

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 SEPTEMBER 24, 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 4:03 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, Angela Neeley, Bill Rich, and Bernard Rochford. John Frola and Ray Weber were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Pat Manning, Ryan McCoy, Brett Neff, Lisa Peercy, Pam Plumley, Carl Roxbury and Barb White.

Mr. Rochford moved, seconded by Ms. Neeley, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-70 AGENDA

Mr. Rochford moved, seconded by Ms. Neeley, to adopt the minutes of the August 27, 2020 meeting. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. Mrs. Darlington abstained. The motion carried. 20-71 AUGUST BOARD MINUTES

Mr. Casey said he had no remarks other than to express his continued appreciation to Ms. Hickson-Stevenson and the staff in the ongoing COVID-19 pandemic and his hopes that all returns to normal soon. PRESIDENT'S REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for August 2020. Ms. Scarpitti stated that the PLF reflects the delayed tax filing deadline, but it is also higher than she had estimated. Board members asked questions regarding the expenses for digital billboards and for the payment to the City of Akron for parking services. The billboards were used to communicate the Library had opened for business. Additionally, Ms. Scarpitti explained that the Library has an agreement with the city to pay a flat rate of \$55,000 a year, to provide free parking for customers, with a true-up at the end of the year. AUGUST FINANCIAL REPORT

Mr. Rochford moved, seconded by Ms. Neeley, to accept the financial report for August 2020. The roll call vote followed: Mr. Casey, Mrs. Darlington, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-72 AUGUST 2020 FINANCIALS

Ms. Scarpitti stated that there were \$301 in donations for the month, along with a few other donations. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Ms. Neeley, to accept the donations with much appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-73 DONOR LIST ACCEPTED

Ms. Scarpitti presented the investment report for August 2020. The Library earned \$6,886.88 in interest, with 91% of that going to the general fund.

[The investment reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the personnel report for September 2020. She stated that a revised and corrected personnel report also was attached due to changes/corrections in return to work dates for employees on Emergency Paid Sick Leave. There was also one correction to a misspelled last name. She apologized for the repetitive column headings due to condensing the size of the report. Ms. Hickson-Stevenson thanked her, and said it had actually been her fault for the repetition as she had been the one condensing its size.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – September 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bohanon Twarogowski, Patricia	Librarian	8/04/2020	Youth Services
Campbell, Sharon	Substitute PSA	7/14/2020	Public Services
Collins, Nakiyah	Student Assistant	9/15/2020	Firestone Park
Fout, Julius	Student Assistant	7/20/2020	Children’s Library
Stoddard, Rachel	Student Assistant	8/01/2020	Portage Lakes

PROMOTIONS:

Schrade, Scott	Adult Librarian Branch Manager	9/21/2020	Fairlawn-Bath Fairlawn-Bath
----------------	-----------------------------------	-----------	--------------------------------

CHANGE OF CLASSIFICATION (STATUS):

Adams, Alicia	Full-Time Teen Librarian Job-Share Teen Librarian	9/01/2020	Youth Services Same
Cargill, Corey	Full-Time PSA II Part-Time PSA II	9/01/2020	Electronic Services Same
Carson, Emily	Student Assistant Emergency Paid Sick Leave	9/01/2020	Kenmore
Carson, Emily	Emergency Paid Sick Leave Student Assistant	9/09/2020	Kenmore
Ellinger, Kathleen	Early Childhood Librarian Unpaid FMLA Leave	9/04/2020	Northwest Akron
Fondriest, Samantha	Full-Time Teen Librarian Job-Share Teen Librarian	9/01/2020	Youth Services Same
Girard, Elaine	Human Resource Assistant Continued Unemployment per Medical Provider / Gov. Exec.Order 2020-24D)	6/29/2020	Human Resources
Girard, Elaine	Continued Unemployment Human Resources Assistant	9/08/2020	Human Resources
Howell, Jennifer	Events Assistant Emergency Paid Sick Leave	9/21/2020	Events

