

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
SEPTEMBER 28, 2023

President Angela Neeley 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 Nordonia Hills Branch Library. The following members of the Board answered the roll call: John Frola, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Carrie Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Heather Otto, Terry Pasko, Sarah Rosenberger, Peter Schantz, and Val Sherman.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the agenda as presented. The motion was adopted without dissent.

23-93
AGENDA

Drew Williams, a volunteer with Support Summit DD (a citizen levy committee), presented information about Summit DD's replacement levy, which will be on the ballot on November 7, 2023. He also requested the endorsement of the Library Board of Trustees for the replacement of the 4.5 mills operating levy. Issue 17 will replace the 4.5 mills levy that first was passed in 2005. He reported that the levy represents more than 80% of Summit DD's revenue and that Summit DD has operated for 17 years without an increase in revenue while serving 30% more people. He also highlighted the many ways that Summit DD and the Library have collaborated in providing service to the community. He requested that the endorsement include permission to place yard signs at Library locations and to place levy literature in Library buildings.

SUMMIT DD LEVY
PRESENTATION

Mr. Rochford moved, seconded by Mr. Frola, to adopt the minutes of the regular meeting of August 31, 2023. Mr. Rich abstained. The motion was adopted without dissent.

23-94
AUGUST BOARD
MINUTES

Ms. Neeley thanked the staff for the work they do every day to serve the community.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the August financial report. She reported receipt of the second half real estate settlement from Portage County and additional advances from Summit County. Additionally, she reported receiving a settlement of \$7,150 from the FirstEnergy electricity class action suit.

JULY FINANCIAL
REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the July financial report. The motion was adopted without dissent.

23-95
JULY FINANCIAL
REPORT

Ms. Scarpitti next presented a recommendation to establish two new funds along with a request for appropriations for one of them. The first new fund she proposed was Fund 280 – Minor Grants Fund. Historically, the Business Office staff have managed small grants within the General Fund. This method, however, complicates tracking the grant activities and assuring the grant monies are not used erroneously for other purposes. She also explained the need for the Board to approve appropriations for Fund 280 in order to spend expected grant monies before the end of the year. She recommended the Board appropriate \$30,000.

CREATION OF
NEW FUNDS

Mr. Rich moved, seconded by Mr. Rochford, to authorize creation of a new fund, Fund 280 – Minor Grants Fund and to appropriate \$30,000 in the fund. The motion was adopted without dissent.

23-96
FUND 280 –
MINOR GRANTS
FUND

Ms. Scarpitti explained that the second new fund, Fund 501 – Development Fund, would be used to record the proceeds from fundraising events, expenses for future fundraising events, and expenses for signature programs and events. She did not recommend appropriating dollars in this fund because she did not anticipate any expenditures from this fund in 2023.

Mr. Rochford moved, seconded by Mr. Rich, to authorize creation of a new fund, Fund 501 – Development Fund in order to record proceeds from fundraising events, pay expenses for future fundraising events, and pay expenses for signature programs and events. The motion was adopted without dissent.

23-92
FUND 501 –
DEVELOPMENT
FUND

Ms. Scarpitti next requested approval of a budget adjustment in Fund 101 to reduce Line Item 2113-Program Supplies-Adult Programs by \$4,805 and to increase Line Item 3275 Advertisements-Marketing by \$1,130 and Line Item 3790-Professional Services-Adult Program by \$3,675. The purpose of this budget adjustment is to reallocate appropriations to the line items from which the grant dollars are being spent. The Library received the grant from the Burton D. Morgan Foundation for the Entrepreneurial Pitch Competition. The grant was included in its entirety in Line Item 2113 in the 2023 appropriations.

BUDGET
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Weber, to approve a budget adjustment in Fund 101 to reduce Line Item 2113-Program Supplies-Adult Programs by \$4,805 and to increase Line Item 3275 Advertisements-Marketing by \$1,130 and Line Item 3790-Professional Services-Adult Program by \$3,675. The motion was adopted without dissent.

23-93
BUDGET
ADJUSTMENT

Ms. Scarpitti stated that since the last meeting, the Library received \$13,090 in monetary donations and approximately one page of other donations. She noted that \$7,820 of the \$13,090 was credited to Fund 880 Thomas Knowles Trust Fund because those dollars were received as sponsorships for the Nick Offerman fundraiser.

DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.

23-94
DONATIONS &
GIFTS

Ms. Scarpitti next asked the Board to adopt the Resolution Accepting the Amounts and Rates for the fiscal year commencing January 1, 2024. She stated this is an action the Board takes annually, which prompts the County to provide a certificate of estimate of resources. The Ohio Revised Code requires this action.

23-95
RESOLUTION
ACCEPTING
AMOUNTS AND
RATES

Mr. Rich moved, seconded by Mr. Weber, to adopt the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Fiscal Officer for 2024. The motion was adopted without dissent.

