

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 13, 2018  
MAIN 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 Main Library. The following members of the board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, and Ray Weber. Absent was John Frola, Jr. and Bernie Rochford. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Gina Angle, Carrie Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engle, Caitlin Hardy, Tim Hite, Ann Hutchison, Stephanie Joliff, Pat Manning, Patty Marsh, Ryan McCoy, Lisa Percy, Pam Plumley, Carl Roxbury, Val Sherman and Barb White.

Mr. Weber asked for any changes or deletions to the agenda. Mr. Rich moved, 18-83  
seconded by Mr. Casey, to adopt the agenda. The roll call vote followed: Mrs. Adair, AGENDA  
Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. The motion  
carried.

Mr. Rich moved, seconded by Mrs. Adair, to adopt the minutes of the October 18-84  
25, 2018 meeting with two amendments. The roll call vote followed: Mrs. Adair, Mr. OCTOBER  
Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. The motion carried. BOARD MINUTES

Mr. Weber stated that it was more than likely his last meeting as Board PRESIDENT'S  
President. He stated he had learned a lot and was happy to serve in the roll. He also REMARKS  
encouraged other board members to consider serving in the roll. He told Ann  
Hutchison he hoped the change would encourage her to stay here, but wished her well  
in her future position as Director of Barberton Library. There will be a reorganization  
session at the next meeting.

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the  
financial reports for October 2018. She stated that she will have several items for  
adjustment at the January meeting.

She is looking to increase the budget as there will be two extra holidays 18-85  
included. Ms. Scarpitti stated that we started the year with a lower budget for 2018, OCTOBER  
and that the number for the Springfield-Lakemore Branch may have either not been 2018 FINANCIAL  
included in the initial budget or that it may have been reduced. The numbers used for REPORT  
the budget were actuals, not projected. Also, we did have more hours paid this year.

Mr. Rich moved, seconded by Mrs. Adair, to adopt the October 2018 financial  
report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich,  
and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the donor/gift list. There were no monetary donations 18-86  
(will appear on the December and January reports), and approximately three and a half ACCEPTANCE OF  
pages of material donations. The list also showed acknowledgment of in-kind DONOR/GIFT LIST  
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. Rich, and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the investment reports for October 2018 and highlighted \$16,580.071 in principal with \$30,947.77 in interest earned. Debt will be paid off in 2020.

Ms. Scarpitti presented a resolution to be passed by the board to authorize her to request advances of real estate taxes for the 2018 tax year (payable in 2019).

18-87  
ACCEPTANCE OF  
RESOLUTION FOR  
ADVANCE OF  
TAXES

Mr. Rich moved, seconded by Mrs. Adair, to approve the resolution. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. The motion carried. It was signed by Mr. Weber and Mrs. Darlington.

(The financial reports are appended to the minutes.)

Lisa Peercy, Human Resources Director, presented the Personnel Report for October 2018. Ms. Peercy stated there were two changes to the report since it was sent to the board members, correcting the year on two lines.

She brought the board’s attention that due to the retirement of Ann Hutchison, Ryan McCoy will be absorbing her function into his work, and that Craig Leonard will be reporting to her.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – November & December 2018**

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bates, Trista	Student Assistant	11.15.18	Ellet
Hale, Linda	Microbusiness Specialist	11.19.18	Business & Government
Hirani, Nikisha	Student Assistant	12.01.18	Science & Technology
Leach, William	Student Assistant	10.31.18	Maple Valley
Olei, Alexis	Student Assistant	10.09.18	Kenmore
Stafford, Chloe	Student Assistant	10.18.18	Norton

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Davis, Gabrielle	Student Assistant	11.12.18	Ellet
Dunkler, Emily	Student Assistant	11.12.18	Norton
Girard, Elaine	Human Resources Assistant	12.17.18	Human Resources

Hughes, Kathleen	Branch Manager	12.17.18	Nordonia Hills
Keppel, Jon	Shelver	11.05.18	North Hill
Miller, Alexis	Student Assistant	10.29.18	Kenmore
Quarterman, Prue	Student Assistant	10.29.18	Kenmore
Trask, Gregory	Branch Manager	12.10.18	Northwest Akron
Vandenberg, Susan	Branch Manager	12.10.18	Firestone Park
Yontz, Carley	Student Assistant	11.12.18	Magazines & Newspapers

**CHANGE OF STATUS: (PROMOTION)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Campbell, Gary	Systems Support Technician (9/2 \$17.55/hr)		Information Technology
	Systems Support Specialist (14/1 \$25.29/hr)	12.03.18	Same
Martic, Sanya	Student Assistant (1/4 \$8.86/hr)		Firestone Park
	Public Service Assistant (7/1 \$13.79/hr)	12.03.18	Odom

**RETIREMENT:**

Ann Hutchison	Customer Experience Director	12.22.18	Administration
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**SEPARATION OF EMPLOYMENT**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Ross, Andrew	Student Assistant	11.01.18	Magazines & Newspapers

