

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
MAY 25, 2023

Vice-President William Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:30 pm in the Community Room of the Green Branch. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, John Frola, William Rich, and Bernie Rochford. Angela Neeley and Ray Weber were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Pam Plumley, Peter Schantz, Robyn Shondel and Sherry Swisher. Also present was Karen Nist from AUI.

Mr. Casey administered the oath of office to Mr. Frola, who was reappointed to the Board for another seven-year term. OATH OF OFFICE

Mr. Rochford moved, seconded by Mr. Frola, to adopt the May 25, 2023 agenda. The motion was adopted without dissent. 23-44
AGENDA

Mr. Rochford moved, seconded by Mr. Frola, to adopt the minutes of the April 27, 2023 Board Meeting. The motion was adopted without dissent. 23-45
APRIL REGULAR
BOARD MEETING
MINUTES

President Neeley was not present. Vice President Mr. Rich expressed his thanks to the staff of the Green Branch for their hospitality to the Board. VICE
PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for April 2023. The Library received the final disbursement of the first half real estate tax levy settlement. The Library paid the tax collection fees for the first half real estate taxes. APRIL 2023
FINANCIAL
REPORT

Mr. Frola moved, seconded by Mr. Casey, to adopt the financial report for April 2023. The motion was adopted without dissent. 23-46 ADOPTION
OF FINANCIAL
REPORT

DONOR/GIFT LIST

Ms. Scarpitti stated that, since the last meeting, the Library had received \$1,116.64 in monetary donations and one and a fourth pages of other donations. 23-47

Mr. Casey moved, seconded by Mr. Rochford, to accept the donations with great appreciation. The motion was adopted without dissent. DONATIONS &
GIFTS

Ms. Scarpitti presented the April investment report, which showed the Library received \$67,372.86 in interest, with approximately 69% of it credited to the General Fund. APRIL 2023
INVESTMENT
REPORT

Heather Otto, Human Resources Director, presented the personnel report for May. She stated there were no changes to the report. PERSONNEL
REPORT

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – May 2023**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cumberlidge, Sarah	Student Assistant	04/29/2023	Mogadore
Donato, Emili	Public Service Assistant II	05/26/2023	Maple Valley
Howell, Michael	Student Assistant	05/02/2023	Nordonia Hills
Jackson, Johnetta	Public Service Assistant II	05/19/2023	Maple Valley
Schlarb, Adam	Student Assistant	05/06/2023	Norton
Yovanovich, Kendal	Student Assistant	04/21/2023	Portage Lakes

SELECTIONS:

Claus, Alice	Substitute Public Service Assistant	05/08/2023	Public Services
Collins, Abigail	Student Assistant	05/22/2023	Norton
Culmer, DaShawn	Student Assistant	05/22/2023	Odom
Eblen, Emily	Student Assistant	05/22/2023	Norton
Ellerson-Dyer, Brianna	Student Assistant	05/22/2023	Children's & Teen
Kucalaba, Emma	Student Assistant	05/08/2023	Tallmadge
Lancianese, Dominic	Student Assistant	04/24/2023	Children's & Teen
Lightner, Hannah	Student Assistant	05/22/2023	Tallmadge
Valverde-Romero, Naidi	Public Service Assistant II	05/08/2023	Firestone Park

PROMOTION:

Wilson, Claire	TechZone Assistant Technology Trainer	05/16/2023	Electronic Services
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CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

Rankin, Shayden	Public Service Assistant II Full Time Public Service Assistant II Part Time	04/24/2023	Kenmore
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NUMBER OF EMPLOYEES

	06.16.09	06.09.10	03.18.19	03.20.20	03.15.21	03.15.22	03.22.23
Full-Time Staff:	291	270	273	267	253	250	255
80 Hrs. Exempt:					43	40	43
75 Hrs. Non-Exempt:					210	210	212
Part-time/Job-Share Staff:	68	54	50	45	37	47	43
Student Assistants:	86	73	73	79	51	46	56
Total number of Staff:	445	397	396	391	341	343	354
Full-Time Equivalents:	339	307	308	302	277	278	284

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. Casey moved, seconded by Mr. Frola, adoption of the personnel report.
The motion was adopted without dissent.

23-48
PERSONNEL
REPORT

Pamela Hickson-Stevenson, Executive Director, highlighted some of the results from the employee engagement survey. The results were very positive. When she talks about the level of the percentages to other organizations, they are amazed at how high the Library’s numbers are. She is very grateful to everyone in the organization for the good work done to promote the type of culture that the Library has. She is still in the process of reading the narratives attached to surveys, and will be responding to the staff with a group of themes. The survey will continue yearly.