Ms. Scarpitti presented the August investment report, which showed the Library received \$74,829.89 in interest with approximately 72% credited to the General Fund. She reported that two Certificates of Deposit (CDs) matured in

INVESTMENT
REPORT

August. The principle from those CDs is included in the Fifth Third Securities Money Market account.

[The investment reports are appended to the minutes]

Heather Otto, Human Resources Director, presented the personnel report for PERSONNEL September and stated there were no changes to the report since it was sent to the REPORT Board.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – September 2023

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Ellerson-Dyer, Brianna	Student Assistant	08/21/2023	Children's & Teen
Hite, Timothy	Digital Marketing Specialist	10/02/2023	Marketing & Comms.
Moses, Grace	Student Assistant	08/31/2023	Richfield
Pickering, Clay	Public Service Assistant II	09/21/2023	Ellet
Verrilla, Marlo	Public Service Assistant II	08/29/2023	Mogadore
Walker, Philana	Systems Support Technician	09/06/2023	Information Technology

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bal, Neema	Public Service Assistant II	09/25/2023	North Hill
Mellinger, Sarah	Public Service Assistant II	09/25/2023	Richfield
Spicer, Hannah	Shelver (Casual)	09/11/2023	Green
Tyburski, Kevin	Security & Building Systems Spec.	10/9/2023	Facility Services
Wallace, Susan	Shelver (Casual)	09/11/2023	Portage Lakes
Watkins, Jessica	Branch Manager	09/25/2023	Ellet
Wood, Elissa	Shelver (Casual)	09/11/2023	Green

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Goodman, Ronald	Security Officer	10/09/2023	Firestone Park
	Security Officer		Northwest Akron
Johnson, Gregory	Security Officer	10/09/2023	Northwest Akron
	Security Officer		Firestone Park
Kelley, Claudia	Public Service Assistant II (FT)	09/11/2023	Circulation
	Public Service Assistant II (PT)		Circulation

McFalls, Laurie	Early Childhood Specialist (22.5 hrs.)		Youth Services
	Early Childhood Specialist (30 hrs.)	08/28/2023	Youth Services
Ramey, Greta	Public Service Assistant II		Firestone Park
	Public Service Assistant II	09/18/2023	Mogadore

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Krukemeyer, Abigail	Public Service Assistant III		Richfield
	Librarian Intermediate/Teen	08/28/2023	Richfield
Wilmoth, Lesley	Shelver		Culture & AV
	Public Service Assistant II	10/09/2023	Ellet

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>09.19.19</u>	<u>09.14.20</u>	<u>09.15.21</u>	<u>09.25.22</u>	<u>09.20.23</u>
Full-Time Staff:	291	270	273	258	252	248	252
80 Hrs. Exempt:	--	--	--	--	43	43	42
75 Hrs. Non-Exempt:	--	--	--	--	209	205	210
Part-time/Job-Share Staff:	68	54	46	47	38	43	41
Shelver (Casual):	86	73	72	59	39	59	62
Total Number of Staff:	445	397	391	364	329	350	355
Full-Time Equivalents	339	307	305	290	273	279	279

NOTES:

- These numbers cannot be compared from month to month since the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately before or after the date the personnel action is effective.
- Previously, the Library employed Student Assistant who had to be full- or part-time students and who worked between 8 to 20 hours per week performing shelving duties and other limited tasks. “Shelvers (Casual)” is a designation approved at the August 2023 Board of Trustees meeting. This role performs the same duties and works the same hours as Student Assistants, but it eliminates the requirement that the person be a student. Counts from before the September 2023 Personnel Report reflect those in the Student Assistant position, and counts from September 2023 and thereafter reflect those in the Shelver (Casual) position.

23-96

PERSONNEL
REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the personnel report.
The motion was adopted without dissent.

Pam Hickson-Stevenson, Executive Director, reported her recommendation to engage with the Marketing Communications & Library Services Committee again regarding the proposed revision to the Collection Development Policy. The discussion would focus particularly on the matter of how an appeal to a request for reconsideration should be handled.

EXECUTIVE
DIRECTOR’S
REPORT

Ms. Hickson-Stevenson announced that Carla Davis, Marketing Communications Director, is the 2023 recipient of the American Advertising Federation of Akron (AAF-Akron) Silver Medal Award. This award recognizes individuals who have made outstanding contributions to advertising and have been active in furthering standards, have exhibited creative excellence, and shown responsibility in areas of social concern. AAF-Akron characterized her as a trailblazer during her 23 years of leadership at the Library and cited the many advertising and promotional campaigns she has implemented. The Board heartily congratulated Ms. Davis on her achievements and her status as a recipient of the

CARLA DAVIS
SILVER MEDAL
AWARD

Silver Medal Award.

Ms. Hickson-Stevenson read the report of the Buildings & Grounds Committee.

