

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
APRIL 29, 2021

NOTE: Due to the Coronavirus pandemic and the State of Ohio mass gathering limits, this meeting was held entirely on Zoom.

President Bernard Rochford 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, John Frola, Angela Neeley, William Rich, and Bernard Rochford. Ray Weber joined at 4:26 pm. Library staff present were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Peercy, Pam Plumley, Carl Roxbury, and Barb White. Michael Derr ran the virtual meeting.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the agenda with the addition of a report from the Personnel Committee meeting that immediately preceded the Board meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye on the amended agenda. The motion carried.

21-35
AGENDA

Mr. Frola moved, seconded by Mr. Rich, to adopt the minutes of the March 25, 2021 regular Board meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

21-36
MARCH REGULAR
BOARD MINUTES

Mr. Rochford thanked the staff and the Board for helping to move toward normalcy after a year. The public is showing overwhelming support for the levy and appreciation for the library. Mr. Rochford asked Mr. Rich to check the Board's by-laws and Ohio's open meeting laws to see if it is necessary have a roll call on every vote. Mr. Rich, after checking, confirmed that a roll call vote was necessary only to go into executive session. Mr. Rochford will ask for votes in support of a motion and then for any votes against. If unanimous, he will state the motion is adopted without dissent.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for March 2021. Income from material fines and fees is approximately 70% less due to modifications in collection and also due to an increase in e-content circulation. She has added more information to the executive summary. Changes in the layout of the report are highlighted in yellow. Mr. Rochford stated he appreciated the comparison.

Mr. Rich moved, seconded by Mr. Frola, to adopt the financial report for March 2021. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion was adopted without dissent.

21-37
MARCH 2021
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list for March. The Library received \$221.67 in monetary donations. Additionally, there was an in-kind donation for adult programming valued at \$200.00.

Mr. Rich moved, seconded by Mr. Frola, acceptance of the donor/ gift list with great appreciation. The motion was adopted without dissent.

21-38
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for March 2021. She stated that the interest in March was \$746.96 with approximately 85% credited to the General Fund.

[The investment report is appended to the minutes.]

Ms. Scarpitti then requested approval of two budget adjustments. The first request was to reduce the appropriations in Fund 701 - Employee FSA by \$5,471. This reduction was needed in order to bring the budget within the estimated revenue on the Amended Certificate of Estimated Resources. The net change is (\$5,471) to appropriations in Fund 701.

Mr. Rich moved, seconded by Ms. Neeley, to approve the removal of \$5,471 from Fund 701. The motion was adopted without dissent.

21-39
APPROVAL OF
ADJUSTMENT TO
FUND 701

Ms. Scarpitti then presented a second budget adjustment to reinstate Fund 202 - ACF: Beatrice McDowell Fund. It had been discontinued as it was thought the grant would not be received this year for the piano concert series. However, the Library recently received the grant, changing the fund from \$0 to \$10,000.

Mr. Rich moved, seconded by Mr. Frola, to approve the reinstatement and move \$10,000 to Fund 202. The motion was adopted without dissent.

21-40
APPROVAL OF
ADJUSTMENT TO
FUND 202

Lisa Percy, Human Resources Director, presented the personnel report for April 2021. She stated that there were no changes or additions since it was mailed to the Board.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – April 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baird, Lauren	Student Assistant	05/07/2021	Portage Lakes
Beal, Ara	Substitute PSA	02/22/2021	Public Services
Fondriest, Samantha	Teen Librarian	06/03/2021	Children's/Teen Library
Neff, Rebecca	PSA II, Floater	04/19/2021	Public Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Dolezal, Madeleine	Substitute PSA I	04/26/2021	Public Services
Enderle, Mindy	Early Childhood Librarian	05/03/2021	Northwest Akron
Olszewski, Michael	Substitute Librarian	04/26/2021	Public Services
Souza, Michael	Substitute PSA I	04/26/2021	Public Services

