

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR MEETING  
 AUGUST 29, 2019  
 GREEN BRANCH LIBRARY

Vice-President Bill Rich called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:10 pm in the community room of the Green Branch Library.

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

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

19-69  
AGENDA

Ms. Neeley moved, seconded by Mr. Weber, to adopt the minutes of the July 25 meeting. The roll call vote followed: Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. Mrs. Darlington and Mr. Rich abstained. The motion carried.

19-70  
JULY BOARD  
MINUTES

There were no remarks.

PRESIDENT'S  
REMARKS

Ms. Scarpitti, Fiscal Officer, presented her executive summary and the financial report for July 2019. She stated that the library received the advance of the second half real estate levy this month. She also reported that the PLF revenue would be approximately \$148,000 higher than previously estimated.

JULY 2019  
FINANCIAL  
REPORT

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

19-71  
ADOPTION OF  
JULY FIN. REPORT

Ms. Scarpitti presented the July 2019 donor/gift list. She highlighted \$3,902.10 of monetary donations and two pages of materials donations. The list also showed acknowledgment of in-kind donations to particular branches or programs. Mr. Rochford moved, seconded by Ms. Neeley, to accept the donor/gift list with great appreciation. The roll call vote followed: Mrs. Darlington, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

19-72  
ACCEPTANCE OF  
DONOR/GIFT LIST

Ms. Scarpitti stated that the Library received \$18,938.25 in interest in the last month; approximately 86% 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 August 2019. Ms. Peercy stated that there were no changes to the report since it had been issued. She reported that there are two retirements featured in this month's report.

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Altier, Stephanie	Student Assistant	08.10.19	Richfield
Bates, Sierra	Student Assistant	07.31.19	Children’s Library
Bliss, Brandon	Security Officer FT	08.16.19	Security
Cushman, Kristin	Security Officer PT	08.19.19	Security
Ellis, Sandra	Substitute Public Service Asst.	08.09.19	Public Services
Glenn-Walker, Keiarra	Student Assistant	08.20.19	Odom
Hodges, Lenon	Security Officer PT	08.09.19	Security
Hopson, Alana	Student Assistant	08.14.19	Highland Square
Kekelis, Jessica	Public Service Assistant II FT	08.09.19	Electronic Services/Tech Zone
Redman, Josiah	Public Service Assistant I PT	08.15.19	Circulation
Travers, Rachel	Student Assistant	08.10.19	Richfield
Troyer, Seth	Public Service Assistant II FT	09.03.19	Public Services
Zhong, Mingyang	Student Assistant	08.14.19	Springfield-Lakemore

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Bromfield, Wendy	Branch Manager	09.03.19	Kenmore
Bunch, Steve	Security Officer PT	08.05.19	Security
Fite, Drew	Off-Duty APD Officer	07.18.19	Akron Police Department
Fout, Julius	Student Assistant	08.19.19	Children’s Library
Gao, Helen	Student Assistant	09.03.19	Magazines & Newspapers
Green, Benjamin	Public Service Assistant II FT	09.03.19	Odom
Hamilton, Grace	Student Assistant	08.19.19	Northwest Akron
Heath, Spencer	Off-Duty APD Officer	07.30.19	Akron Police Department
Hodges, Lenon	Security Officer PT	08.05.19	Security
Holmes, Christopher	Off-Duty APD Officer	07.24.19	Akron Police Department
Johnson, Mykena	Student Assistant	08.05.19	Northwest Akron
McCann, Mary	Student Assistant	08.19.19	Kenmore
Morris, Evan	Student Assistant	08.05.19	Green

Soisson, Drew	Student Assistant	08.19.19	Springfield/Lakemore
Thammachack, Razeen	Student Assistant	08.05.19	Kenmore
Yarbrough, James	Graphic Designer	08.19.19	Mktg. & Communications

**PROMOTION:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hobson, Drina	Student Assistant (1/2 \$8.69/hr.)		Kenmore
	Public Service Assistant II PT (7/1 \$13.93/hr.)	08.05.19	Kenmore
Yontz, Carley	Student Assistant (1/1 \$8.55/hr.)		Magazines & Newspapers
	Public Service Assistant II PT (7/1 \$13.93/hr.)	08.05.19	Northwest Akron

**CHANGE OF CLASSIFICATION:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Walker, Monica	Public Service Assistant II FT FMLA w/o pay	08.06.19	Culture & AV
Williams, Tracy	Microbusiness Specialist FMLA w/o pay	07.18.19	Business & Government
Williams, Tracy	FMLA w/o pay	07.25.19	Business & Government
	Microbusiness Specialist	07.31.19	