BUILDINGS &
GROUNDS
REPORT

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
REPORT OF BUILDINGS & GROUNDS COMMITTEE MEETING
THURSDAY, SEPTEMBER 14, 2023 4:00 PM*

The Buildings and Grounds Committee met in the Lolita K. Adair Board Room at Main Library on Thursday, September 14, 2023. Committee Chair Ray Weber called the meeting to order at 4:10 pm, with committee members Jim Casey and Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Alleman, and Peter Schantz.

Mr. Casey moved to adopt the agenda, seconded by Mr. Rochford. The motion was adopted without dissent.

Peter Schantz, Facilities Director, presented information regarding Change Order #6 for the Akron Energy Systems district energy project at Main Library, which he requested retroactively. As the installation of the new steam system had been delayed by several weeks, he implemented the change order before approval to ensure the system could be energized, debugged, and tuned before heating demand increased with cooler October temperatures. The change order was needed to reroute the high-pressure condensate line, which will result in venting the condensate flash tank to the atmosphere rather than connecting to the low-pressure steam inlet to the heat exchangers. Although venting the flash tank to the atmosphere is slightly less efficient, this routing avoids the possibility of damaging the heat exchangers by over pressurizing them.

Mr. Casey moved, seconded by Mr. Rochford, to recommend the Board's approval, nunc pro tunc (now for then), of Change Order #6 for the Akron Energy Systems district energy project at Main Library at a cost of \$4,324.11. The motion was adopted without dissent, and this now comes as a recommendation to the board.

With no debate or discussion, the motion was adopted without dissent.

Mr. Schantz next presented information regarding a proposed modernization project for elevator 6 at Main Library. Elevator 6 has been out of service due to the total failure of the hoistway traction motor. The Library's contracted elevator service provided a repair estimate amounting to approximately \$38,000. Elevator 6 was commissioned in 1967 when Main Library was built. The elevator has failed and been taken out of service several times over the last two years. Otis Elevator Company considers this unit obsolete and does not cover repairs as part of its service agreement with the Library. This is the only elevator that services all floors of the building, including the fourth floor mechanical penthouse. The Facilities team has determined that it is necessary to modernize the elevator. This work will replace the mechanical and electronic components of the elevator necessary to bring it to current code and restore it to reliable operation. Ritter Elevator Consulting of Cleveland, Ohio was hired to design the project and provide the plans and technical specifications necessary to put this project out to bid. The consultant has provided an opinion of probable construction cost of \$395,000.

23-97
CHANGE ORDER
#6 FOR MAIN
LIBRARY HVAC
AKRON ENERGY
SYSTEMS
PROJECT

Mr. Rochford moved, seconded by Mr. Casey, to recommend that the Board approve seeking bids publicly for the modernization of elevator 6 at Main Library at a probable cost of \$395,000. The motion was adopted without dissent, and this now comes as a recommendation to the board.

23-98
APPROVAL OF
PUBLICLY
BIDDING
ELEVATOR
PROJECT

After several questions about the age of Main Library elevators and expenses associated with maintaining and repairing them, the motion was adopted without dissent.

Having reached the end of the agenda, the meeting adjourned at 4:30 pm.

Pam Hickson-Stevenson
Executive Director

NEW BUSINESS
23-99
DEVELOPMENTAL
DISABILITIES
BOARD LEVY
ENDORSEMENT

Mr. Rochford moved, seconded by Mr. Rich, that the Akron-Summit County Public Library Board express support for the Summit DD replacement levy and authorize the campaign to place yard signs and levy literature at Library locations per the Library's policy. The motion was adopted without dissent.

ADMINISTRATIVE
TEAM REPORT

Ms. Hickson-Stevenson introduced Sarah Rosenberger, Manager of the Nordonia Hills Branch Library, who returned to employment at the Library after some time working at the Cleveland Heights-University Heights Public Library. She provided information regarding the Branch, which is the northernmost branch in the system. Because of this location, there are many customers who use multiple public libraries in the region. She highlighted Nordonia Hills as the only branch that provides passports and reported that the Branch received 100% on its annual inspection. She stated that the Branch is very integrated with the community, which is demonstrated by regular outreach to schools and day cares and by its role as a core partner with Nordonia Hills Community Connection, an organization that focuses on services for Northern Summit County. She also stated that the Branch places strong emphasis on reading as shown by providing three popular book clubs and a writer's guild. She closed by sharing a recent comment from a customer. "Thank you for having all the books, even ones that are condemned [by some people]."

There were no requests for public participation.

PUBLIC
PARTICIPATION

Mr. Rochford reported that a friend of his was very complimentary of the garden at the Firestone Park Branch Library.

FOR THE GOOD
OF THE ORDER

Ms. Neeley declared the meeting adjourned at 5:27 pm.

ADJOURNMENT

President

Secretary