Howell, Joseph	Public Service Assistant II Floater Emergency Paid Sick Leave	9/21/2020	Public Services
James, Jessica	Public Service Assistant II Emergency Paid Sick Leave	8/31/2020	Springfield-Lakemore
James, Jessica	Emergency Paid Sick Leave Public Service Assistant II	9/7/2020	Springfield-Lakemore
McFalls, Laura	Early Childhood Specialist Emergency Paid Sick Leave	7/28/2020	Youth Services
McFalls, Laura	Emergency Paid Sick Leave Early Childhood Specialist	8/03/2020	Youth Services
Metz, Faith	Student Assistant Emergency Paid Sick Leave	9/14/2020	Tallmadge
Metz, Faith	Emergency Paid Sick Leave Student Assistant	9/27/2020	Tallmadge
Neff, Rebecca	Public Service Assistant II Floater Emergency Paid Sick Leave	9/10/2020	Public Services
Neff, Rebecca	Emergency Paid Sick Leave Public Service Assistant II Floater	9/16/2020	Public Services
Pickett, Tracie	Public Service Assistant II Emergency Paid Sick Leave	7/21/2020	Kenmore
Pickett, Tracie	Emergency Paid Sick Leave Public Service Assistant II	7/31/2020	Kenmore
Pickup, Virginia	Public Service Assistant II Emergency Paid Sick Leave	9/14/2020	Highland Square
Pickup, Virginia	Emergency Paid Sick Leave Emergency Family Leave	9/29/2020	Highland Square
Ramey, Greta	Public Service Assistant II Emergency Paid Sick Leave	9/4/2020	Science & Technology
Ramey, Greta	Emergency Paid Sick Leave Public Service Assistant II	9/5/2020	Science & Technology
Ramey, Victoria	Public Service Assistant II Emergency Paid Sick Leave	9/5/2020	Special Collections
Ramey, Victoria	Emergency Paid Sick Leave Public Service Assistant II	9/9/2020	Special Collections
Riddle, Marissa	Student Assistant Continued Unemployment per Medical Provider / Gov. Exec. Order 2020-24D)	7/27/2020	Mogadore
Russ, Susan	Teen Librarian Emergency Paid Sick Leave	9/18/2020	Youth Services
Skidmore, Michael	Adult Librarian Emergency Paid Sick Leave	8/17/2020	Business & Government

Skidmore, Michael	Emergency Paid Sick Leave Adult Librarian	8/21/2020	Business & Government
Street, LaMonica	End of Unpaid FMLA Public Service Assistant II	9/08/2020	Highland Square
VonStein, Lindsey	Emergency Paid Sick Leave Public Service Assistant II	8/28/2020	Kenmore
Walker, Monica	Public Service Assistant II End of Extended Medical Leave Separation of Employment	9/03/2020 9/04/2020	Culture & AV
Wilson, Kelly	Librarian LEDES Emergency Paid Sick Leave	8/10/2020	Mobile Services
Wilson, Kelly	Emergency Paid Sick Leave Librarian LEDES	8/17/2020	Mobile Services
Yarbrough, James	Graphic Designer Emergency Paid Sick Leave	8/24/2020	Mktg. & Comm.
Yarbrough, James	Emergency Paid Sick Leave Graphic Designer	9/04/2020	Mktg. & Comm.

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>09.14.18</u>	<u>09.19.19</u>	<u>09.14.20</u>
Full-Time Staff:	291	270	275	273	258
80 Hrs. Non-Exempt					45
75 Hrs. Non-Exempt					213
Part-time/Job-Share Staff:	68	54	46	46	47
Student Assistants:	86	73	71	72	59
Total number of Staff:	445	397	392	391	364
Full-Time Equivalents	339	307	306	305	290.3

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.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
ADDENDUM TO SEPTEMBER 2020 PERSONNEL REPORT
Corrections to July and August 2020 Personnel Reports**

July 2020 Report

Change of Classification (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Larson-Troyer, Rebecca	Emergency Paid Sick Leave Emergency Family Medical Leave	7/11/2020-9/8/2020	Special Collections
<i>Change to:</i> Larson-Troyer, Rebecca	Emergency Family Leave	7/11/2020-8/30/2020	Special Collections
Street, LaMonica	Emergency Paid Sick Leave FMLA	7/10/2020	Highland Square
<i>Change to:</i> Street, LaMonica	Emergency Paid Sick Leave FMLA	6/30/2020-9/07/2020	Highland Square

August 2020 Report

Resignations:

Parks, Anna	Student Assistant	8/14/2020	Mags & Newspapers
<i>Change to:</i>			
Paris, Anna	Student Assistant	8/14/2020	Mags & Newspapers

Change of Classification (STATUS):

VonStein, Lindsey	PSA II		Kenmore
	Emergency Paid Sick Leave	8/17/2020-8/21/2020	
<i>Change to:</i>			
VonStein, Lindsey	PSA II	8/17/2020-8/27/2020	Kenmore