EXECUTIVE
DIRECTOR’S
REPORT

2023 EMPLOYEE
ENGAGEMENT
SURVEY

Some staff had said before that they did not feel they saw administration enough. Ms. Hickson-Stevenson wanted to point out that she has been holding staff gatherings almost monthly. Not only that, Heather Otto has been doing office hours over the last two months at all of the branches.

In the Summit Poll Survey, the margin of error was negligible. The number of people using the Library is increasing, but the overall perception has dropped slightly. Statements were made to her stating that the further the Library gets from a levy cycle, the less people remember the Library. The favorability tends to be highest after a levy campaign, due to publicity and discussions.

SUMMIT POLL
SURVEY RESULTS

Ms. Hickson-Stevenson read the report of the Buildings and Grounds committee.

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING
THURSDAY, MAY 25, 2023 4:00 PM*

BUILDINGS AND
GROUNDS
COMMITTEE
MINUTES

The Buildings and Grounds Committee met in the Community Room of the Green Branch Library on Thursday, May 25, 2023. Committee Member Jim Casey called the meeting to order at 4:12 pm, with committee members Joe Ferrise and Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, and Peter Schantz.

Mr. Rochford moved to adopt the agenda. The motion was adopted without dissent.

Peter Schantz, Facilities Director, presented the bid tabulation sheet for the Richfield Branch Library water service improvements. This project will connect the Branch to a municipal water supply, allowing the abandonment of two wells that have provided water since the Branch was built. As analyzed by Dave McCallops, an engineer with Environmental Design Group, the apparent lowest bidder was Northeast Ohio Trenching Service, Inc. It was significantly lower than the second bid of \$96,730 from S.A. Comunale Co., Inc. Mr. McCallops reported there were no math errors detected during the development of the bid tabulation and that the lowest bid price of \$64,375 was under the engineer's estimate of nearly \$95,000.

Mr. Rochford moved, seconded by Mr. Ferrise, to recommend that the Board accept the low bid of \$64,375 from Northeast Ohio Trenching Service, Inc. and to approve a \$6,500 contingency for a total construction cost of \$70,875 to connect the Richfield Branch Library to municipal water. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no questions or discussion, the Committee's recommendation to adopt the bid from Northeast Ohio Trenching Service, Inc. was adopted without dissent.

23-49
RICHFIELD
LIBRARY
TRENCHING BID

Having reached the end of the agenda, the meeting adjourned at 4:20 pm.

*Pam Hickson-Stevenson
Executive Director*

Mr. Rochford read the report for the Personnel Committee Minutes.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF PERSONNEL COMMITTEE MEETING
MAY 24, 2023**

PERSONNEL
COMMITTEE
MINUTES

On Wednesday, May 24, 2023, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 12:05 pm by Committee Chair Bernie Rochford. William Rich, Committee member, also attended, as did Library staff members Pam Hickson-Stevenson, Heather Otto, Robyn Shondel, Michelle Scarpitti, and Michelle Alleman. Karen Nist of Associated Underwriters Insurance (AUI) attended, too.

Mr. Rich moved to adopt the agenda. The motion was adopted without dissent.

Ms. Hickson-Stevenson and Ms. Otto shared information regarding insurance benefits renewals. In preparation for the Library's health insurance renewal effective July 1, 2023, Karen Nist of AUI presented the following information for consideration. As background, the Library's loss ratio is 114%, which is high. According to a 2022 report from KFF.org, the average loss ratio is 86%. As part of the Library's annual process, Ms. Nist sent bids to these carriers, all of whom declined to bid: Anthem, Medical Mutual of Ohio, Cigna, UnitedHealthcare, Aetna, AultCare, The Health Plan, and Roundstone/Mutual Health Services/Trustmark. Two carriers bid, SummaCare and UnitedHealthcare Surest (UHC). Upon analysis of the proposals, Ms. Nist and Ms. Otto did not recommend UnitedHealthcare Surest. While its bid reflected a reduction in premiums, Surest is not a traditional health plan and carries many risks. Additionally, UHC refused to provide a rate cap or a second-year

rate guarantee. UHC made its bid without the knowledge (based solely on bid timing) that the Library subsequently has assumed a new high claimant whose treatment for a health condition is projected to cost \$2.4 million over a year, which is nearly the total cost of the Library's entire plan throughout 2022 – 2023. As such, the Library inevitably would see an exponential rate increase from a company with whom the Library has no long-term relationship, and the Library likely would not receive any alternate quotes next year, binding the Library (and staff) to Surest's plan next year.