**RETIREMENT:**

**Ann Hutchison**

09/21/83 - 09/15/86 – Student Assistant, Coventry  
09/16/86 - 01/15/88 -- LA I, Chamberlain part-time  
01/16/88 - 05/31/89 -- LA I, Circulation, job share  
06/01/89 - 06/16/91 -- LA II, Fine Arts & Recreation  
06/17/91 - 05/30/93 -- LA II, Circulation  
05/31/93 - 01/08/95 -- Data Processing Assistant II, Computer Room  
01/09/95 - 12/06/98 -- Librarian II -- Technical Services  
12/07/98 - 12/16/01 -- Community Network Support, Acorn  
12/17/01 – 01/23/05 -- Division Manager, Electronic Services  
01/24/05 – 10/14/07 -- Community Network Trainer, job share, Electronic Services  
10/15/07 – 12/10/15 -- Technology Director, ES/IT/TS  
12/11/15 - present -- Customer Experience Director, Administration

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>11.28.16</u></b>	<b><u>12.07.17</u></b>	<b><u>12.05.18</u></b>
Full-Time Staff:	291	270	262	265	276
Part-time/Job-Share Staff:	68	54	50	46	46
Student Assistants:	86	73	78	73	76
Total number of Staff:	445	397	390	384	398
Full-Time Equivalents	339	307	299	298	309

**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 Mrs. Adair, adoption of the November/December 2018 Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

18-88  
NOV./DEC. 2018  
PERSONNEL REPORT

Ms. Hickson-Stevenson went through the revised core values that the team came up with, combining from the eight developed 10-11 years ago down to four. She stated that these revised values were supported by all managers and supervisors. She also said that the absence of intellectual freedom is addressed in the last revised value of Diversity/Inclusion. Ms. Hickson-Stevenson requested that the board approve the revised core values.

DIRECTOR'S REPORT

Mr. Rich moved, seconded by Mrs. Darlington, approval of the Revised Core Values. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

18-89  
REVISED CORE  
VALUES

Ms. Hickson-Stevenson stated that the Ohio Legislative Day will be Tuesday, April 9, 2019. This is an opportunity to meet with our legislators, and advocate on behalf of Ohio's public libraries. She stated it is important for the trustees to attend and support the increase for the library. She requested that any trustees that could would attend this meeting in Columbus.

OHIO LIBRARY  
LEGISLATIVE DAY

Ms. Hickson-Stevenson read a note she had received from Sherri Bevan Walsh, the Summit County Prosecutor, commending the library on becoming the first library in the nation to become sensory inclusive.

Ms. Hickson-Stevenson then announced that the January 17 speaker for the January Akron Roundtable Luncheon was Governor Elect Mike DeWine. She had been invited to the event by a family friend, so both of the seats the library has would be available. She stated that Ray Weber was an acquaintance of Mr. DeWine, would be writing a letter requesting support for Ohio public libraries, and had invited Mr. Weber to attend the luncheon. She offered the second seat to the other board members, asking them to let her know if one of them could attend.

JANUARY AKRON  
ROUNDTABLE  
LUNCHEON

Mr. Rich read the report of the November 14 Marketing & Library Services Committee Meeting.

**REPORT OF JOINT MEETING OF FINANCE & PERSONNEL  
COMMITTEES  
AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
December 11, 2018 4:00PM**

*The Marketing and Library Services Committee met Wednesday, November 14, 2018, in the Board Room of Main Library.*

MARKETING  
COMMUNICATION &  
LIBRARY SERVICES  
COMMITTEE  
REPORT

*Committee Chair Bill Rich called the meeting to order at 4:10 pm, with committee members Jill Darlington and Ray Weber present. Also attending were Library staff members Pam Hickson-Stevenson, Carla Davis, and Barb White.*

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

*Ms. Hickson-Stevenson presented the recommended revision to the Legal Reference Policy, which focused primarily on updates to include electronic resources. Mr. Weber moved to recommend to the board adoption of the revision. All members of the committee voted aye. This comes as a recommendation to the board.*

*The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.*

18-90  
REVISED LEGAL  
REFERENCE POLICY

*Next, Ms. Hickson-Stevenson presented the recommended revision to the Medical Reference Policy, which focused primarily on updates to include electronic resources. Mr. Weber moved to recommend to the board adoption of the revision. All members of the committee voted aye. This comes as a recommendation to the board.*

*The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.*

18-91  
REVISED MEDICAL  
REFERENCE POLICY

*Ms. Hickson-Stevenson presented and reviewed the recommended revision to the Collection Development Policy. The revision includes corrected information about the request for reconsideration process and new information addressing self-published materials. Mrs. Darlington moved to recommend to the board adoption of the revision. All committee members present voted aye, and this comes as a recommendation to the board.*

*The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.*

18-92  
REVISED  
COLLECTION  
DEVELOPMENT  
POLICY

*Ms. Hickson-Stevenson then presented the recommended changes to the amount charged for VHS and DVD overdue fines. After discussion, Mr. Weber moved to recommend to the board adoption of lowering DVD/VHS fines from \$0.50 per day*

*to \$0.10 per day, effective January 2, 2019. All committee members present voted aye, and this comes as a recommendation to the board.*

Mrs. Adair voiced her disagreement with the recommendation and asked to have more information.

