

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 25, 2016
BOARD ROOM, MAIN LIBRARY

Vice President Lolita Adair called the February 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, Jill Darlington, Bernie Rochford and Ray Weber. John Flora, Jr., and William D. Rich were absent. Present from Library staff were David Jennings, Michelle Scarpitti, Pam Hickson-Stevenson, Eileen Herbert, Kristin Henry, Ann Hutchison, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rochford moved, seconded by Mrs. Darlington, to adopt the agenda for the February 25, 2016 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

16-16
AGENDA

Mr. Weber moved, seconded by Mrs. Darlington, to adopt the minutes of the January 28, 2016 organizational meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, and Mr. Weber all voted aye. Mr. Rochford abstained. The motion carried.

16-17
JANUARY
ORGANIZATIONAL
MINUTES

Mr. Weber moved, seconded by Mrs. Darlington, to adopt the minutes of the January 28, 2016 regular board meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, and Mr. Weber all voted aye. Mr. Rochford abstained. The motion carried.

16-18
JANUARY
REGULAR
MINUTES

Mrs. Adair stated she was grateful that the weather did not cause cancellation of board meeting.

VICE PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary showing the Financial Report for January.

[The financial reports are appended to the minutes.]

Mr. Rochford moved, seconded by Mr. Weber, approval of the Financial Report for January. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

16-19
JANUARY
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in January the Library received \$350 in monetary donations. In addition, there were three and one half pages of material donations.

Mr. Rochford moved, seconded by Mrs. Darlington, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

16-20
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for January.

[The investment report are appended to the minutes.]

Ms. Scarpitti explained the challenges of getting external financial statements before filing the 2015 Annual Financial Report with the Auditor of State office. Ms. Scarpitti presented a letter she prepared to the Auditor requesting a 60 day extension that needed to be signed by a board member.

Mr. Rochford moved, seconded by Mr. Weber, to approve and sign the letter requesting an extension to the Auditor of State office. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

16-21
APPROVAL OF
FILING EXTENTION

Lisa Peercy, Human Resources Director, presented the Personnel Report for January 2016. She highlighted the hiring of Patty Marsh, Downtown Services Manager and Theresa Boware, Odom Branch Manager .

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

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
McClellan, Samantha	Student Assistant	02.16.16	Kenmore
McCloud, Avery	Student Assistant	01.28.16	Goodyear

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bell, John	Security Officer	12.08.15	Akron Police Department
Boware, Theresa	Branch Manager	02.22.16	Odom
Guedel, Robyn	Substitute Librarian	02.15.16	Public Services
Marsh, Patricia	Downtown Services Manager	03.07.16	Public Services
Murphy, Mikayla	Student Assistant	02.15.16	Highland Square

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hickman, Mary	Branch Manager		Kenmore
	FMLA without Pay	02.10.16	FMLA
Kendro, Michael	Public Service Assistant II part-time		Green
	Public Service Assistant II full-time	02.08.16	Norton

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bastock, Noah	Student Assistant (1/1) \$8.30/hr		Northwest Akron
	Public Service Assistant II part-time (7/1) \$13.51/hr	02.08.16	same
Chris, Sylvia	Student Assistant (1/1) \$8.30/hr		Fairlawn-Bath
	Public Service Assistant II part-time (7/1) \$13.51/hr	02.08.16	Ellet
Clements, Kathryn	Student Assistant (1/1) \$8.30/hr		Highland Square
	Public Service Assistant II part-time (7/1) \$13.51/hr	02.08.16	same

Elavsky, Lori	Shelver (2/1A) \$8.82/hr Materials Processor (03/1) \$11.30/hr	02.08.16	Children's Library Technical Services
James, Jessica	Student Assistant (1/1) \$8.30/hr Public Service Assistant II part-time (7/1) \$13.51/hr	02.08.16	Mogadore same
McGuinness, Kayla	Student Assistant (1/1) \$8.30/hr Public Service Assistant II part-time (7/1) \$13.51/hr	02.08.16	Tallmadge same
Thomas, Nancy	Shelver (2/2A) \$9.08/hr Materials Processor (03/1) \$11.30	02.08.16	Culture/AV Technical Services

CHANGE OF STATUS: (Transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Grassley, Aaron	Public Service Assistant II full-time (7/2) \$13.71/hr Same	02.15.16	Circulation Firestone Park

NUMBER OF STAFF MEMBERS

	<u>02.07.13</u>	<u>02.10.14</u>	<u>02.19.15</u>	<u>02.16.16</u>
Full-Time Staff:	259	254	246	252
Part-Time/Job-Share Staff:	35	45	48	53
Student Assistants:	90	83	81	77
Total number of Staff:	384	382	375	382
Full-Time Equivalents	292	292	294	291

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 Mrs. Darlington, adoption of the 16-22
Personnel Report. The roll call vote followed: The roll call vote followed: Mrs. PERSONNEL REPORT
Adair, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The
motion carried.

