

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 27, 2016  
BOARD MEETING, MAIN LIBRARY

President William D. Rich called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, and Bernard Rochford. John Frola, Jr. and Ray Weber were absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Vickie King, Eileen Herbert, Pam Hickson-Stevenson, Ann Hutchison, Stephanie Jolliff, Patty Marsh, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mr. Casey, to adopt the agenda for the October 27, 2016 meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 16-74  
AGENDA

Mrs. Adair moved, seconded by Mrs. Darlington, to adopt the minutes of the September 29, 2016 meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 16-75  
SEPTEMBER  
MEETING  
MINUTES

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the Financial Reports for September.

[The financial report is appended to the minutes.]

After discussion, Mr. Rochford moved, seconded by Mrs. Adair, approval of the September 2016 financial report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 16-76  
SEPTEMBER  
FINANCIAL  
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in September the Library received \$25,275 in monetary donations and two and one-half pages of materials donations.

Mrs. Adair moved, seconded by Mr. Casey, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 16-77  
DONOR/GIFT  
LIST

Ms. Scarpitti presented the investment report for September 2016.

[The investment report is appended to the minutes.]

Ms. Scarpitti presented the "Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levy and Certifying Them to the County Fiscal Officer." This is used to create the Library's original certificate of estimated resources.

Mrs. Adair moved, seconded by Mr. Rochford, to adopt the resolution. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 16-78  
RESOLUTION TO  
ADOPT  
AMOUNTS AND  
RATES

Ms. Scarpitti presented a resolution requesting approval to establish a new Special Revenue Fund in order to record the activity for a restricted bequest received from the estate of Pamela Huffman.

Mrs. Adair moved, seconded by Mr. Casey, to adopt the resolution to establish the “Pamela Huffman Fund,” to be added to the accounts and ledgers of the Akron-Summit County Public Library for the purpose of recording all revenue and expenditure transactions pursuant to the bequest and thereby demonstrating compliance with restrictions set forth by the donor. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

16-79  
RESOLUTION TO  
ADOPT PAMELA  
HUFFMAN FUND  
FOR GOODYEAR  
BRANCH  
LIBRARY

Lisa Peercy, Human Resources Director, presented the October 2016 Personnel Report. There were no changes to the report after mailing to the Board. Ms. Peercy highlighted the retirement of two employees, Judy James with more than 37 years’ service and Bob Victory with 12 years’ service.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – October 2016**

**RETIREMENTS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
James, Judith	Division Manager	12.31.16	Special Collections
Victory, Robert	Technology Trainer	12.30.16	Electronic Services

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brandenberg, Anthony	Police Officer	09.10.16	Akron Police Department
Goldie, Lauren	Student Assistant	10.03.16	Green
Higginbotham, Jessica	Substitute Public Service Assistant I	10.13.16	Public Services
Knight, Alexis	Student Assistant	10.03.16	Business & Government
Mostar, John	Police Officer	09.09.16	Akron Police Department
Myers, Roger	Police Officer	09.10.16	Akron Police Department
Smith, Stanford	Police Officer	09.06.16	Akron Police Department

**CHANGE OF STATUS (Transfer)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brown, Brandon	Security Officer part-time Security Officer full-time	10.24.16	Facilities Services same
Richardson, Teria	Public Service Assistant II Public Service Assistant II	10.17.16	Odom Mobile Services

Snowden, Sharnae	Public Service Assistant I part-time Technical Service Assistant full-time	10.17.16	Circulation Technical Services
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**CHANGE OF STATUS: (Transfer-Director Initiated)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Moore, Sarah	Public Service Assistant II Public Service Assistant Floater	10.12.16	Circulation Public Services

**RETIREMENT: (comments)**

**Judith James**

06/02/73 - 09/25/74, Student Assistant, Maple Valley  
rehire  
05/30/78 - 08/27/81, Clerk Typist II, Technical Processing  
rehire  
12/20/82 - 04/22/88, Librarian II, Philosophy, Religion & Education  
[on CCLOA 4/23/88 - 1/31/89]  
02/01/89 - 06/28/92, Librarian II, Philosophy, Religion & Education/Information Division  
06/29/92 - 11/16/93, Librarian II, Fine Arts & Recreation  
[on FMLA 11/17/93 - 02/6/94]  
02/07/94 - 07/24/94, Librarian II, Fine Arts & Recreation  
07/25/94 - 05/09/99, Librarian II, job-share, Fine Arts & Recreation  
05/10/99 - 03/11/01, Librarian, job-share, Language, Literature, History  
03/12/01 - 12/30/16, Division Manager, Special Collections  
12/31/16 - Retirement