Mr. Weber said that we were more likely to get materials back with lesser penalties. With a large penalty we were less likely to get them back.

Mrs. Adair stated that she felt the board were stewards of the public funds and owe them a fiscal responsibility. We should do all that we can to maintain the materials. She feels strongly about losing materials and that the board has a responsibility to show that they are doing all we can to regain them. She feels we need to charge up to the amount of value and, if necessary, to work out a payment schedule. People have to start taking responsibilities for their actions. Patrons were not bothered 30 years ago, now we send out collection people to regain them.

Ms. Hickson-Stevenson stated that one of the reasons for higher fines for CDs and DVDs originally was due to the limited number of them available in the library.

Mr. Weber asked what is the most effective way of getting the best returns? Hopefully it is enough of a punitive portion to enforce responsibility while getting our property returned.

Mrs. Darlington said that people are not technically savvy enough to use things like Netflix or other programs, so they borrow DVDs and games. One snowstorm could make them late in returning materials and they are in collections.

Mrs. Adair asked if we have a mechanism in place for the rate of returns? Can we test the hypothesis, and if it doesn't work, return to the higher fines? She thinks we can and will check with ILS. She also asked how many people have their accounts blocked due to fines?

Ms. Hutchison stated that it made the most sense to have the fines equal for books and DVDs. DVDs now cost only \$12-\$15, while books can cost up to and over \$100.

Question was posed asking if we can get the data requested by Mrs. Adair and could this be tabled to the next board meeting? Ms. Hickson-Stevenson said that we will try.

Mr. Casey asked is you should have borrowing privileges if you don't return materials to the library?

It was suggested that if we have to send the issue to collection, the patron should be the one to incur the service fee.

The board moved that the item be tabled to the next meeting in January and the library get the information Mrs. Adair requested. Mr. Rich moved to

18-93  
DECREASED

postpone the vote until the next meeting. He also requested that the library bring a current copy of the policy. Mr. Casey seconded.

FINES  
FOR DVD / VHS

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.

*The final item of business was a review of the recommendation to change the maximum overdue fine charged from the cost of the item to \$5.00. After discussion, Mr. Weber moved to recommend to the Board adoption of changing the maximum fine charged from the cost of the item to \$5.00, effective January 2, 2019. All committee members present voted aye, and this comes as a recommendation to the board.*

Mr. Casey moved that we postpone the vote until the next meeting in conjunction with the previous topic, and Mr. Rich seconded that motion. The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.

18-94  
DECREASED  
MAXIMUM FOR  
OVERDUE FINES

*With no further business, the meeting was adjourned at 5:10 pm.*

*Pam Hickson-Stevenson, Director*

Mr. Rich read the report of the December 11 Finance and Personnel Committees Meeting.

*REPORT OF JOINT MEETING OF FINANCE & PERSONNEL COMMITTEES  
AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
December 11, 2018*

*On Wednesday, December 11, 2018, the Finance and Personnel Committees met jointly at the Fairlawn-Bath Branch community room.*

FINANCE &  
PERSONNEL  
COMMITTEES  
REPORT

*The meeting was called to order at 4:11 pm by Finance Committee Chair John Frola and Personnel Committee Chair Bernie Rochford. Also in attendance were committee members Lolita Adair (Personnel), Jim Casey (Finance), Jill Darlington (Personnel), Bill Rich (Personnel), and Ray Weber (Board President). Library staff in attendance were Pam Hickson-Stevenson, Lisa Percy, Michelle Scarpitti, and Barb White.*

*Mr. Frola moved to adopt the agenda. All voted aye.*

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.

*Ms. Hickson-Stevenson and Ms. Scarpitti presented the proposed 2019 Temporary Budget. Discussion ensued about both revenue expectations and expenditure line items in the budget.*

*Also discussed was the recommendation for an adjustment to the staff salary schedule and the granting of a performance step as included in the 2019 proposed Temporary Appropriation. The ensuing discussion focused on how the salary schedule was administered.*

*Following that, Mr. Casey moved to recommend adoption of the 2019 Temporary Appropriation. Mrs. Darlington 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, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.

*Mr. Weber then moved to recommend adjustment of the ASCPL Salary Schedule upward by 1%, effective with the first pay date in January 2019, and also to grant a 1.5% performance step to all eligible staff on the first pay date in April 2019. Mrs. Adair seconded the motion, all committee members present voted aye, and this comes as a recommendation to the Board.*

18-95  
ADOPTION OF 2019  
TEMPORARY BUDGET

The roll call vote followed. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich and Mr. Weber all voted aye. The recommendation was approved.

*With no further business, the joint committee meeting was adjourned at 4:51 pm.*

18-96  
ADOPTION OF 2019  
SALARY SCHEDULE

*Pam Hickson-Stevenson, Director*

Ms. Davis gave a brief demonstration of Communico and its features, with the assistance of Mr. Tim Hite. Ms. Davis stated that the product launched last Tuesday (12/4), and that it has integrated features that are cloud based. Customers can register online.

There were no reports from the board committees or the administrative team. There also was no public participation.

There being no further business, Mr. Weber adjourned the meeting at 5:40pm.

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President

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Secretary