

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 31, 2018  
NORTON BRANCH LIBRARY

President Ray Weber called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:03 pm at the Norton Branch Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, William D. Rich, John Frola Jr., and Ray Weber. Bernie Rochford was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Carla Davis, Steve Haas, Ann Hutchison, Stephanie Jolliff, Lisa Percy, Pam Plumley, Carl Roxbury, Val Sherman, Robyn Shondel, and Barb White. Also present was Karen Nist of AUI.

Mr. Frola moved, seconded by Mr. Casey, to adopt the agenda as presented. 18-41  
The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. AGENDA  
Rich, and Mr. Weber all voted aye. The motion carried

Mr. Casey moved, seconded by Mr. Rich, to adopt the minutes of the April 26, 18-42  
2018 meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, APRIL BOARD  
Mr. Rich, and Mr. Weber all voted aye. Mr. Frola abstained. The motion carried. MINUTES

Mr. Weber reported that Mr. Casey's term expired as of May 14 but will PRESIDENT'S  
continue to serve based on research conducted by Mr. Rich. Mr. Rich reported his REMARKS  
research of ORC 3.01 and 3375.22 revealed that Mr. Casey can/will serve in an "office  
of public trust" until he is reappointed or his successor is appointed. Mr. Casey stated  
that he understands his reappointment is in the process of being reviewed by the judges.

Mr. Weber thanked Steve Haas, Branch Manager of Norton, for hosting the  
Board meeting. He also reported that 23 individuals submitted resumes for the Deputy  
Director position.

Michelle Scarpitti, Fiscal Officer, presented the executive summary and 18-43  
financial report for April 2018. Mrs. Adair requested that a note be added stating the MAY FINANCIALS  
\$2,500.00 "Change on Hand" was the total for cash registers at all locations. Mr. Frola  
moved, seconded by Mr. Rich, to accept the financial report for April 2018. The roll  
call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, and  
Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the donor/gift list and reported that in April the Library 18-44  
received \$500.00 in monetary donations. In addition, there were three and one-fourth DONOR/GIFT LIST  
pages of material donations. The list also showed acknowledgment of in-kind  
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. Frola, Mr. Rich, and Mr. Weber all voted aye. The  
motion carried.

Ms. Scarpitti presented the investment reports for April.

[The investment reports are appended to the minutes.]

Ms. Scarpitti asked the board to declare a 1987 Chevy Celebrity as surplus property. Mrs. Adair moved, seconded by Mrs. Darlington, to declare the vehicle as surplus property. Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich and Mr. Weber all voted aye. The motion carried. 18-45  
SURPLUS  
PROPERTY

Ms. Scarpitti informed the board that Main Library has new cash registers and that new registers also will be installed at each branch. This will allow better tracking of the sales tax collected by breakout on the register in each branch. She thanked IT and Gary Campbell for their help.

Ms. Scarpitti reported the auditors were on site the previous week. She asked the board members to let her know if they want a post-audit conference with the auditors.

Lisa Peercy, Human Resources Director, presented the Personnel Report for May 2018. She stated there were no changes to the report since its mailing. Mr. Rich moved, seconded by Mrs. Adair, adoption of the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, and Mr. Weber all voted aye. The motion carried. 18-46  
PERSONNEL  
REPORT

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

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cunningham, Taylor	Shelver	05.24.18	Culture/AV
Elfrink, Amber	Adult Services Librarian	05.31.18	Firestone Park
Honeycutt, Caroline	Public Service Assistant II	06.01.18	Firestone Park
Jenkins, Trevor	Public Services Assistant I part-time	06.02.18	Circulation

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Becker, Christian	Student Assistant	05.29.18	Portage Lakes
Bunce, Becky	Public Service Assistant II	05.14.18	Mobile Services
Carmen, Grace	Student Assistant	05.29.18	Portage Lakes
Farrar, Mark	Akron Police Department Officer	05.06.18	Akron Police Department
Linder, Carl	Security Officer part-time	05.14.18	Security
Pisani, Chelsea	Public Service Assistant II	05.14.18	Mobile Services
Plumley, Pamela	Executive Administrative Assistant	05.14.18	Administration

**CHANGE OF STATUS: (Promotions)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Kelly, Claudia	Public Service Assistant I (6/2) \$13.66		Circulation
	Public Service Assistant II (7/3) \$14.20	04.30.18	Same
Pickett, Tracie	Student Assistant (1/1) \$8.46/hr.		Business & Government
	Public Service Assistant part-time (7/1) \$13.79/hr.	05.14.18	Science & Technology

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>05.18.16</u></b>	<b><u>05.17.17</u></b>	<b><u>05.17.18</u></b>
Full-Time Staff:	291	270	252	260	275
Part-time/Job-Share Staff:	68	54	52	51	46
Student Assistants:	86	73	78	79	77
Total number of Staff:	445	397	382	390	398
Full-Time Equivalents	339	307	296	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.

