

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 25, 2019
NORTH HILL BRANCH LIBRARY

President James Casey called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:08 pm in the community room of the North Hill Branch Library.

The following members of the board answered the roll call: James Casey, Angela Neeley, Bernie Rochford, and Ray Weber. Absent were Jill Darlington, John Frola, Jr., and Bill Rich. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engel, Stephanie Jolliff, Pat Manning, Patty Marsh, Ryan McCoy, Lisa Peercy, Pam Plumley, Carl Roxbury, Val Sherman, Jen Stencel, Lisa Weiser, and Barb White.

Mr. Casey asked for any changes to the agenda. Mr. Weber moved, seconded by Mr. Rochford, to adopt the agenda. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

19-64
AGENDA

Mr. Weber moved, seconded by Mr. Rochford, to adopt the minutes of the June 27 meeting. The roll call vote followed: Mr. Casey, Ms. Neeley, and Mr. Weber all voted aye. Mr. Rochford abstained. The motion carried.

19-65
JUNE BOARD
MINUTES

Mr. Casey thanked Lisa Weiser for hosting the meeting and complimented the branch's brightness thanks to all the windows.

PRESIDENT'S
REMARKS

Ms. Scarpitti, Fiscal Officer, presented her executive summary and the financial report for June 2019. She stated that the primary revenue the Library received in June was the PLF distribution of \$1,140,260. She reported that a system-wide physical inventory has been completed, and data from the inventory is being compiled. She also reported the Library has received vendor licenses for all locations, thanks to Ms. Cowgar who completed the registration process. The Library will be remitting sales tax.

JUNE 2019
FINANCIAL
REPORT

Mr. Rochford moved, seconded by Ms. Neeley, to adopt the June 2019 financial report. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

19-66
ADOPTION OF
JUNE FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. She highlighted \$220 of monetary donations and three pages of materials donations. The list also showed acknowledgment of in-kind donations to particular branches or programs. Ms. Neeley moved, seconded by Mr. Rochford, to accept the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

19-67
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti stated that the Library received \$18,803.10 in interest in the last month; approximately 85% of that was credited to the General Fund.

INVESTMENT
REPORT

(The financial reports are appended to the minutes.)

Ms. Peercy, Human Resources Director, presented the Personnel Report for June 2019. Ms. Peercy stated that there were no changes to the report since it had been issued. She highlighted the retirement of Judith and Jonathan Hershey, husband and wife, who will be retiring in October.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2019

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Etheredge, Miranda	Student Assistant	08.10.19	Green
McCormick, Ashley	Student Assistant	08.17.19	Norton
McIver, Kameron	Student Assistant	07.31.19	Youth Services Office
Newman, Keri	Public Service Assistant II	07.06.19	Odom
Phinnessee, Michelli	Student Assistant	07.26.19	Maple Valley
Stump, Thomas	Maintenance Assistant	07.12.19	Facilities Services

PROMOTION

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Romig, Joshua	Public Service Assistant II (7/2 \$14.13/hr)		Maple Valley
	Intermediate/Teen Librarian (11/1 \$20.15/hr)	07.15.19	Firestone Park

RETIREMENT: (Comments)

Judith Hershey

03/22/82 – 10/15/85 – Librarian II, Fine Arts & Recreation
 10/16/85 – 06/28/92 – Librarian II, Philosophy, Religion & Education
 06/29/92 – 09/30/19 – Librarian II, Culture/AV
 10/01/19 – Retirement

Jonathan Hershey

09/08/83 – 01/15/88 – Student Assistant, Fine Arts & Recreation
 01/16/88 – 05/31/89 – Job Share Librarian Assistant I, Circulation
 06/01/89 – 03/11/90 – Librarian Assistant I, Circulation
 03/12/90 – 10/14/93 – Librarian II, Business Labor, Government
 10/15/93 – 01/15/94 – FMLA
 01/16/94 – 07/10/94 - CLOA
 07/11/94 – 03/25/01 – Librarian II, Mobile Services (Adult)
 03/26/01 – 09/30/19 – Mobile Services Manager
 10/01/19 – Retirement