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

20-74
PERSONNEL
REPORT

Ms. Hickson-Stevenson shared information about the virtual programs going on around the system. She invited Board members to look at the program offerings, either on the app's events page or on the website's calendar of events. The wide range of topics is similar to face to face events. In addition to pre-school story times there are book discussion groups, Excel training, a live trivia contest for teens, and programs on Medicare, tea time, and living with Alzheimer's. There are also programs that involve picking up a kit at the Library including paper circuits, pounded flower bookmarks and nature dream catchers. She expressed her admiration of the staff who have embraced new ways of engaging the public. Additionally, she commented there are many staff in the background promoting the programs and facilitating events in our buildings such as the David Giffels Main Event. She reported that the first week of October the Library, which has joined the Portage Path Collaborative, is hosting a First People's Day virtual event. The Library will also be hosting the Akron Roundtable virtual meetings for the next few months. The Library will be acknowledged for its contribution during the event and on screen.

EXECUTIVE
DIRECTOR'S
REPORT

VIRTUAL
PROGRAMMING

Ms. Hickson-Stevenson next addressed the challenging situation in proceeding with the Library's operating levy. The Library is at the end of the six-year levy that has provided approximately 55% of its revenue every year. If the Library were to lose that revenue, the fallout would be catastrophic. She stated that asking the public to approve at least a renewal is critically important. She reviewed the decision points the Library is facing. The first, the selection of a campaign consultant, is the responsibility of the Citizens for the Library's Future (CLF). The second is the amount and type the Library will request. Ms. Hickson-Stevenson is concerned that in the current economic situation, it may not be prudent to go for an increase. The Board would need to decide how long a time the levy should collect: six years again or less. The Board also will need to determine when to go on the ballot, either May or November of 2021.

OPERATING LEVY

Ms. Hickson-Stevenson commented that a survey and stakeholder interviews would provide information that would be helpful to have. Also helpful to know will be the results of the sexennial property reappraisal, which likely will be available in December. Ms. Hickson-Stevenson and Ms. Scarpitti are working to complete the financial projections. The status of the Public Library Fund (PLF) will not be known until after the biennial budget is adopted in the summer of 2021.

Ms. Hickson-Stevenson reminded the Board that the PLF currently is funded with 1.7% of the state general fund tax revenue. Because it is a percentage, the amount the Library receives will increase and decrease as the economy grows and shrinks. In the past, however, the Ohio General Assembly has changed that percentage, and there is a risk of this happening again in 2021. Another aspect of which to be aware is that Akron Public Schools will be on the ballot in 2021. Campaign fundraising is another aspect of the levy decision-making process. Due to the pandemic, Friends of the Library groups have not held the traditional book sales that typically provide a large portion of the campaign funds.

Ms. Hickson-Stevenson made a recommendation to gather as much information as possible, hold a Board Finance Committee meeting to review projections, and delay any action until the Oct. 29 Board meeting.

Mr. Rich stated his strong opinion that the Library should go on the ballot in May. Waiting until November may put the Library in a position of having only one opportunity for a successful campaign. Mrs. Darlington asked if that would be a special election. Mr. Rich replied not necessarily. It could be a special election in areas where a district does not have anything else on that ballot. Mr. Rochford agreed that the Library should be on the ballot in May. Ms. Hickson-Stevenson said that she and Ms. Scarpitti would find out all that they can before the next meeting.

Ms. Hickson-Stevenson concluded her remarks by sharing a picture created by Donald Peoples, a graphic designer in the Marketing & Communications Department. Mr. Peoples designed the Library's mascot, Paws the Library Lion, and recently drew Paws showing the importance of wearing a mask. It is titled "How to Wear a Mask Correctly." The idea came from a drawing on a whiteboard at the circulation desk drawn by Matt Kurtz, a member of the Events team. The image received many compliments from the Board, saying they would like to use it at the Board of Elections, at Oriana House and on Metro Buses to remind people gently and with humor the importance of wearing masks correctly.

PAWS MASK SIGNS

Mr. Rich stated that there were no Board committee reports.

Mr. Rich asked for any new business; there was none.

Public participation is currently not available during virtual meetings, and there were no remarks for the good of the order.

With no further action needed, the meeting was adjourned at 4:45 pm.

ADJOURNMENT

President

Secretary