**TERMINATION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Jones, Brett	Security Guard	05.16.18	Security

Ms. Hickson-Stevenson reported that she is continuing her meetings with each Library agency and board trustee in her new position of Director. She thanked Pam Plumley, the new Executive Assistant, for scheduling these and introduced her to the board.

DIRECTOR'S  
REPORT

Ms. Hickson-Stevenson then reported that the Library system is on track to be the first library in the country to receive the sensory friendly designation from KultureCity, a non-profit that helps other organizations create sensory inclusive spaces that provide universal accessibility for those diagnosed with autism.

Ms. Hickson-Stevenson stated that the Library's Summer Reading program, which combines reading and physical activity, is under way. The program is called Mind, Body and Sole. The focus this year is music and the theme is "Libraries Rock."

Ms. Hickson-Stevenson reported that the food computer project in the Science and Technology division is going well. The collaboration has far exceeded expectations. Representatives from MIT were in town recently and were greatly impressed with the results, the Library and the city of Akron.

Ms. Hickson-Stevenson complimented Marketing & Communication's Donald Peeples for having his photo of Goodyear selected to be displayed in the new Stark State Akron building on the second floor. She shared a photo of the installation with the board.

**REPORT OF PERSONNEL COMMITTEE MEETING  
NORTHWEST AKRON BRANCH LIBRARY  
May 21, 2018**

**PERSONNEL  
COMMITTEE  
REPORT**

*On Monday, May 21, 2018, the Personnel Committee met in the Conference Room of the Northwest Akron Branch Library. The meeting was called to order at 4:04 pm by Committee Chair, Bernie Rochford. Also in attendance were Committee members Lolita Adair, William D. Rich, and Ray Weber. Library staff members Pam Hickson-Stevenson, Lisa Percy, and Robyn Shondel attended. Also in attendance was insurance broker Karen Nist of AUI (Associated Underwriters Insurance).*

*Mrs. Adair moved to adopt the agenda, Mr. Weber seconded, and all committee members present voted aye.*

*The first item on the agenda was the presentation of recommended insurance benefits for 2018/2019 by Ms. Hickson-Stevenson and Ms. Percy. After discussion of the options presented, Mrs. Adair moved to accept the quote from SummaCare for a rate increase of 2.00% for the Premier Plan and 1.73% for the Select Plan. Mr. Weber seconded the motion, and 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. Frola and Mr. Weber all voted aye. The recommendation was approved.

18-47  
HEALTH  
INSURANCE  
RENEWAL

*Mrs. Adair moved to accept the quote from Principal for an overall decrease of 13.0% in dental, vision and life/AD&D annualized rates. Mr. Weber seconded the motion, and 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. Frola and Mr. Weber all voted aye. The recommendation was approved.

18-48  
DENTAL, VISION,  
LIFE AND AD&D  
RENEWAL

*Mr. Rich moved to recommend approval of increasing the Flexible Spending Account maximum employee contribution to \$2650 as now permitted by federal law. The motion was seconded by Mr. Weber. 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. Frola and Mr. Weber all voted aye. The recommendation was approved.

18-49  
FLEXIBLE  
SPENDING  
ACCOUNT  
INCREASE

*Ms. Hickson-Stevenson and Ms. Percy then presented a report updating the progress of the McDowell Librarian Scholarship recipients since May 2017. One is currently employed as a Librarian within ASCPL. One expects to graduate in August 2018; one expects to graduate in December 2018; and one has completed nine credit hours. Committee members agreed the Library should offer the scholarship again for in 2018.*

*Included in the report were the Library's equal employment opportunity statistics. In terms of minority employment, current statistics show the percentage of minority employees in May 2018 for all minorities from at 19%. Committee members requested additional information be included in the May 2019 report. This includes removing the population figures of communities not in the Library's service area and focusing on the communities in the Library's service area. Additionally, the committee would like to see the total number of librarians and the percentage that are minorities along with the total number of non-librarian professionals and the percentage that are minorities. Finally, the committee members would like to see the figures for representation of minorities in applicants.*

*Next the committee members discussed the search for a Deputy Director. After discussion, they agreed that they would like to see the application materials of all who applied and that they will participate in the second interviews.*

*With no further business, the meeting was adjourned at 6:34 pm.*

*Pam Hickson-Stevenson, Director*

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 5:08 pm. **ADJOURNMENT**

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President

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Secretary