**TRANSFER:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Leas, Sherilyn	Public Service Assistant II FT		Mogadore
	Public Service Assistant II FT	08.12.19	Maple Valley

**CHANGE OF STATUS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Harper, Demetrius	Security Officer FT		Security
	Security Officer PT	08.26.19	same
Simboli, Brittany	Public Service Assistant II PT		Mogadore
	Public Service Assistant II FT	08.12.19	Mogadore

**SEPARATION OF EMPLOYMENT**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hooks, Crystal	Public Services Assistant II FT OPERS Disability	06.01.19	Highland Square

**RETIREMENT: (Comments)**

**Sally Bailey**  
 12/03/66 – 12/06/71– Student Assistant  
 12/06/71 – Resigned  
 09/11/00 – 12/18/00 – PSA III FT, North Hill  
 12/19/00 – 12/31/19 – Early Childhood Librarian, North Hill  
 01/01/20 - Retirement

**Sylvia Thomas**

10/07/85 – 08/21/94 – Clerk Typist II, Technical Services

08/22/94 – 02/17/08 – Acquisitions Supervisor, Technical Services

02/18/08 – 09/30/19 – Acquisitions Specialist, Technical Services

10/01/19 - Retirement

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>08.22.17</u></b>	<b><u>08.15.18</u></b>	<b><u>08.16.19</u></b>
Full-Time Staff:	291	270	262	272	271
Part-time/Job-Share Staff:	68	54	49	47	49
Student Assistants:	86	73	75	75	76
Total number of Staff:	445	397	386	394	396
Full-Time Equivalents	339	307	297	310	307

**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. Weber moved, seconded by Ms. Neeley, to adopt the August 2019 Personnel Report. The roll call vote followed: Mrs. Darlington, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

19-73  
AUGUST 2019  
PERSONNEL REPORT

Ms. Hickson-Stevenson shared that this was the longest report to the board she has written thus far. She reported that she submitted the first LSTA grant application on behalf of the Library in years. LSTA grants require a 25% cash match of the total project cost. The Library is applying for an eTuk, a small electric three-wheeled motorcycle that looks like a very small truck and that would be used for outreach and for promoting the Library system. The vehicle’s top speed is 25 mph. Because of the distance limitations posed by the electric engine, it will be used around downtown Akron events at nearby branches to demonstrate the Library’s innovative efforts and its connection with the community. The Library’s application received letters of support from the City, the County, Downtown Akron Partnership, Akron Summit Convention & Visitors Bureau, and Congressman Ryan. Also expressing his support via a telephone conversation was Logan Jennings from Summit Sports and Social, David Jennings’ son. The application was submitted under the category of Outreach and Partnerships. Ms. Hickson-Stevenson expressed her thanks to the Administrative Team for their assistance with establishing the budget and with editing and proofreading the document. She commented that she is fortunate to work with such talented and committed staff.

EXECUTIVE  
DIRECTOR’S REPORT  
LSTA GRANT

Ms. Hickson-Stevenson informed the board members that the current balance in the Library Endowment Fund is \$35,661.24 with \$3,975.03 available for use. She also shared that the current balance in the levy campaign fund stands at \$31,569.14. Typically, a campaign the size that the Library campaign committee needs to run should have between \$100,000 and \$130,000 in the fund. She will be asking for suggestions on soliciting donations and asked the board to consider ways to do so and individuals to contact in order to increase the balance.

LIBRARY ENDOWMENT  
FUND & LEVY  
CAMPAIGN FUND

Mr. Rich read the report from the Personnel Committee.

PERSONNEL  
COMMITTEE REPORT

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**REPORT OF PERSONNEL COMMITTEE MEETING**  
**MAIN LIBRARY**  
**August 26, 2019**

*On Monday, August 26, 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 4:05 pm by Committee Chair Bill Rich. Also in attendance were Committee members Bernie Rochford, and Jim Casey. Library staff members Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, and Barb White also attended.*

*Mr. Rochford moved to adopt the agenda, and all committee members voted aye.*

*The next item on the agenda was an overview of recommended policy revisions. Committee members discussed substantive changes and suggested a number of style and grammar revisions. The committee took no action on the recommendations. Discussion about the policies will continue at the next committee meeting.*

*Mr. Rich then shared that he soon would work on completing the compilation of performance evaluations of the director and the fiscal officer and take the next steps in the process.*

*With no further business, the meeting was adjourned at 6:04 pm.*

*Pam Hickson-Stevenson*  
*Executive Director*

There was no request for public participation.

PUBLIC PARTICIPATION

Nothing was shared for the good of the order.

GOOD OF THE ORDER

Mr. Rich adjourned the meeting at 4:34 pm.

ADJOURNMENT

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President

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Secretary