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baerkircher, Fred	Branch Manager Emergency Paid Sick Leave	03/16/2021	Highland Square
Baerkircher, Fred	Emergency Paid Sick Leave Branch Manager	03/19/2021	Highland Square
Cowgar, Andrea	Deputy Fiscal Officer Emergency Paid Sick Leave	04/06/2021	Business Office
Cowgar, Andrea	Emergency Paid Sick Leave Deputy Fiscal Officer	04/19/2021	Business Office
Cundiff, Michelle	Emergency Paid Sick Leave PSA II	03/18/2021	Mogadore
Hastings, Dominique	Payroll Supervisor Unpaid FMLA	03/29/2021	Business Office
Hastings, Dominique	Unpaid FMLA Payroll Supervisor	04/07/2021	Business Office
Lin, Bei	Accounting Assistant Emergency Paid Sick Leave	03/16/2021	Business Office
Lin, Bei	Emergency Paid Sick Leave Accounting Assistant	03/22/2021	Business Office
Lor, Mai	Student Assistant PSA II Job-Share	04/12/2021	Firestone Park Firestone Park
Neal, Daphnie	PSA III Emergency Paid Sick Leave	03/29/2021	Goodyear
Neal, Daphnie	Emergency Paid Sick Leave PSA III	04/10/2021	Goodyear
Olexa, Kim	PSA II Full-Time PSA II Job-Share	04/12/2021	Firestone Park
Porter, Daniel	PSA II Emergency Paid Sick Leave	03/19/2021	Goodyear
Porter, Daniel	Emergency Paid Sick Leave Sick Leave	03/24/2021	Goodyear
Porter, Daniel	Sick Leave PSA II	03/25/2021	Goodyear
Redman, Hilary	Intermediate/Teen Librarian Emergency Paid Sick Leave	04/06/2021	North Hill
Scarpitti, Michelle	Emergency Paid Sick Leave Fiscal Officer	03/23/2021	Business Office

Tanner, Mary	Intermediate/Teen Librarian Emergency Paid Sick Leave	03/24/2021	Green
Tanner, Mary	Emergency Paid Sick Leave Intermediate/Teen Librarian	03/29/2021	Green

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>04.18.19</u>	<u>04.20.20</u>	<u>04.15.21</u>
Full-Time Staff:	291	270	277	148	252
80 Hrs. Exempt					44
75 Hrs. Non-Exempt					208
Part-time/Job-Share Staff:	68	54	46	0	37
Student Assistants:	86	73	78	0	50
Total number of Staff:	445	397	401	148	339
Full-Time Equivalents	339	307	302		276

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. Frola, to accept the Personnel Report. The motion was approved without dissent. 21-41
PERSONNEL
REPORT

Ms. Hickson-Stevenson stated that the levy renewal campaign volunteers and consultants have done just about everything that can be done, although volunteers are still working on getting yard signs out. With the late-breaking endorsement by the City of Akron, several volunteers were out putting up signs at city parks, community centers, and fire stations. The committee has worked hard to get out the vote knowing that the Library's levy renewal is the only issue on the ballot in many communities. She expressed her gratitude to all the staff who helped in any way. She also thanked the campaign committee, the Board of Trustees, the honorary community chairs, and the Honorary Co-Chairs; Teresa LeGrair and Jim Simon. She remains optimistic about the Library's chances for success. EXECUTIVE
DIRECTOR'S
REPORT

LEVY CAMPAIGN
UPDATE

Ms. Hickson-Stevenson reported that the state biennial budget process is moving forward. Governor DeWine's budget proposal allowed the percentage of the state's General Revenue Fund that goes into the Public Library Fund (PLF) to drop from 1.70% to 1.66%. Next, the House of Representatives left the percentage at 1.66% in the budget bill passed on to the Senate. The House proposal also included a 2% personal income tax cut, which would have a negative effect on the PLF. The Ohio public library community is reaching out to Ohio Senators to encourage them to hold the PLF at 1.70% of the GRF and also to hold libraries harmless of any tax cuts. She was pleased to report that during a recent call with Senator Kristina Roegner, the Senator stated she fully supports keeping the PLF at 1.70%. During a conversation earlier this week Senator Vernon Sykes also stated his continued his support of 1.70% for public libraries. Ms. Hickson-Stevenson requested that members of the Board contact the Senators to express support for 1.70% if PUBLIC LIBRARY
FUND

they have not already done so. Their voice as an unpaid Board member has a greater effect than that of staff.

Ms. Hickson-Stevenson stated she forgot to include a quarterly strategic update in her report. It will be included in next month's report.

STRATEGIC PLAN
UPDATE

Ms. Hickson next read the report of the Buildings and Grounds Committee meeting.

*Report of Buildings & Grounds Committee Meeting
Monday, April 26, 2021 at 5:00 pm
Virtual Meeting*

BUILDINGS AND
GROUNDS
COMMITTEE
REPORT

The Buildings and Grounds Committee met virtually on Monday, April 26, 2021.

Committee Chair Ray Weber called the meeting to order at 5:02 pm, with committee members James Casey, Jill Darlington, and Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Andrew Rockey, Carl Roxbury, Michelle Scarpitti, and Barb White.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda. All committee members present voted aye.

