

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

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 4:01 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, Pam Plumley, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, 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. 20-55
AGENDA

Mr. Weber moved, seconded by Mr. Rochford, to adopt the minutes of the June 25, 2020 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. 20-56
JUNE BOARD
MINUTES

Mr. Casey extended his thanks to Mr. Rich for the technical help and to Ms. Hickson-Stevenson for all the work getting the buildings reopened. He was very glad to see the doors open again. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for June 2020. Ms. Scarpitti stated that the PLF was 14%, higher than the internal estimate had been. The Library is receiving invoices for unemployment claims; the Library is not a reimbursing employer. The Library will be getting a 50% reimbursement from the CARES Act. She reported the creation of a new fund number for all of the Library's bills related to the COVID-19 pandemic. The Library should receive up to \$25,000 per building via the State of Ohio from the CARES Act. JUNE 2020
FINANCIALS

Mr. Rochford moved, seconded by Mr. Frola, to accept the financial report for June 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. 20-57
JUNE 2020
FINANCIALS

Ms. Scarpitti stated that there was a second and final anonymous donation from a bequest of \$64,647.94. The library also received approximately a half page of other donations that came in before the closure and are being reported now. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Weber, to accept the donations with great appreciation and thanked the anonymous donor. 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. 20-58
DONOR LIST
ACCEPTED

Ms. Scarpitti presented the investment report for June 2020. The Library earned \$6,068.19, with 89% of that going to the general fund. She also reported that one CD matured.

[The investment reports are appended to the minutes.]

Ms. Scarpitti presented budget adjustments to reflect actual numbers for revenue and expenses. She reported that salaries and OPERS funds experienced reductions because of the staff furlough and that office programming supplies have been cut in the budget due to both the closure and the lack of programs occurring for the time being. She also highlighted an increase to cleaning services to reflect deep leaning services that occurred during the closure. She reported the creation of the account called Transfers to Other Funds in anticipation of creating one or more new funds for future capital needs.

Mr. Rochford moved, seconded by Ms. Neeley, to approve the budget adjustment. 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

20-59
BUDGET
ADJUSTMENT
APPROVED

Lisa Peercy, Human Resources Director, presented the personnel report for July 2020. She stated that normally this is the time the Library loses student assistants as they go off to college. She also reported that a few employees are taking Emergency Paid Sick Leave. She noted that three long time employees have retired.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Barnes, Charmaine	PSA II	6/25/2020	Science & Technology
Bohannon, Tricia	Librarian	8/4/2020	Youth Services Office
Dolezal, Maddy	Student Assistant	7/20/2020	Tallmadge
Fertig, Jeremy	Student Assistant	7/20/2020	Northwest Akron
Fleming, Maeve	Student Assistant	6/01/2020	Nordonia Hills
Gao, Helen	Student Assistant	7/05/2020	Mags & Newspapers
Glena, Nick	Student Assistant	5/20/2020	Nordonia Hills
Glover, Carly	Student Assistant	7/14/2020	Norton
Groetz, Hayley	Student Assistant	7/20/2020	Tallmadge
Johnson, Hayley	Student Assistant	7/09/2020	Portage Lakes
Johnston, James	Security Officer	7/20/2020	Security
Miller, Robert *Received 6/22/2020	Off-duty APD	3/17/2020*	Security
Morris, Evan	Student Assistant	8/15/2020	Green
Patel, Chandni	Student Assistant	7/20/2020	Mogadore
Phillips, Willaun	Student Assistant	7/20/2020	Children’s Library
Prange, Melissa	PT PSA II	7/24/2020	Culture & AV

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Pasko, Terry	Security Manager	7/13/2020	Security
Smith, Heath	Off-duty APD officer	7/02/2020	Security

<u>CHANGE OF CLASSIFICATION (STATUS):</u>			
<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chabola, Clay	PSA III Librarian	6/29/2020	Business & Government
Redman, Hilary	Librarian Emergency Paid Sick Leave	7/13/2020 – 7/17/2020	North Hill
Street, LaMonica	Emergency Paid Sick Leave FMLA	7/10/2020	Highland Square
VonStein, Lindsey	PSA II FMLA	7/10/2020	Kenmore
Wilson, Kaila	PSA II Emergency Paid Sick Leave	7/07/2020 – 7/14/2020	Nordonia Hills

RETIREMENTS:

<u>Employee</u>			
Bolen, Faye	Clerical Assistant	7/15/2020	Science & Technology
Lillie, April	PSA II	6/15/2020	Circulation
Scott, Jane	Branch Manager	8/31/2020	Fairlawn-Bath

Faye Bolen

01/17/2000 - present, Clerical Assistant, Science & Technology

April Lillie

08/22/83 - 02/11/85 -- SA, ST

rehire

03/18/85 - 01/31/86 – PT Clerk Typist I, Technical Processing

02/01/86 - 10/16/87 -- Clerk Typist II, Technical Processing

rehire

04/16/89 - 02/02/97 -- Clerk Typist I, Fine Arts & Recreation

02/03/97 - 12/20/97 -- Librarian Assistant I, Circulation

12/21/97 - 11/07/10 -- PSA, Circulation

11/08/10 - FT PSA II, Circulation

Jane Scott

05/01/89 - 06/29/91 -- Library Assistant I, Richfield

06/30/91 - 01/04/93 -- JS Library Assistant I, Richfield

[sub]

[rehire]

07/08/96 - 08/27/00 -- AD Librarian II, East

8/28/00 – 06/21/09 -- Librarian, Audio Visual Services

06/22/09 – 04/08/12 – Branch Manager, Portage Lakes

04/09/12 - present - Branch Manager, Fairlawn-Bath

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>07.16.18</u>	<u>07.15.19</u>	<u>07.22.20</u>
Full-Time Staff:	291	270	273	274	238
Part-time/Job-Share Staff:	68	54	49	46	38
Student Assistants:	86	73	77	78	66
Total number of Staff:	445	397	399	398	342
Full-Time Equivalents	339	307	310	308	269

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. Weber moved, seconded by Mr. Rochford, to adopt the Personnel Report. 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.