NUMBER OF STAFF MEMBERS

	06.16.09	06.09.10	07.17.17	07.16.18	07.15.19
Full-Time Staff:	291	270	262	273	274
Part-time/Job-Share Staff:	68	54	51	49	46
Student Assistants:	86	73	78	77	78
Total number of Staff:	445	397	391	399	398
Full-Time Equivalents	339	307	300	310	308

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. Rochford moved, seconded by Ms. Neeley, to adopt the June 2019 Personnel Report. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. The board wished both Jonathan and Judith Hershey the best in their retirements.

19-68
JUNE 2019
PERSONNEL REPORT

Ms. Hickson-Stevenson expressed amazement at providing the fifth quarterly strategic plan update. The migration to Microsoft Office 365 is nearly done. Work has continued with Customer Service and the Library Promise. The Library will be launching a pilot program in conjunction with Peer to Peer University (P2PU). More will be reported on P2PU after Barb White and Pat Manning attend training.

EXECUTIVE
DIRECTOR’S REPORT:
QUARTERLY
STRATEGIC PLAN
UPDATE #5

McDowell scholarships were awarded this year to Daphnie Neal of Business and Government and to Terita Parns of Mobile Services. They will be joining the ranks of the degreed librarians in the next few years.

MCDOWELL
SCHOLARSHIPS

Ms. Hickson-Stevenson shared that yet another e-publisher, Macmillan, has announced an embargo period. The Library will be permitted to lease one copy early in the embargo period but cannot obtain more until the embargo ends. The publisher hopes that this will lead to more people buying them when they can’t borrow them from libraries. Unfortunately, those without the means to obtain personal copies face even more obstacles to borrowing what they would like to borrow from libraries. The Ohio Library Council and the American Library Association are both involved in addressing this issue.

E-PUBLISHER
EMBARGOS
AND PRICING

Ms. Hickson-Stevenson next proposed a half-day board retreat, probably on a Saturday in November, because there is no board meeting that month. This would provide a beginning look at where the Library has been financially and what information the board would like to receive leading up to making decisions about the next levy. She is researching to see who likely will be on the ballot in the coming years.

HALF-DAY
BOARD
RETREAT

Mr. Weber read the report from the Buildings and Grounds Committee.

BUILDINGS & GROUNDS
COMMITTEE REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BUILDINGS & GROUNDS MEETING REPORT
July 11, 2019

The Buildings & Grounds Committee attended a meeting of the Richfield Village Council on Thursday, July 11, 2019 at 6:00 pm in the Village of Richfield Council Chambers. Committee Chair Ray Weber and members James Casey and Bernie Rochford were present. Pam Hickson-Stevenson, Carl Roxbury, and Barb White of the Library staff also were present.

After the Village Council meeting completed its action agenda, the meeting moved to a work session and focused on the Village’s acquisition of property near the Richfield Branch Library. Council members invited the Library’s committee members and staff to join them at the tables. Brian Frantz, Director of Planning and Zoning for the Village of Richfield, presented an overview of the property purchase and of ways that the land acquisition could be used to provide more visibility for the branch library’s presence along with easier accessibility. Council members and Library committee members discussed various options. The Mayor directed Mr. Frantz to research additional options that would not entail creating a new driveway for the branch library from Broadview Road back to the branch.

Council members and committee members agreed to continue discussions on this topic.

*Pam Hickson-Stevenson
Executive Director*

Mr. Weber stated that the Council appeared very accommodating and willing to work with the Library. He shared that the potential separate/different entrance might be called “Library Lane.”

There was no request for public participation.

PUBLIC PARTICIPATION

Ms. Percy reminded the board members to complete their performance evaluations for the Executive Director and the Fiscal Officer and have them returned to Mr. Rich by August 1.

GOOD OF THE ORDER

Mr. Casey adjourned the meeting at 4:40 pm.

ADJOURNMENT

President

Secretary