Carl Roxbury reported on the bids for the Norton Branch Library roof project. Two contractors submitted bids. The Library's consulting firm, RAM USA, vetted the bids, interviewed both bidders, and interviewed a reference provided by the low bidder. Upon completion of the review, the consulting company recommended that the Library accept the bid of FPS Roofing in the amount of \$115,000 for the roofing replacement project and that the Library accept Alternate Bid #1 in the amount of \$40,936 for additional attic insulation. These bids bring the total cost of the project to \$155,936.

Mr. Rochford moved, seconded by Mr. Casey, to recommend that the Library Board of Trustees accept the low bid for the Norton Branch Library roof project from FPS Roofing, including Alternate #1, in the amount of \$155,936. All committee members present voted aye, and this comes as a recommendation to the Board.

21-42
ACCEPTANCE OF
BID BY FPS
ROOFING FOR
NORTON BRANCH

Mr. Rochford asked for questions. There were none. The motion was adopted without dissent.

Mr. Roxbury next presented a request for the disposal of surplus property. The items to be disposed include:

- *A non-functioning blueprint printer*
- *3 desktop printers*
- *2 fax machines*
- *4 cash registers*
- *6 TV carts*
- *5 CRT televisions*
- *1 large and 2 small laminators*
- *3 sets of lockers*
- *11 file cabinets*

- 23 paperback spinner racks
- 30 child-sized chairs

The metal surplus property will be sent to a metal recycler and the electronics to an electronics recycler.

Mr. Rochford moved, seconded by Mrs. Darlington, to recommend to the Board disposal of the surplus property as listed in the request. All committee members present voted aye, and this comes as a recommendation to the Board.

Mr. Rochford asked if there were any questions. There were none. The motion was approved without dissent.

Ms. Hickson-Stevenson presented information regarding an opportunity for the Richfield Branch Library to tie into a waterline extension being planned for this year in the center of town by the Village of Richfield and Cleveland Water. Ms. Hickson-Stevenson and Mr. Roxbury advised the Board that they plan to move ahead with the connection to city water so that the Branch no longer will need to rely on well water.

Finally, Ms. Hickson-Stevenson gave an overview on progress around the development of the property adjacent to the Richfield Branch that the Village of Richfield acquired in 2019. She stated that she met recently with Brian Frantz, the Village's Director of Planning, Zoning & Economic Development. He updated her on the variety of approaches that the Village Council has been considering for using the property on Broadview. He also asked if the Library Board would consider allowing shared parking in the current branch library parking lot and in possible additional parking on the property that the Village acquired. He sent her a draft MOU that she provided to the Committee members.

The Committee agreed that they were amenable to a discussion about shared parking and would be ready to have that discussion once the Village has made more significant progress on the plans for the property.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 5:28 pm.

*Pam Hickson-Stevenson
Executive Director*

Ms. Hickson-Stevenson read the report of the Personnel Committee meeting.

*REPORT OF PERSONNEL COMMITTEE MEETING
Virtual Meeting
April 29, 2021*

21-43
APPROVED
DISPOSAL OF
SURPLUS
MATERIAL

PERSONNEL
COMMITTEE
REPORT

On Thursday, April 29, 2021, the Personnel Committee met virtually. The meeting was called to order at 3:35 pm by Committee Chair Angela Neeley. Also in attendance

were Committee members William Rich, Ray Weber and Bernie Rochford and Library Trustee John Frola. Library staff members Pam Hickson-Stevenson, Lisa Percy, Michelle Scarpitti, and Barb White attended as well.

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

Ms. Hickson-Stevenson and Ms. Percy discussed their recommendation that the Committee recommend to the Board suspending a provision in the Performance Evaluations Policy that would delay performance evaluations for staff who were furloughed, thus delaying their step increases. After some discussion, Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board that the provision in the Performance Evaluations Policy, which calls for a delay in administering performance evaluations in the event of a medical leave of absence or furlough that is one month or longer, be suspended indefinitely. The motion was approved and this comes as a recommendation to the Board.

21-44
APPROVED
SUSPENDING
DELAY OF
PERFORMANCE
EVALUATIONS

Mr. Rochford asked if there were any questions. There were none. The motion was adopted without dissent.

Mr. Rochford stated that the Personnel Committee should make plans for conducting performance evaluations of the Executive Director and the Fiscal Officer. Ms. Neeley will contact Ms. Percy for more information.

Mr. Rich moved, seconded by Mr. Weber to adjourn. The motion was approved, and the meeting was adjourned at 3:57 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford reminded all that meetings are still virtual, and the May meeting will be virtual.

FOR THE GOOD OF
THE ORDER

There being no further business, Mr. Rich made the motion, seconded by Mr. Weber, to adjourn. The motion was adopted without dissent. Mr. Rochford adjourned the regular meeting at 4:45 pm.

21-45
ADJOURNMENT

President

Secretary