

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 OCTOBER 29, 2020

NOTE: Due to the Coronavirus pandemic and the State of Ohio mass gathering limits, this meeting was held entirely on WebEx. Mr. Casey asked Mr. Rich to preside over the meeting.

Vice-President Bill Rich, called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:06 pm. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, Bernard Rochford, and Ray Weber. Jill Darlington and John Frola, Jr. were absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Stephanie Jolliff, Lisa Peercy, Carl Roxbury, and Barb White.

Mr. Weber moved, seconded by Ms. Neeley, to adopt the agenda The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, and Mr. Weber all voted aye. The motion carried. (Mr. Rochford was unable to vote because of technology problems.)

20-75  
AGENDA

Mr. Weber moved, seconded by Ms. Neeley, to adopt the minutes of the September 24, 2020 meeting. Ms. Hickson-Stevenson requested a correction in the section on the August Financial Report. The dollar amount for the flat rate that the Library pays the City of Akron for the parking deck agreement should be \$44,000, not \$55,000. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, and Mr. Weber all voted aye. The motion carried. (Mr. Rochford was unable to vote because of technology problems.)

20-76  
BOARD MINUTES

Mr. Casey stated he had no remarks other than his thanks for all the good work being done in these difficult times.

PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2020. Ms. Scarpitti stated that the Library had received \$475,000 from the CARES Act Grant Fund through the State of Ohio. The funding runs through the end of the year. She also said that the Library had received the final real estate settlement in September from Summit County. The expenses previously recorded in the COVID Supplies (Account 2212) have been reclassified to the CARES Act Fund 250.

FINANCIAL  
REPORT

Ms. Neeley moved, seconded by Mr. Weber, to accept the financial report for September 2020. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-77  
SEPTEMBER 2020  
FINANCIALS

Ms. Scarpitti stated that the donor report reflected the \$475,000 from the CARES Act, two other monetary donations and one material donation.

DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Weber, to accept the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-78  
DONOR/GIFT LIST  
ACCEPTED

Ms. Scarpitti presented the investment report for September 2020. She stated that the Library received \$2,637.04 in interest, 93% of which was credited to the General Fund.

INVESTMENT  
REPORT

[The investment report is appended to the minutes.]

Ms. Scarpitti requested approval of a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Fiscal Officer. In essence, this resolution states the Library needs the money and asks the County to levy the property tax.

RESOLUTION ON AMOUNTS AND RATES

Mr. Weber moved, seconded by Mr. Rochford, to approve the Resolution Accepting the Amounts and Rates. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-79 APPROVAL OF RESOLUTION ON AMOUNTS AND RATES

Lisa Peercy, Human Resources Director, presented the personnel report for October 2020. She stated that there was one change – to delete listing of Carrie Goldstein on the first page.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – October 2020**

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Moutry, Diamond	Student Assistant	9/10/2020	Odom
Carlton, Travis	System Support Technician	11/6/2020	Information Tech.

**SELECTIONS:**

Lucey, Brian	Off-Duty APD Officer	09/18/2020	Security
Malick, Jason	Off-Duty APD Officer	09/23/2020	Security
Peeples, Tracy	Security Officer	11/2/2020	Security
Samnang, Nan	Off-Duty APD Officer	09/22/2020	Security
Senior, Philip	Off-Duty APD Officer	09/19/2020	Security

**CHANGE OF CLASSIFICATION (STATUS):**

Bianchi, Michael	Branch Manager Emergency Paid Sick Leave	09/24/2020	Tallmadge
Bianchi, Michael	Emergency Paid Sick Leave Branch Manager	09/29/2020	Tallmadge
Bowen, Gerri	Librarian Emergency Paid Sick Leave	10/05/2020	Collection Dev.
Bowen, Gerri	Emergency Paid Sick Leave Librarian	10/05/2020	Collection Dev.
Carracher, Erin	Mobile Services Manager Emergency Paid Sick Leave	10/05/2020	Mobile Services
Carracher, Erin	Emergency Paid Sick Leave Mobile Services Manager	10/09/2020	Mobile Services
Collins, Ella	Student Assistant Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath

