

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR MEETING
 MAY 30, 2019
 HIGHLAND SQUARE LIBRARY

President James Casey called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:00 pm in the conference room at Highland Square Branch Library. The following members of the board answered the roll call: James Casey, Jill Darlington, John Frola, Bernie Rochford and Ray Weber. Absent was Bill Rich. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Carla Davis, Cheryl Engel, Stephanie Jolliff, Pat Manning, Patty Marsh, Ryan McCoy, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman, and Barb White. Karen Nist from AUI was also present.

Mr. Casey asked for any changes or deletions to the agenda. Mr. Weber moved, seconded by Mr. Frola, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 19-44
 AGENDA

Mr. Rochford moved, seconded by Mr. Weber, to adopt the minutes of the April 30 meeting. Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion carried. 19-45
 APRIL
 BOARD MINUTES

Mr. Casey thanked all for being present. He stated he had spent many hours studying at the Highland Square Branch and thanked Fred Baerkircher for hosting the meeting. PRESIDENT'S
 REMARKS

Mr. Casey offered his thanks to Pamela Hickson-Stevenson, stating that it was gratifying that she had been asked to speak to the Ohio Senate Committee on behalf of library funding.

Ms. Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for April 2019. She stated that we have received the final distribution of the First Half Real Estate settlement. She also said that we had received an additional \$7,000 from the Akron Community Foundation for the Video Digitization Project. APRIL
 2019 FINANCIAL
 REPORT

Mr. Rochford moved, seconded by Mr. Weber, to adopt the April 2019 financial report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 19-46
 ADOPTION OF
 APRIL FINANCIAL
 REPORT

Ms. Scarpitti presented the donor/gift list. There were \$8,091.71 in monetary donations and approximately three pages of material donations. The list also showed acknowledgment of in-kind donations to particular branches or programs. 19-47
 ACCEPTANCE OF
 DONOR/GIFT LIST

Ms. Scarpitti then stated that we had received \$22,489.29 in interest in the last month; 87% of that going to the General Fund. A CD matured with interest paid totaling \$5,145. She is looking for the best reinvestment in a money market. Mr. Casey suggested she try to get 3% on it. INVESTMENT
 REPORT

(The financial reports are appended to the minutes.)

Ms. Scarpitti, then requested a budget adjustment to appropriations of \$7,000 to allow spending of additional grant monies received in April 2019. 19-48
BUDGET
ADJUSTMENT

Mr. Rochford moved, seconded by Mr. Weber to allow the adjustment to the budget. Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti then requested an action by the board for disposal of obsolete/surplus equipment. This involved a 200 Chevy Box Truck and a 2001 GMC Utilimaster Box Truck that will be traded in on the purchase of one new vehicle 19-49
APPROVAL TO
DISPOSE OF
OBSOLETE
MATERIAL

Mr. Rochford moved, seconded by Mr. Weber to allow the trade-in of the vehicles. Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

Ms. Peercy, Human Resources Director, presented the Personnel Report for April 2019. Ms. Peercy stated that there were no changes to the report since it had been issued. She also stated that today was the last day for Ms. Patricia Barzacchini, who is retiring. She has been with the Marketing and Communications division since 1983.

Mr. Casey asked what Patti had done in her position. Ms. Davis explained the multiple types of projects done, one of which was a poster Ms. Hickson-Stevenson had brought to share with the board and also the enterprise calendar. Mr. Casey thanked Ms. Barzacchini for her years of service and wished her good luck in her retirement.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – April 2019**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Balis, Hannah	Student Assistant	06.01.19	Nordonia Hills
Fortney, Travis	Adult Services Librarian	05.16.19	Firestone Park
Gerrow, Hailey	Student Assistant	04.26.19	Mogadore
Linder, Carl	Security Officer PT	05.08.19	Security
Nguyen, Julie	Student Assistant	05.11.19	Children’s Library

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Janisko, Jennifer	Early Childhood/Intermediate Librarian	05.20.19	Children’s Library
McGee, Ryan	APD	04.29.19	Security
McManus, Hannah	Student Assistant	05.13.19	Goodyear
Slepoy, Jackson	Student Assistant	05.13.19	Mogadore

Mr. Frola moved, seconded by Mr. Rochford, adoption of the April 2019 Personnel Report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion carried.

19-50
APRIL 2019
PERSONNEL REPORT

Ms. Hickson-Stevenson reported that she would be including a quarterly report on the Akron Community Foundation Endowment Fund. As shown in the report, the March ending balance is \$344, 563.05, with \$3,708.21 available to us for grants.

DIRECTOR'S REPORT:
QUARTERLY ACF
REPORT

Ms. Hickson-Stevenson also highlighted the recent Summit Poll Results. ASCPL has participated for ten years total and for seven years consecutively since 2013. The results showed favorable opinions of the library. New questions were added to gauge awareness of changes in library system. Numbers were slightly lower than previous, which is normal as we get further away from levy years. The changes were not within the range of statistical significance.

