

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 28, 2017
COMMUNITY ROOM, TALLMADGE BRANCH LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm at the Tallmadge Branch Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, John Frola, Jr, William D. Rich, Bernard Rochford, and Ray Weber. Present from Library staff were David Jennings, Michelle Scarpitti, Mike Bianchi, Andrea Cowgar, Carla Davis, Nona Ethington, Pam Hickson-Stevenson, Ann Hutchison, Vickie King, Patty Marsh, Lisa Peercy, Carl Roxbury, and Barb White.

Mr. Weber asked for any changes or deletions to the agenda. Ms. Scarpitti requested that the second bullet point under item 5 be deleted. Mr. Casey moved, seconded by Mrs. Adair, to adopt the agenda with Budget Adjustment deleted from item 5 for the meeting of September 28, 2017. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The motion carried.

17-69
AGENDA

Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the August 31, 2017 meeting. After discussion and corrections were noted, the roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, and Mr. Weber all voted aye. Mr. Rochford abstained. The motion carried.

17-70
AUGUST BOARD
MINUTES

Mr. Weber thanked the Tallmadge Branch Library for hosting the Board meeting. He also reported that the Board members are doing their due diligence in the difficult task of replacing Mr. Jennings.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for August 2017.

Mr. Rich moved, seconded by Mrs. Adair, approval of the August 2017 financial report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber all voted aye. The motion carried.

17-71
AUGUST
2017 FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. There were \$1,025 in monetary donations and approximately four pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches.

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

17-72
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for August 2017.

[The investment reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the Personnel Report for August 2017.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – September 2017

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hughes, Kathleen	Adult Librarian	10.06.17	Northwest Akron
West, Shanae	Student Assistant	09.11.17	Northwest Akron

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Arthur, Katherine	Student Assistant	09.18.17	Richfield
Flaherty, Shea	Police Officer	09.11.17	Akron Police Department
Phinnessee, Michelli	Student Assistant	09.18.17	Maple Valley
Redman, Jill	Early Childhood Librarian	08.28.17	Tallmadge
Ross, Andrew	Student Assistant	09.05.17	Magazines & Newspapers
Studer, Sarah-Jayne	Substitute Librarian	09.07.17	Public Services Office
Stump, Kyle	Shelver	09.05.17	Culture/AV
Tomis, Brett	Student Assistant	09.18.17	Norton
Welsh, Cheyenne	Student Assistant	09.18.17	Maple Valley
Wiandt, Lynn	Substitute Librarian	09.07.17	Public Services Office

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brown, Brandon	Security Officer (4/3) \$12.57/hr		Security
	Public Service Assistant II (7/1) \$13.65/hr	09.18.17	Electronic Services/TechZone
Martin, Dan	Public Service Assistant II (7/10) \$15.60/hr		Mobile Services
	Bookmobile Driver (8/4) \$16.29/hr	09.04.17	Same
Moore, Meile	Student Assistant (1/4) \$8.77/hr		Maple Valley
	Public Service Assistant II part-time (7/1) \$13.65/hr	09.18.17	Highland Square

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Adams, Alicia	Child Care Leave of Absence Teen Librarian	11.09.17	CCLOA Youth Services Office

TRANSFER:

Chris, Sylvia	Public Service Assistant II part-time Public Service Assistant II part-time	10.02.17	Ellet Fairlawn Bath
Kuhn, Angela	Public Service Assistant II part-time Public Service Assistant II full-time	08.14.17	Fairlawn-Bath Same

NUMBER OF STAFF MEMBERS

	<u>09.16.14</u>	<u>09.10.15</u>	<u>09.15.16</u>	<u>09.21.17</u>
Full-Time Staff:	255	247	264	263
Part-Time/Job-Share Staff:	45	48	54	50
Student Assistants:	78	76	76	72
Total number of Staff:	378	371	394	385
Full-Time Equivalent	290	283	302	298

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. Rich moved, seconded by Mr. Rochford, adoption of the September 17-73
2017 Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. AUGUST 2017
Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The PERSONNEL REPORT
motion carried.

Mr. Jennings introduced Mike Bianchi, Tallmadge Branch Manager, and DIRECTOR'S REPORT
thanked him for his hospitality.

