

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 AUGUST 27, 2020  
 VIRTUAL MEETING

NOTE: Due to the Coronavirus pandemic and the State of Ohio mass gathering limits, this meeting was held entirely on 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 4:05 pm. The following members of the Board answered the roll call: James Casey, John Frola, Angela Neeley, William Rich, and Bernard Rochford. Jill Darlington and Ray Weber were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Lisa Percy, Pam Plumley, and Barb White.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-62 AGENDA

Mr. Frola moved, seconded by Mr. Rochford, to adopt the minutes of the July 30, 2020 meeting. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-63 JULY BOARD MINUTES

Mr. Casey extended his thanks to Ms. Hickson-Stevenson and the staff for all the work accomplished to reopen the buildings. PRESIDENT'S REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for July 2020. Mr. Casey asked if there was any update from the state on finances. Ms. Scarpitti stated she received a report from the Summit County Budget Commission on the estimate of resources. The PLF number had been amended to \$11.7 million, which was in line with her figures. There was no change to the property tax estimates. The Ohio Library Council has reported the State has budgeted conservatively, but there is no specific information yet. 20-64 JULY 2020 FINANCIALS

Mr. Rochford moved, seconded by Ms. Neeley, to accept the financial report for July 2020. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-65 JULY 2020 FINANCIALS

Ms. Scarpitti stated there were no financial donations for the month and drew attention to a half page of other donations. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Ms. Neeley, to accept the donations with great appreciation. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-66 DONOR LIST ACCEPTED

Ms. Scarpitti presented the investment report for July 2020. The Library earned \$4,472.46 in interest with 90% of that going to the general fund. The matured CD funds were moved from the money market account at Fifth Third to the Huntington account. INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested approval to establish a new fund: #250 for the CARES Act – Coronavirus Relief Fund. A separate fund is required to account for these federal funds that have been awarded by the State of Ohio. This grant provides up to \$25,000 for each physical public library location. The funds are intended to assist the libraries with operating safely during the COVID-19 emergency. Expenses already incurred by

the Library dating back to March 1, 2020, will be covered along with any expenses incurred until December 30, 2020.

Mr. Rochford moved, seconded by Ms. Neeley, to approve the creation of the new fund #250 CARES Act – Coronavirus Relief Fund. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

20-67  
FUND #250  
CREATION  
APPROVED

Lisa Percy, Human Resources Director, presented the personnel report for August 2020. She stated that a revised and corrected personnel report was e-mailed by Ms. Hickson-Stevenson on Tuesday. There was a question regarding the Emergency Paid Sick Leave due to COVID. Ms. Percy said that this will be available to and can be used by staff up until December 31, 2020.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
Personnel Report – August 2020

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Carmen, Grace	Student Assistant	8/15/2020	Portage Lakes
Galonski, Gabriella	Student Assistant	8/24/2020	Firestone Park
Hamilton, Grace	Student Assistant	8/1/2020	Northwest Akron
Moore, Kirsten	Student Assistant	8/6/2020	Ellet
Nielson, Adam	Student Assistant	8/15/2020	Highland Square
Parks, Anna	Student Assistant	8/14/2020	Mags & Newspapers
Simon, Bowman	Student Assistant	8/31/2020	Northwest Akron
Tomic, Brett	Student Assistant	8/15/2020	Norton
Walker, Alandria	YSO Assistant	7/24/2020	Youth Services Office

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Trace, David	Substitute Librarian	7/27/2020	Public Services Office
Weedon, Virginia	Substitute Librarian	7/28/2020	Public Services Office

**CHANGE OF CLASSIFICATION (STATUS):**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brown, Brandon	Security Officer Emergency Paid Sick Leave	8/11/2020-8/13/2020	Facility Services
Burch, Brian	Branch Manager Emergency Paid Sick Leave	7/20/2020-7/24/2020	Ellet
Butcher, Zachary	PSA IPT Emergency Paid Sick Leave	7/24/2020-7/31/2020	Circulation
Huston, Susan	Librarian Emergency Paid Sick Leave	8/10/2020-8/20/2020	Nordonia Hills
Seibert, Barbara	PSA II Emergency Paid Sick Leave	8/5/2020-8/10/2020	Springfield-Lakemore

Teeter, Pamela	Librarian Emergency Paid Sick Leave	Fairlawn-Bath 7/24/2020-7/29/2020
VonStein, Lindsey	FMLA PSA II	Kenmore 8/3/2020
VonStein, Lindsey	PSA II Emergency Paid Sick Leave	Kenmore 8/17/2020-8/21/2020

**RETIREMENTS:**

**Employee**

Casteel, Amy	PSA II	10/31/2020	Goodyear
Ethington, Robert	Division Manager	9/30/2020	Culture & AV
Markey, Lisa	PSA II	9/30/2020	Ellet
Saylor, Patricia	Division Manager	10/30/2020	Children's

**Casteel, Amy**

8/14/00 - 11/04/01 -- Shelver, Main Children's Room  
 11/05/01 – 11/11/07 -- PSA, Mobile Services  
 11/12/07 – 05/20/2013 – PSA, Goodyear  
 05/21/2013 - present, PT PSA II, Goodyear

**Ethington, Robert**

10/02/85 - 09/30/86 -- Lib II, Fine Arts & Recreation  
 10/01/86 - 07/15/88 -- Lib II, West Hill  
 07/16/88 - 06/11/95 -- Lib III, West Hill  
 06/12/95 - 04/09/00 -- Lib IV, Audio Visual Services  
 04/10/00 - 06/03/01 -- Main Library Division Manager, Fine Arts & Recreation  
 06/04/01 - present -- Division Manager, Popular Culture