Because SummaCare is the current carrier and has all claims data, it is now aware of the new claimant's projected cost. Given that SummaCare is now projected again to lose revenue on a contract with the Library, the company was unwilling to alter its bid. Renewing the contract with the same structure results in a premium increase of 27.19%. SummaCare offered changes to the plan structure that would reduce the amount of the increases but these changes featured options such as increasing deductibles, increasing copays (such as primary care, specialty care, urgent care, and prescription drugs), while also still increasing premiums.

Two options involved keeping the deductibles and copays the same but changing the costliest network, Premier, to a lower cost network, Preferred. Premier is the only network to include the entire regional Cleveland Clinic hospital network, and it includes many other hospital systems (University Hospitals, Summa Health, Aultman, Mercy, etc.). The Preferred network still includes the entire regional Cleveland Clinic hospital network, but the network is much narrower, offering only the additional hospital systems of Akron Children's, Summa Health, and Wooster Community. A disruption report showed that, based on usage, 83.1% of used providers in the Premier network are also in the Preferred network.

Ms. Otto explored a number of options including offering to employees an opportunity to earn discounts on premiums through a tobacco attestation and physician-verified annual physical exams. She also explored limiting coverage to only levels required by law, which is to employees and their dependent children, which would exclude spouses. Due to the disruption and financial impact this change would cause to employees with spouses on the plan, this option was deemed not feasible for this plan year. Additionally, she explored the possibility of joining a group of employers in an insurance pool. One such group was no longer accepting members, and its plan excludes working spouses, offers only one plan choice, and features significantly higher cost dental and vision benefits, which the Library would be required to adopt.

Ms. Otto and Ms. Hickson-Stevenson asked that the Committee recommend to the full board selecting an option that features changes to the SummaCare plan and that includes the following actions.

- Remove the Premier network and replace it with the Preferred network, with those enrolled in Premier to roll into Preferred if they elect not to make plan changes during open enrollment.
- Change the contribution percent of the Select Network to 24% employee/76% ASCPL.

- *Change the contribution percent of the Preferred Network to 22% employee/78% ASCPL.*
- *Increase the emergency room copay to \$350.*

*Additionally, the Library would provide employees (and spouses, where applicable) a \$25 per pay discount on health insurance through the tobacco attestation or primary care visit or \$50 per pay through the tobacco attestation **and** primary care visit.*

Mr. Rich moved to recommend to the Board that the Library accept the proposal to retain SummaCare health insurance with the provisions as presented by administrative staff, and to provide discounts based on an attestation of non-smoking or smoking cessation and on a physician-verified annual exam. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Frola requested verification of the increase. Ms. Otto stated it was 27.19%. The current cost is \$2.7 million; the next plan year will be \$3.3 million, of which the Library is paying approximately 75%. The new plan year will cover the last six months of 2023 and the first six months of 2024.

After discussion, the Committee’s recommendation to accept the proposal to retain SummaCare health insurance with the provisions as presented by administrative staff, and to provide discounts based on an attestation of non-smoking or smoking cessation and on a physician-verified annual exam. 23-50 HEALTH INSURANCE

Ms. Otto next provided information regarding renewals of dental, vision, and life/accidental death & dismemberment insurance policies. The Library’s current provider, Principal, presented a renewal for the Library’s existing plans with no increase to Dental, Vision, or ASCPL-provided Life/Accidental Death & Dismemberment. Ms. Otto also provided information on the three flexible spending benefits offered to employees that are administered by Northwest Group Services (NWGS). Those are health care, dependent care, and parking or transportation. Administration recommended staying with Principal and staying with NWGS while also updating the IRS flexible spending account contribution limits to \$3,050 per year for health care and \$300 per month for parking or transportation.

Mr. Rich moved to recommend to the Board that the Library maintain coverage from Principal for dental, vision and life/accidental death & dismemberment insurance benefits as presented; that the Library continue to use NWGS as the FSA vendor; and that the employee contribution limits for the health care FSA and parking or transportation be increased to \$3,050 per year and \$300 per month respectively. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee’s recommendation to maintain coverage from Principal for dental, vision and life/accidental death & dismemberment insurance benefits as presented; that the Library continue to use NWGS as the FSA vendor; and that the employee contribution limits for the health care FSA and parking or transportation be increased to \$3,050 per year and \$300 per month respectively. was adopted without discussion. 23-51 VISION, DENTAL, LIFE INSURANCE

Ms. Otto presented information on recommended revisions to five personnel policies. The first policy the Committee reviewed was 2.22 Substance and Alcohol Abuse. The policy update improves clarity, addresses additional scenarios, addresses the Library's stance on medical marijuana, and reflects reporting requirements that are part of the Library's insurance policy related to drivers of Library vehicles.