SUMMIT POLL

While discussing the Core Values, Ms. Hickson-Stevenson told the board that at the recent Supervisory Group meeting the member all signed one of the new core values signs. It is an important way to communicate to the community that we support these values. The smaller posters will be in each library in public areas while the larger signs will be in workrooms for staff.

Mr. Frola read the minutes from the Personnel Committee meeting in Mr. Rich's stead.

PERSONNEL
COMMITTEE

REPORT OF PERSONNEL COMMITTEE MEETING MAIN LIBRARY May 15, 2019

On Wednesday, May 15, 2019, the Personnel Committee of the Akron-Summit County Public Library met in the Board Room at Main Library. The meeting was called to order at 4:06 pm by Committee Chair Bill Rich. Also in attendance were Committee members John Frola, Bernie Rochford, and Jim Casey. Library staff members Pam Hickson-Stevenson, Lisa Peercy, Robyn Shondel, and Barb White attended. Also in attendance was insurance broker Karen Nist of AUI (Associated Underwriters Insurance). Mr. Rochford moved to adopt the agenda, Mr. Frola seconded, and all committee members voted aye. The next item on the agenda was the presentation of recommended insurance benefits for 2019/2020 by Ms. Hickson-Stevenson and Ms. Peercy. After discussion of the options presented, Mr. Rochford moved to accept the quote from SummaCare for a rate increase of 1.72% for the Premier Plan and 1.65% for the Select Plan. Mr. Frola seconded the motion, and all members of the committee voted aye. This comes as a recommendation to the Board.

Ms. Nist reported that SummaCare is trending up by about ten percent, which makes our increase minor in comparison. The roll call vote followed. Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The recommendation was approved.

19-51
ACCEPTANCE OF
SUMMACARE RATE
INCREASE

Mr. Casey moved to recommend approval of increasing the Flexible Spending Account maximum employee contribution to \$2700 as now permitted by

federal law. The motion was seconded by Mr. Rochford. All committee members present voted aye, and this comes as a recommendation to the Board.

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

19-52
APPROVAL OF
INCREASING FLEX
SPENDING ACCOUNT
CONTRIBUTION

Ms. Hickson-Stevenson reported that no action was required for approving dental, vision, and life/AD&D rates because the Board of Trustees approved a two-year guaranteed rate in 2018.

Ms. Hickson-Stevenson and Ms. Percy then reviewed the diversity update that was sent to the committee before the meeting. This included a progress report on the McDowell Librarian Scholarship recipients since May 2018. Committee members also discussed plans for offering the scholarship in 2019, including when to schedule interviews and the number of scholarships that may be awarded. Also included in the diversity update were the Library's equal employment opportunity statistics. In terms of minority employment, current statistics show the percentage of minority employees in May 2019 for all minorities at 20.4%. Next the committee members reviewed the recommended revision of the Library's customer service standards. Mr. Rich recommended making a change to the first line under the heading "Discretion" by changing the word "want" to "need." Mr. Frola moved to recommend approval of the revision with the correction. The motion was seconded by Mr. Rochford. All committee members present voted aye, and this comes as a recommendation to the Board.

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

19-53
APPROVAL OF
REVISION TO
LIBRARY'S
CUSTOMER
SERVICE STDS.

After the committee members reviewed job titles for library directors of metro libraries in Ohio, Mr. Frola moved to recommend approval of a change to the ASCPL director's job title from Director to Executive Director. Mr. Rochford seconded the motion. All committee members present voted aye, and this comes as a recommendation to the Board.

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

19-54
APPROVAL OF
CHANGE FROM
DIRECTOR TO
EXECUTIVE
DIRECTOR

Committee members then discussed conducting performance evaluations of the director and the fiscal officer. Mr. Rochford stated he would send the most recently used forms to Mr. Rich and Ms. Percy. Mr. Rich then would begin the process. With no further business, the meeting was adjourned at 4:33 pm.

Pam Hickson-Stevenson, Director

Ms. Davis reported from the administration team that the new ShelfLife came out today and she distributed copies to the board members.

ADMINISTRATIVE
TEAM REPORT

Ms. White stated that Mind, Body & Sole has kicked off again for the summer. The number reaching the 50 days of reading has increased yearly. We have added the bingo component with Summit DD again this year due to its popularity last year.

Ms. Hickson-Stevenson added that we have a new sponsor this year: The Conservancy for CVNP has donated both funds and activities.

There was no public participation.

PUBLIC PARTICIPATION

Mr. Casey then asked if there were any comments for the good of the order.

GOOD OF THE ORDER

There being no further business, Mr. Casey requested a motion to enter executive session. Mr. Rochford moved, seconded by Mr. Casey, to enter executive session to consider the purchase of property for public purposes

19-55
EXECUTIVE SESSION

The roll call vote followed. Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rochford and Mr. Weber all voted aye. The motion was approved. The board entered Executive Session at 4:33pm. with Ms. Hickson-Stevenson, Ms. White and Mr. Roxbury in attendance.

The board exited executive session at 5:06pm.

The meeting adjourned at 5:07pm.

ADJOURNMENT

President

Secretary