Mr. Jennings stated that work by the landlord progresses on the SPRINGFIELD-
Springfield-Lakemore site at Tri-County Plaza. Drywall installation has largely LAKEMORE UPDATE
been completed, soon to be followed by lighting and flooring. The Library
believes there is a good chance of opening the satellite facility in mid-December
2017. With that timeframe in mind, the Library has posted the position of Branch
Manager for this location to begin the process of staffing the new facility.

Mr. Jennings reported that the Library is a super host for a community- ON THE TABLE
wide day of gathering and discussion on Tuesday, October 3. As part of *On the* GREATER AKRON
Table Greater Akron, all of the branch libraries are serving as hosts to those OCTOBER 3, 2017
discussions. The Library will host a total of 32 public conversations of 8-12
people. Thirteen of those will be open to anyone to participate, while the other 19
conversations will be held with already existing groups meeting at the facilities
(teens, story hour caregivers, seniors, book discussion groups, neighborhood
associations).

Mr. Jennings quoted from the *On the Table Greater Akron* website:

On the Table Greater Akron is a one-of-a-kind initiative, organized by the
Akron Community Foundation, where thousands of diverse residents from
all walks of life and socio-economic backgrounds gather to share a meal

and discuss meaningful ideas to strengthen our community. It's an opportunity to shape our region into a strong, vibrant, safe and dynamic place to live and work.

Conversations will be hosted in homes, restaurants, coffee shops, schools, libraries, offices, parks, places of worship and other community locations. They can be formal or informal, sit- down, picnic, brown bag or potluck. They may happen over breakfast, coffee, lunch, dinner, dessert or a snack – it's entirely up to the host.

We know that big ideas can spring from small conversations and that people invest in what they help create. While there is no "quick fix" to the many issues facing any community, progress can result from residents, organizations, businesses, foundations, and government agencies sharing ideas and working together. Our community-wide mealtime conversations will generate new ideas, inspire bold solutions, and provide opportunities for investment.

This initiative will give us the opportunity to engage and listen to our neighbors about the priorities and aspirations of our region. After October 3, participants will be invited to complete a short email or paper survey about the big ideas, themes and priorities that were discussed in their gatherings. From these responses, the Akron Community Foundation will share a report highlighting the ideas, conversations and outcomes that emerge from *On the Table Greater Akron*. This data will inform the foundation's proactive community investment.

Mr. Jennings said that the Board has been asked to endorse Issue 4 on the November 7 ballot, a proposed City of Akron charter amendment that would increase city income tax by .25% to pay for additional police and fire/EMS protection, roadway improvements and related public services. The request also includes placement of campaign literature within the Library's Akron facilities and placement of campaign yard signs at those facilities.

ISSUE ENDORSEMENT
REQUESTS

Mr. Frola moved, seconded by Mr. Rich, endorsement of Issue 4 by the Library. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber all voted aye. The motion carried.

17-74
ENDORSEMENT OF
ISSUE 4

Mr. Jennings reported that the Board has also been asked to endorse Issue 3 on the November 7 ballot, a 4.5 mill levy renewal for the Summit County Developmental Disabilities Board (Summit DD). The request also includes placement of campaign literature in all facilities and placement of campaign yard signs at those facilities.

Mr. Frola moved, seconded by Mr. Rochford, endorsement of Issue 3 by the Library. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber all voted aye. The motion carried.

17-75
ENDORSEMENT OF
ISSUE 3

Mr. Jennings distributed materials from each issue campaign, along with a history of Library Board-issued endorsements over the past 15 years.

Mr. Jennings announced that in October 2016, the Library received a \$10,000 grant from the Dick and Chris Chenoweth Fund of the Akron Community Foundation to fund the digitization of nearly 50 years of *The Reporter*. The results of that effort are now viewable; the digitized *Reporter* collection is available on OhioMemory.org, including the years 1969-1999 and 2003-2016. Mr. Jennings said there will be a program at the Library on October 25 from 6:00-8:00, that will explain how to do a search online.

HISTORICAL
THE REPORTER
NOW DIGITALLY
AVAILABLE

The Reporter is a weekly Akron newspaper that focuses on news, issues, and people in the African-American community. Published since 1969, *The Reporter* arguably exists as a unique chronicle of our area's African-American history.

Although the history of Akron's African-American community is rich, documentation telling that story is relatively scarce. This new digital resource now provides full-text searchable access to every word published in *The Reporter* for the last 47 years, except for the three years from 2000 to 2002. Researchers will be able to search for names, places, and events.

