were no items for new business, no reports from the Administrative Team, and no requests for public participation.

There were no remarks for the good of the order.

At 5:14 pm, Mr. Frola moved to go into executive session to discuss the sale of property. Ms. Neeley seconded the motion. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-53
EXECUTIVE
SESSION

The Executive Session ended at 5:28 pm.

Mr. Weber moved, seconded by Mr. Rochford, to present a counteroffer to the City of Akron asking for an additional \$5,000 for the land at the Ellet Branch, based on an outside informal appraisal. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-54
ELLET PROPERTY
COUNTEROFFER

Mr. Rich declared the meeting adjourned at 5:31 pm.

ADJOURNMENT

President

Secretary