**Markey, Lisa**

6/12/80 - 8/31/82 -- SA, Ellet  
 rehire  
 9/21/82 - 12/20/1997 -- Librarian Assistant I, Ellet  
 12/21/1997 – 7/11/04-- JS PSA, Ellet  
 7/12/04 – present – FT PSA II, Ellet

**Saylor, Patricia**

11/01/82 - 07/31/88 -- Librarian II, Ellet  
 08/01/88 - 02/13/00 -- Librarian II, Mogadore (juv)  
 02/14/00 - present -- Division Manager, Main Children's Room

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>08.15.18</u></b>	<b><u>08.16.19</u></b>	<b><u>08.23.20</u></b>
Full-Time Staff:	291	270	272	271	258
Part-time/Job-Share Staff:	68	54	47	49	41
Student Assistants:	86	73	75	76	61
Total number of Staff:	445	397	386	396	360
Full-Time Equivalents	339	307	297	307	288

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

20-68  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson said that the Library had received a request for endorsement of the Akron Zoo's levy issue and also to place signs for it on Library property. The Zoo director sent a PowerPoint presentation, in which were presented five points explaining the need for the additional funds. The presentation was included in the board packet. The Zoo director told Ms. Hickson-Stevenson the Zoo had supported the Library's levies in the past. Mr. Rich stated that the Zoo's education work is aligned with the Library's mission and that the two organizations have collaborated on various events.

EXECUTIVE  
DIRECTOR'S  
REPORT

Ms. Neeley moved, seconded by Mr. Rochford, to endorse the Akron Zoo's levy and to grant access to the Library's property for yard signs. The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

20-69  
AKRON ZOO LEVY  
ENDORSEMENT

Ms. Hickson-Stevenson reported that the Library's past expenditures for masks, barriers, signage, and sanitizing supplies will be eligible for reimbursement from the CARES Act funds. She also reported that staff have been pricing door counter systems with building capacity monitoring capabilities. These will help track how many people are in the Library buildings during the COVID-19 capacity restrictions.

CARES ACT  
FUNDING FOR  
OHIO'S PUBLIC  
LIBRARIES

Ms. Hickson-Stevenson also told the board that State Senator Vernon Sykes should be thanked for helping to get the CARES Act funding available. This fund will also help in the purchase of masks, barriers, and sanitizing supplies that need to be purchased before the end of the year. Mr. Roxbury is obtaining a 120-day supply of the necessary supplies in case of shortages. There already is a global shortage of ready-to-use sanitizing wipes, and Facilities staff will be making them with commercially prepared tubs of paper towels and sanitizing solution.

Ms. Hickson-Stevenson reminded the trustees that the OLC trustee dinner will be virtual this year and asked them to let her know if they wanted to attend.

In conclusion she reported that the Library just had been awarded a \$5,000 grant from the Akron Community Foundation to also help cover COVID-19 expenses.

AKRON  
COMMUNITY  
FOUNDATION

Mr. Rich read the report on the Personnel Committee meeting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
REPORT OF PERSONNEL COMMITTEE MEETING  
Virtual Meeting Held via WebEx  
August 25, 2020**

*On Tuesday, August 25, 2020, the Personnel Committee met via WebEx. Committee Chair William D. Rich called the meeting to order at 4:02 pm. Also in attendance were Committee members James Casey, John Frola, Angela Neeley, and Bernie Rochford; and Library Trustee Ray Weber. Library staff members Pam Hickson-Stevenson, Lisa Percy, and Barb White attended.*

PERSONNEL  
COMMITTEE  
REPORT

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

*Ms. Hickson-Stevenson presented the annual Diversity Update as prepared by Ms. Peercy. She reviewed the status of the Library's McDowell Scholarship program and reported that three employees currently are enrolled in the Kent State University iSchool and are working towards obtaining the Master of Library and information Science. She stated that the scholarship opportunity had not been posted yet this year, because of the upheaval caused by the pandemic, but at the suggestion of Mr. Rich, she agreed that staff would try to get the opportunity posted for staff. She also reported that administrative staff have discussed the possibility of allowing staff to apply to graduate schools for library science in addition to KSU. Many library science graduate degree programs are available 100% online, some schools may offer more courses related to public library work, and some schools may charge less tuition.*

*Ms. Hickson-Stevenson next reviewed the Library's current racial diversity statistics compared to one year ago and also presented an additional table showing statistics using the City of Akron in addition to the usual Summit County statistics. Mr. Rochford and Mr. Rich requested additional information regarding the number of minority librarians and the number of minority non-librarian professional staff.*

*Ms. Hickson-Stevenson concluded the report by describing diversity training that occurred in 2019. Topics included unconscious bias and LGBTQ cultural competency.*

*With no further business, the meeting adjourned at 4:42 pm.  
Pam Hickson-Stevenson, Executive Director*

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

Ms. Davis stated that she had met with Molly Becker from METRO RTA to develop a partnership with the Library. Based on previous meetings between METRO staff and Carolyn Burrier, Youth Services Coordinator, a program, tentatively called "Book It with Metro," will be launched in September to tie in with library card sign-ups month. The first Thursday of each month a customer can ride free with up to 2 small children if they show their library card. This will include all METRO transportation options and will continue until further notice. This will be tracked via social media, etc. There will also be little free libraries at the Transit Center.

ADMINISTRATIVE  
TEAM

There were no requests for public participation.

There were no remarks for the good of the order.

With no more business, Mr. Rich adjourned the meeting at 4:43PM.

ADJOURNMENT

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*President*

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*Secretary*