Mr. Jennings reported the Library continues to make progress on the DIRECTOR'S REPORT
evolution of the northwest quadrant of Main Library's first floor. By late March MAIN LIBRARY FIRST
or early April the Library will have a formal opening of our microbusiness FLOOR
center and digital maker space. Funded by a Knight Foundation grant, the maker
space will have a variety of equipment for use by the public: laser engraver,
vinyl printer/cutter, 3-D printer, button maker, audio-video transfer station,
sewing machine, heat press, and photo studio in-a-box. Additionally, the space
will have an audio recording studio.

Also in the maker space will be the digital media training heretofore provided by the Akron Digital Media Center. In return for the Library's willingness to continue this training via the Electronic Services Tech Trainers, the Akron Community Foundation has agreed to transfer ownership of all ADMC equipment and furnishings at no cost to the Library. This includes the green screen video recording studio, which will be incorporated into the first floor maker space.

As the Library officially opens the microbusiness center and maker space areas in early April, a joint announcement with the Akron Community Foundation about this transition of the ADMC and integration into the Library will be made.

Mr. Jennings said the use of this space by many different groups of customers, ranging from small business owners to students, from artisan/crafters to experimenters. In close proximity to the microbusiness center, the maker space will provide a range of resources not seen anywhere in this area.

Mr. Jennings remarked that the Library's mobile app continues to evolve and improve. With the exponential growth in use of mobile devices, the Library needs to have a robust vehicle for connecting mobile users to Library resources, services, and events. Now available via the Library app are the following:

MOBILE APP

- Hoopla*, the new streaming media option
- OneClickDigital*, for audio books
- New and Notable Titles*, for the collection's most recent additions
- Summitmemory.org*, that excellent collection of local historical images

Mr. Jennings reported the Library app now has over 16,000 users, and growing!

The Library is exploring possible collaboration with the Akron Public Schools concerning increased access to the ASCPL collection for APS students. This discussion is in the early stages, but the Library is hopeful to find creative ways to put more library materials in the hands of APS students to complement their efforts to learn and grow.

COLLABORATION
EXPLORATION

Mr. Jennings reported that the Library has been contacted by the real estate company that is developing the area around the Goodyear Branch Library about a proposed easement for use of Cook Street as it is vacated for use in this development. The easement would allow the vehicle traffic to continue to use Cook Street as the way to exit onto Goodyear Blvd. This will be presented to the Board for approval after it has been reviewed by legal counsel.

GOODYEAR
EASEMENT

Mr. Jennings asked Board members to perhaps accompany him and Pam Hickson-Stevenson to the OLC Legislative Day in Columbus on Wednesday, April 13. He reported it will be a full day, meeting with seven or eight delegates; 2 senators and 5 representatives.

Mr. Jennings reported he was notified by the Summit County Court of Common Pleas that they received the official resignation letter from Mark Jackson and are actively looking for a new appointment for the Library Board.

**REPORT OF PERSONNEL COMMITTEE
AKRON-SUMMIT COUNTY PUBLIC LIBRARY**

February 22, 2016

PERSONNEL
COMMITTEE MINUTES

On Monday, February 22, 2016 the Personnel Committee met in the Board Room of Main Library. The meeting was called to order at 4:05 pm by Committee chair Bernie Rochford. Also in attendance were Committee members Lolita Adair, Jill Darlington, and William D. Rich. Library staff members David Jennings, Pam Hickson-Stevenson, Lisa Peercy, and Michelle Scarpitti were also present.

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

The first item on the agenda was presentation of two recommended re-classifications of positions. Mr. Jennings, Ms. Peercy, and Mrs. Hickson-Stevenson discussed the requests and why the changes were justified, referring to the memo making these recommendations. After discussion, Mrs. Darlington moved to accept the recommended reclassification of the Assistant Youth Services Coordinator and the Continuing Resources Supervisor positions from the current Grade 12 to Grade 13, Supervisor II. Mrs. Adair seconded the motion, all committee members present voted aye, and this comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

16-23
RECLASSIFICATION
OF TWO POSITIONS

The next agenda item was discussion of evaluations of the Fiscal Officer and Director. Mrs. Adair moved to go into executive session to discuss the employment and compensation of public employees, referring to Ohio Revised Code 121.22, G1. All committee members voted aye and executive session began at 4:15 pm. The committee came out of executive session at 6:35 pm, with no actions taken.

With no further business, the meeting was adjourned at 6:36 pm.

Mrs. Adair stated there were no reports from Senior Staff.

Mrs. Adair stated there were no reports from Public Participation.

There being no further business, Mrs. Adair adjourned the meeting at 5:05 pm.

ADJOURNMENT

President

Secretary