**Robert Victory**

11/15/04 - 04/16/06, Security Officer, Facility Services  
04/17/06 - 12/29/16, Technical Trainer, Electronic Services  
12/30/16 - Retirement

**NUMBER OF STAFF MEMBERS**

	<b><u>01.21.09</u></b>	<b><u>10.21.14</u></b>	<b><u>10.19.15</u></b>	<b><u>10.12.16</u></b>
Full-Time Staff:	295	254	249	266
Part-Time/Job-Share Staff:	71	45	45	52
Student Assistants:	90	78	75	78
Total number of Staff:	456	378	369	396
Full-Time Equivalents	346	289	283	304

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. Jennings stated that one of the retirees, Judy James, is one of the Library's exemplary employees. The Library did not have a Special Collections Division until the move to Main Library's temporary location during the construction project. Mrs. James became the manager and built it into a major part of the organization. She will be missed. Mr. Rich also wanted to express his gratitude to Mrs. James for all her years of service and the tremendous work she has done.

<p>Mr. Rochford moved, seconded by Mrs. Adair, to adopt the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.</p>	<p>16-80 PERSONNEL REPORT</p>
<p>Mr. Jennings reported that he was not able to attend the Summit County Library Trustees' Council this year, but it was attended by Bill Rich, Michelle Scarpitti and Pam Hickson-Stevenson. Each year the libraries in the county meet to approve the division of the money received from the state of Ohio via the Public Library Fund. The Blasingame Formula has been used for over forty years to divide the funds amicably. Mr. Jennings stated that the formula was approved by all the libraries.</p>	<p>DIRECTOR'S REPORT DISTRIBUTION OF PLF</p>
<p>He asked the Board to approve the percentage of the PLF that will be coming to the Library; after approval, this action will be communicated to the budget commission. According to the formula for 2017, ASCPL will receive 65.85543% of the PLF distributed to the county.</p>	
<p>Mr. Casey moved, seconded by Mrs. Darlington, to accept the percentage of the PLF to be distributed in 2017. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.</p>	<p>16-81 PLF FORMULA FOR 2017</p>
<p>Mr. Jennings announced the Library's Staff Development Day this year is on November 4. Among the training sessions available for staff that day are the following: TechZone/Microbusiness Center; Cultural Competency; Courteous Colleagues; Challenging Customers; Sierra Update; and a keynote session from Dr. Doug Smith (ADM Board) about the opioid/heroin epidemic. Service Awards will be presented and Mr. Jennings will talk about the state of the library.</p>	<p>STAFF DEVELOPMENT DAY</p>
<p>Mr. Jennings added that the lease for the Springfield-Lakemore Branch Library is moving forward. This will be presented at the December board meeting. If approved, the Library will work toward an opening around May 2017.</p>	<p>SPRINGFIELD- LAKEMORE LEASE</p>
<p>Mr. Jennings said the Parking Memo of Understanding that has been proposed is in the hands of the City. He hopes this will be ready for the December board meeting.</p>	<p>PARKING DECK</p>
<p>Mr. Jennings announced that the Revere schools have a bond issue on the ballot and have asked permission to place a sign on the Richfield Branch Library property, prior to and on election day. Also, they have asked for permission to place levy literature at the branch.</p>	
<p>Mr. Rochford moved, seconded by Mrs. Adair, to allow campaign literature at the branch prior to election day and to allow the FACTS committee of Revere Local Schools to erect a levy campaign sign on Library property before election day and on election day consistent with Title 35 of the Ohio Revised Code. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.</p>	<p>16-82 CAMPAIGN LITERATURE AND SIGNAGE</p>

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Mr. Rich reported there were no announcements from the Administrative Team.

Mr. Rich reported there were no requests for Public Participation.

Mr. Rochford reported he has heard many positive comments about the fall speaker series at Main Library.

With no further business, Mr. Rich adjourned the meeting at 5:15 pm.

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President

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Secretary

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