The Library contracted with Ohio History Connection (formerly the Ohio Historical Society) to digitize the papers and host them on Ohio Memory, Ohio's collaborative digital library. Ohio Memory includes historic images, documents, and newspapers from 360 cultural heritage organizations from all 88 counties.

Mr. Jennings said that as reported recently in the Akron Beacon Journal, Main Library's Science & Technology Division is now home to a collection of resources designed to serve area educators in teaching subjects related to Science, Technology, Engineering, and Math (STEM).

STEM RESOURCES AT
MAIN LIBRARY

The collection is a result of a partnership between the Library, the EXL Center at the University of Akron and the Akron Hub of the Ohio STEM Learning Network (OSLN). It contains more than \$8,000 worth of STEM learning equipment that teachers can check out to use in their classrooms. All they need is a teaching ID and an Akron-Summit County Public Library card.

Found by searching for "STEM kits" in the Library catalog, resources include low tech supplies, such as materials that can be used to build and create structures, as well as higher tech items, such as Ozobots (tiny robots that look like mechanical cotton balls and teach kids basic coding skills) and virtual reality goggles, which can be used to explore different areas of the world and different eras in time.

The purpose of the kits is to allow teachers to try new things and to possibly recreate some of the kits in their own schools or classrooms, as well as to serve as a model for STEM hubs all over the country.

Mr. Jennings announced that the Library was recognized recently by Keep Akron Beautiful and received their *Beautification Watch Award*. This award recognizes institutions, residences, or businesses that are litter-free; have well-maintained flowers, shrubs, and trees; are free of weeds; and stands out from its neighbors.

KEEP AKRON
BEAUTIFUL AWARD

Congratulations to Facilities Director Carl Roxbury and to the entire Facilities team for their efforts to make the Library look great.

Mr. Jennings reported that once again the Library had strong staff participation in the Akron Marathon, with 24 staff members running either the full marathon (4), half marathon (11), or relay (9). Congratulations to all those participating and making it through a hot morning running on the blue line.

AKRON MARATHON

Mr. Jennings said that through the collaborative efforts of Customer Experience Director Ann Hutchison, Web Developer Bob Scears, and the IT department of the Akron Public Schools, a link to Library digital resources is now featured on the portal screen of all APS student computers. This is a significant leap forward in providing students access to Library resources like Tutor.com and ACT/SAT preparation.

APS STUDENT
COMPUTERS

Mr. Jennings showed the Board two examples of Marketing Department materials promoting the excellent Library App, using the theme of *Take the Library with You*. The Library App has now been downloaded by over 38,000 customers, with many more to follow as more people are made aware of this convenient way to engage with the library.

LIBRARY APP
PROMOTION

REPORT OF PERSONNEL COMMITTEE MEETING

Highland Square Branch Library

September 27, 2017

On Wednesday, September 27, 2017, the Personnel Committee met in the Community Room of the Highland Square Branch Library. The meeting was called to order at 4:06 pm by Committee Chair, Bernie Rochford. Also in attendance were Committee members Lolita Adair, Ray Weber, and William D. Rich. Library staff members David Jennings, Lisa Percy, and Pam Hickson-Stevenson also attended.

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

The first item on the agenda was presentation of a recommended new position of Digital Marketing Specialist. After discussion of the need for this position to further develop the organization's capacity to engage with the public via social and digital media, Mr. Rich moved to recommend the addition of the position of Digital Marketing Specialist. All members of the committee voted aye, and this now comes as a recommendation to the Board.

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

17-76
NEW POSITION:
DIGITAL MARKETING
SPECIALIST

The second item on the agenda was a draft Request for Proposals (RFP) for Executive Recruiting Services for the Library Director position. Ms. Hickson-Stevenson exited the meeting before this issue was discussed. Ms. Percy had prepared the draft document, and committee members requested several changes.

After a discussion of the anticipated timing and logistics of the Director search, Mrs. Adair moved to approve the draft RFP as amended, and authorize Ms. Peercy to distribute to identified search firms. All committee members voted aye, and this comes as a recommendation to the Board.

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

With no further business, the meeting was adjourned at 4:55 pm.

There were no reports from Senior Staff.

There were no requests for Public participation.

There being no further business, Mr. Weber adjourned the meeting at 4:46 pm.

President

Secretary

17-77
REQUEST FOR
PROPOSALS –
EXECUTIVE
RECRUITING SERVICES