

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 29, 2018  
BOARD ROOM, MAIN LIBRARY

President Ray Weber called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:20 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, Bernard Rochford, and Ray Weber. John Frola, Jr. was absent.

At 4:21 pm Mr. Rich moved, seconded by Mr. Rochford, to go into executive session to discuss the appointment of a public employee. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 18-21 EXECUTIVE SESSION

At 4:45 pm the Board returned to open session and the following people joined the meeting. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engel, Ann Hutchison, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White. Also present was Carol Marturano-Becker, President of IMPACT Learning, Inc.

Mr. Rochford moved, seconded by Mr. Casey, to adopt the amended minutes of the February 22, 2018 meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. Mrs. Adair abstained. The motion carried. 18-22 FEBRUARY BOARD MINUTES

Mr. Weber thanked Mr. Rochford and the members of the Personnel Committee for the hard work and fine job they have done over the past number of months. PRESIDENT'S REMARKS

Mr. Rich moved, seconded by Mr. Rochford, to amend the agenda by moving the Personnel Committee Report to item 5 and subsequent items accordingly. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 18-23 AGENDA

**REPORT OF PERSONNEL COMMITTEE MEETING**

*Main Library, March 23, 2018*

*On Friday, March 23, 2018, the Personnel Committee met in the Board Room of Main Library. The meeting was called to order by Committee Chair Bernie Rochford at 3:35 pm.*

*In attendance were committee members Bernie Rochford, Chair; Lolita Adair; Bill Rich; and Ray Weber. Also in attendance were Board members Jim Casey and Jill Darlington.*

*Ray Weber moved, seconded by Bill Rich, to approve the agenda. The agenda was approved with all present voting aye.*

*Bill Rich moved to go into executive session to discuss the hiring of a public employee as permitted by the ORC. The motion was adopted without dissent. The*

*Committee went into Executive Session at 3:36 pm and came out of executive session at 6:06 pm.*

*Ray Weber moved, seconded by Bill Rich, that we authorize Bradbury Miller to negotiate with Pam Hickson-Stevenson for the ASCPL Director's position at a salary of \$115,000 per year along with other benefits of a Library employee. All members present voted aye. This now comes as a recommendation to the Board.*

Mr. Rich moved, seconded by Mrs. Darlington, to amend the motion above to authorize the board president to execute a contract with Pam Hickson-Stevenson to hire her as Director in accordance with terms specified in the March 24 letter to Pam Hickson-Stevenson from Karen Miller including the increase in vacation accrual to 7.212 hours per bi-weekly pay period and payment of professional dues for memberships in OLC, ALA and PLA, and the inclusion in the employment contract language regarding termination by the Board of Trustees or by Pam Hickson-Stevenson.

*The Personnel Committee adjourned at 6:15 pm.*

Mr. Weber asked for discussion regarding the amendment to the motion; hearing none the roll call followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-24  
AMENDED  
MOTION

Mr. Weber asked for discussion to approve the amended motion; hearing none the roll call followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-25  
APPROVAL OF  
CONTRACT WITH  
NEW DIRECTOR

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and financial report for December 2017. Mr. Rochford moved, seconded by Mr. Rich, to accept the financial report for December 2017. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-26  
DECMBER  
FINANCIALS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and financial report for January 2018. Mrs. Darlington moved, seconded by Mr. Casey, to accept the financial report for January 2018. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-27  
JANUARY  
FINANCIALS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and financial report for February 2018. Mr. Rich moved, seconded by Mr. Casey, to accept the financial report for February 2018. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-28  
FEBRUARY  
FINANCIALS

Ms. Scarpitti presented the donor/gift list and reported that in February the Library received \$2,050 in monetary donations. In addition, there were three and one-half pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches.

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

18-29  
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for February.

[The investment reports are appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the Personnel Report for March 2018. She stated there were no changes to the report since its mailing.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – March 2018**

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fangmann, Jacob	APD Officer	01.30.18	Akron Police Department
French, Carlie	Bookmobile Driver	03.02.18	Mobile Services
Jackson, Crystal	Public Service Assistant II	03.09.18	Mobile Services

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Angle, Eugenia	Human Resources Generalist	03.12.18	Human Resources
Focht, Katherine	Children’s Librarian job-share	03.26.18	Children’s Library
Hall, Mason	Security Officer part-time	03.26.18	Security
Hight, Kathryn	APD Officer	02.13.18	Akron Police Department
Nguyen, Julie	Student Assistant	03.09.18	Children’s Library
Phillips, Karina	Public Service Assistant II	03.12.18	Odom
Rubes, Scott	APD Officer	02.16.18	Akron Police Department
Shoemaker, Jessica	Public Service Assistant II	03.12.18	Northwest Akron
Wilcox, Mikkala	Student Assistant	03.06.18	Fairlawn-Bath