20-60
PERSONNEL
REPORT

Ms. Hickson-Stevenson gave an update on the reopening on Monday, stating that things have gone very well. Customers seemed very happy to be back and to see staff. She visited most branches during the first week of reopening. She thanked managers and administration for facilitating all the needs for opening. She also thanked the staff for being so flexible.

EXECUTIVE
DIRECTOR'S
REPORT
REOPENING

Ms. Hickson-Stevenson reported that physical circulation is down 55% while overall circulation is down about 43%. Digital circulation is up 32%, helping to keep the total decrease from being even lower. The Library has supplied many materials digitally during the closure. Ms. Hickson-Stevenson thinks that people who were formally averse to digital may have decided it is not so bad.

CIRCULATION

Mr. Rochford asked if there had been any discussion on how the drop in circulation may affect the division of revenue from the Public Library Fund among the Summit County public libraries. Ms. Hickson-Stevenson stated that the Summit County Directors briefly have discussed a provision to not count a year that was really bad for everyone. The year 2020 will not show up for another year in the three-year averages used to determine the percentage split among the Summit County public libraries.

DIVISION OF
PUBLIC LIBRARY
FUND REVENUE

The Buildings and Grounds Committee met Wednesday, July 22, 2020 via WebEx.

BUILDINGS AND
GROUNDS REPORT

Committee Chair Ray Weber called the meeting to order at 4:03 pm, with committee members Jim Casey and Bernie Rochford and Board member William Rich attending. Also attending were Pam Hickson-Stevenson, Carl Roxbury, Michelle Scarpitti, and Barb White of the Library staff.

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

Mr. Rochford moved to enter into executive session for the purpose of discussing the sale of public property. Mr. Weber, Mr. Rochford, and Mr. Casey

all voted aye, and the motion was approved. The Committee entered executive session at 4:04 pm.

The committee entered public session at 4:23 pm.

Mr. Weber declared the meeting adjourned at 4:25 pm.

*Pam Hickson-Stevenson
Executive Director*

Mr. Weber then continued:

“In April 2020, the City of Akron contacted the Library’s Executive Director regarding the need to purchase some of the property at the Ellet Branch Library in order to construct a traffic circle or roundabout at the intersection of East Market Street and Canton Road. The City’s initial offer for the land needed was \$57,870.

John Emig, a reputable and local professional appraiser, provided an informal opinion. His opinion was that the City’s value of \$150,000 per acre was low and should be more like \$200,000 per acre. He also questioned the value that the City placed on the trees. He felt that the total award should have been approximately \$9,000 more. Upon calculating a more precise figure using Mr. Emig’s recommendations, that figure actually came to \$9,413. So in Mr. Emig’s opinion, the City’s original offer should have been \$67,283, not \$57,870.

The Board authorized the Executive Director to make a counteroffer of \$5,000 more than the original offer from the City. The Library trustees viewed that offer as splitting the difference (a bit more than half of \$9,413) between the City’s original offer and the amount that Mr. Emig recommended. So the Library requested a total of \$62,870 (\$57,870 + \$5,000), which is \$4, 413 less than Mr. Emig’s recommendation of \$67,283.

The City countered with \$60,000, which is \$2,870 less than the Library’s counteroffer. So the City and the Library were less than \$3,000 away from an agreement.

In the interest of continuing the negotiations, the Executive Director contacted the City to split that amount (\$2,870) in half and to agree to a price of \$61,435 for the land it needs to move ahead with the traffic circle project. That amount was slightly more than the City’s counteroffer of \$60,000 and slightly less than the Library’s first counteroffer of \$62,870.

The Executive Director received word on Friday, July 24 that the City of Akron accepted the proposal for a sale price of \$61,435.

The Board will need to vote to agree on selling the property and appoint a representative from the Library to be the signatory for the sale.

Mr. Weber moved that the Akron-Summit County Public Library Board of Trustees approve the sale of property at the Ellet Branch Library as described in the Good Faith Offer, which is dated April 7, 2020 and signed by Glenn Moretz, for the price of \$61,435. The parcel numbers are 4 WD1, WD2, T1, T2 and the interest to be acquired by the City of Akron includes the warranty deed and temporary construction easement; and that Pamela Hickson-Stevenson act as signatory in this transaction.”

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.

20-61
SALE OF PROPERTY
AT ELLET BRANCH
LIBRARY
APPROVED

Mr. Rich stated that there was no new business at this time.

Ms. Hickson-Stevenson stated there was no administrative team report.

There were no requests for public participation.

There were no remarks for the good of the order.

Thanks were given to Mr. Weber and Ms. Hickson-Stevenson for their work on the sale of the Ellet Branch property.

With no further action needed, the meeting was adjourned at 4:41PM.

ADJOURNMENT

President

Secretary