Following discussion of the proposed changes and suggesting additional changes for clarity and grammar, Mr. Rich moved to recommend to the Board adoption of the amended Substance and Alcohol Abuse Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee's recommendation to adopt the amended Substance and Alcohol Abuse Policy was adopted without dissent.

23-52
SUBSTANCE AND
ALCOHOL ABUSE
POLICY

Ms. Otto next presented information on recommended revisions to 1.7 Disability Accommodation. The Committee members chose to postpone completing their review of the policy until the next Committee meeting.

After Ms. Otto presented information on recommended revisions to 2.23 Driver Eligibility Standards, Committee members discussed the revisions and suggested additional changes for clarity and grammar.

Mr. Rich moved to recommend to the Board adoption of the amended Driver Eligibility Standards Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee's recommendation to adopt the amended Driver Eligibility Standards Policy was adopted without dissent.

23-53
DRIVER
ELIGIBILITY

Committee members next began a review of the recommended changes to 5.5 Training and Development Policy and 2.12 Personal Property in the Workplace Policy. The Committee members chose to postpone completing their review of the policies until the next Committee meeting.

Ms. Otto next presented recommendations for reclassifications for the positions of Technical Services Assistant (TSA) and Facilities Project Specialist. Because the position of TSA (Grade 6) will be absorbing work previously done by the Acquisitions Assistant (Grade 7), the first recommendation was to reclassify the TSA position from Grade 6 to Grade 7. This change would move the incumbents in the position to Grade 7 and to a new step assignment that reflects the closest step to each incumbent's current pay without being less.

Mr. Rich moved to recommend to the Board adoption of the reclassification request for the position of Technical Services Assistant to move from Grade 6 to Grade 7. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee's recommendation to adopt the reclassification of Technical Services Assistant to move from Grade 6 to Grade 7 was adopted without dissent.

23-54
TECHNICAL
SERVICES
ASSISTANT

Ms. Otto next explained that the Facilities Project Specialist, at Grade 13 with an education requirement of a bachelor's degree, is one grade lower than the comparable Safety Specialist position that also requires a bachelor's degree. Additionally, the responsibility level and the management error and omission risk to the Library of the Facilities Project Specialist position is equal to the Safety Specialist. Furthermore, the Facilities Project Specialist manages projects totaling over \$2 million annually. Administration recommended that the Facilities Project Specialist position be reclassified from Grade 13 to Grade 14. This change would move the incumbent in the position to Grade 14 and to a new step assignment that reflects the closest step to the incumbent's current pay without being less.

Mr. Rich moved to recommend to the Board adoption of the reclassification request for the position of Facilities Project Specialist to move from Grade 13 to Grade 14. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee's recommendation to adopt the reclassification of Facilities Project Specialist move from Grade 13 to Grade 14 was adopted without dissent..

23-55
FACILITIES
PROJECT
SPECIALIST

Ms. Otto presented an overview of the annual Diversity Initiative Update.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 1:47 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Sherry Swisher, Manager of the Green Branch, welcomed everyone to Green, the Roundabout Capital of Ohio. Green Branch is very similar to other branches with their programs. Some of the unique things about Green are that they are very involved with the city, the chamber of commerce, and the three school districts in the area. The schools had shut down quite a bit during and after COVID, and the Branch Library is happy to get back into them. The branch is very involved with the city with diversity, equity and inclusion. The teen librarian, Mary Tanner, is getting out into the community to discover what diversity is needed and bring it back to the Branch. Sherry is involved with the committee trying to create a downtown. It will be interesting to see how they retrofit it into what they currently have, and hope they will include the Green Branch. There is now a lovely little patio out in front of the Branch. If it can be made community walkable, it would be a nice area to have fitted with benches to make it more welcoming.

ADMINISTRATIVE
TEAM REPORT

They also included eight businesses last year to set up a diversity Trick or Treat walk after the regular event, with a sensory event at the recreation center down the street from those who would be overwhelmed by stimulation.

The Branch has helped the Chamber of Commerce. Ohio Means Jobs will be there soon to help people with resumes and applications. The Branch is trying to convince the city to do a hiring event with local businesses in Green. They are trying to involve the Green Branch in everything locally.

There were no requests for public participation.

PUBLIC
PARTICIPATION

Mr. Rochford recognized Karen Nist for all of her help with the insurance issues and Heather Otto for all of her efforts.

FOR THE GOOD OF
THE ORDER

The meeting was adjourned at 5:06 pm.

ADJOURNMENT

President

Secretary