**CHANGE OF STATUS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Krok, Lisa	Suspension with Pay pending investigation	02.26.18 - 02.27.18	Firestone Park
Krok, Lisa	Suspension without Pay	02.28.18 - 03.01.18	Firestone Park

**CHANGE OF STATUS: (Transfer)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bliss, Brandon	Security Guard (part-time) Security Guard (full-time)	02.19.18	Security same
Leas, Sherilyn	Public Service Assistant II Public Service Assistant II	02.12.18	Maple Valley Mogadore

**CHANGE OF STATUS: (Promotion)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chenault II, Clayton D.	Public Service Assistant II (7/3) \$14.20/hr Bookmobile Driver (8/1) \$15.74/hr	03.19.18	Mobile Services same

Leden, Barbara	Public Service Assistant III (10/1 \$19.42/hr) Librarian (retroactive) (11/1 \$19.96/hr)	01.29.18	Special Collections same
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**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>03.21.16</u></b>	<b><u>03.17.17</u></b>	<b><u>03.20.18</u></b>
Full-Time Staff:	291	253	259	278
Part-Time/Job-Share Staff:	68	53	48	42
Student Assistants:	86	81	81	78
Total number of Staff:	375	387	388	392
Full-Time Equivalents	445	293	296	300

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.

Mrs. Adair stated that she and the board members would like June 2009 added to the 'Number of Staff Members' on all future Personnel Reports.

Mr. Rochford moved, seconded by Mrs. Adair, adoption of the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 18-30  
PERSONNEL REPORT

Ms. Hickson-Stevenson reported that she is honored and excited to serve as the next director of the Akron-Summit County Public Library. She said she loves the Library system and the communities it serves. It is a tremendous responsibility but she stated she is up for the challenge and looks forward to working with the wonderful staff to continue the Library's tradition of excellence. DIRECTOR'S REPORT

Ms. Hickson-Stevenson introduced Carol Marturano-Becker, President of IMPACT Learning Inc., who was chosen to facilitate the Library's strategic planning efforts. She presented an overview of the planning process. Ms. Hickson-Stevenson then presented the strategic priorities and asked the Board members to adopt the plan. STRATEGIC PLAN PRESENTATION

Mr. Rich moved, seconded by Mr. Casey, to postpone the acceptance of the strategic plan until the Board has time to review it and the results of the Summit Poll. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 18-31  
STRATEGIC PLAN ACCEPTANCE POSTPONED

Ms. Hickson-Stevenson presented to the Board members the final draft of a Memorandum of Understanding for approval. She reported House Bill (HB) 49 of the 132<sup>nd</sup> General Assembly revised section 6301.06 of the Ohio Revised Code and requires the local workforce development board and its OhioMeansJobs Center to establish a Memorandum of Understanding with one or more public library systems in its community. David Jennings and Christine Marshall, Executive Director of the Summit and Medina Workforce Area Council of Governments (SAMWACOG), worked together to develop the required agreement. She stated the Workforce Area is designated by the State as both Summit and Medina Counties and that SAMWACOG has been working to secure an agreement with Medina libraries also.

Mr. Rochford moved, seconded by Mrs. Adair, to approve the Memorandum of Understanding presented. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-32  
MEMO OF  
UNDERSTANDING

**Finance Committee**  
*Board Room, Main Library, March 29, 2018,*

*On Thursday, March 29, 2018, the Finance Committee met in the Board Room of Main Library. The meeting was called to order by Board President Ray Weber at 3:47pm.*

*In attendance were committee members Jim Casey, Bernie Rochford, Ray Weber, Michelle Scarpitti, and Pam Hickson-Stevenson. Also in attendance were Lolita Adair, Jill Darlington, and Bill Rich.*

*Jim Casey moved, seconded by Ray Weber, to approve the agenda. The agenda was approved with all present voting aye.*

*The purpose of the meeting was to bring a recommendation to the Board to adopt the 2018 Permanent Budget. Upon discussion Mr. Casey moved, seconded by Mr. Rochford, to approve the 2018 Permanent Budget. Mr. Weber, Mr. Casey and Mr. Rochford all voted aye. This now comes as a recommendation to the Board.*

Mr. Weber asked for discussion; hearing none the roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

18-33  
ADOPTION OF 2018  
PERMANENT  
BUDGET

*The meeting was adjourned at 4:17 pm.*

Mr. Weber stated there were no reports from Senior Staff.

Mr. Weber stated there were no requests for Public Participation.

There being no further business, Mr. Weber adjourned the regular meeting at 6:20 pm.

ADJOURNMENT

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President

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Secretary