Collins, Ella	Emergency Paid Sick Leave Student Assistant	10/19/2020	Fairlawn-Bath
Ellis, Jessica	Librarian Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Ellis, Jessica	Emergency Paid Sick Leave Librarian	10/19/2020	Fairlawn-Bath
Goodwin, Sharon	Materials Processor Emergency Paid Sick Leave	10/13/2020	Technical Services
Gramse, Shannon	PSA II Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Gramse, Shannon	Emergency Paid Sick Leave PSA II	10/19/2020	Fairlawn-Bath
Hastings, Dominique	Payroll Supervisor Emergency Paid Sick Leave	09/29/2020	Business Office
Hastings, Dominique	Emergency Paid Sick Leave Payroll Supervisor	10/13/2020	Business Office
Howell, Jennifer	Emergency Paid Sick Leave Events Assistant	10/5/2020	Events
Howell, Joseph	Emergency Paid Sick Leave PSA II Floater	10/5/2020	Public Services
Huber, Angela	PSA II Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Huber, Angela	Emergency Paid Sick Leave PSA II	10/19/2020	Fairlawn-Bath
Hughes, John	Maintenance Supervisor Emergency Paid Sick Leave	10/9/2020	Facility Services
Huston, Susan	Librarian Emergency Paid Sick Leave	10/20/2020	Nordonia Hills
Krukemeyer, Abigail	Part-time PSA II Emergency Paid Sick Leave	10/3/2020	Maple Valley
Krukemeyer, Abigail	Emergency Paid Sick Leave Part-time PSA II	10/5/2020	Maple Valley
Labay, Ryan	PSA II Emergency Paid Sick Leave	10/5/2020	Northwest Akron
Labay, Ryan	Emergency Paid Sick Leave PSA II	10/8/2020	Northwest Akron
Leslie, Elise	Student Assistant Emergency Paid Sick Leave	10/5/2020	Fairlawn-Bath
Mahmood, Amna	Part-time PSA I Emergency Paid Sick Leave	09/28/2020	Circulation

Mahmood, Amna	Emergency Paid Sick Leave Part-time PSA I	09/30/2020	Circulation
McFalls, Laura	Early Childhood Specialist - PT Emergency Paid Sick Leave	10/5/2020	Youth Services
McFalls, Laura	Emergency Paid Sick Leave Early Childhood Specialist- PT	10/19/2020	Youth Services
Merryweather, Leland	Security Officer Suspension with Pay	10/2/2020	Security
Romig, Joshua	Librarian Emergency Paid Sick Leave	10/3/2020	Firestone Park
Romig, Joshua	Emergency Paid Sick Leave Librarian	10/5/2020	Firestone Park
Russ, Susan	Emergency Paid Sick Leave Youth Services Librarian	9/23/2020	Youth Services
Soto Cannata, Gabby	Student Assistant Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Soto Cannata, Gabby	Emergency Paid Sick Leave Student Assistant	10/19/2020	Fairlawn-Bath
Strode, Shawn	Security Officer Suspension with Pay	10/2/2020	Security
Teeter, Pamela	Librarian Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Teeter, Pamela	Emergency Paid Sick Leave Librarian	10/19/2020	Fairlawn-Bath
Testa, Roseann	PSA II Emergency Paid Sick Leave	10/12/2020	North Hill
Testa, Roseann	Emergency Paid Sick Leave PSA II	10/17/2020	North Hill
Wilcox, Mikkala	Student Assistant Emergency Paid Sick Leave	10/10/2020	Fairlawn-Bath
Wilcox, Mikkala	Emergency Paid Sick Leave Student Assistant	10/19/2020	Fairlawn-Bath
Yohn, Emily	PSA II Suspension with Pay	10/7/2020	Green

**RETIREMENTS:**

Altier, Maureen	Shelver	11/30/2020	Green
Hittie-Staley, Cherri	Librarian JS	11/30/2020	Green
McNeal, Michele	Librarian	11/30/2020	Science & Tech.

Altier, Maureen

11/10/2008 -- 04/12/2020 – Shelver, Green  
04/13/2020 -- Furloughed Due to COVID19  
07/20/2020 – 11/30/2020 - Return from Furlough to Shelver, Green  
12/01/2020 -- Retirement

Hittie-Staley, Cheri

08/20/2007 – 01/29/2012 – Shelver, History & Humanities  
01/30/2012 – 08/18/2013 – PSA II, Firestone Park  
08/19/2013 – 04/12/2020 – Early Childhood Librarian JS, Green  
04/03/2020 – Furloughed Due to COVID19  
06/29/2020 – 11/30/2020 – Return from Furlough to Early Childhood Librarian JS, Green  
12/01/2020 – Retirement

McNeal, Michele

06/24/1996 - 02/11/2001, Librarian II, JS, Science & Technology  
02/12/2001 - 12/16/2001, Web Specialist, ACORN  
12/17/2001 - 05/08/2011, Web Specialist, Electronic Services  
05/09/2011 - 12/30/2012, Web Specialist, Information Technology  
12/31/2012 – 04/12/2020- Librarian, Science & Technology  
04/13/2020 – Furloughed due to COVID19  
06/29/2020 - 11/30/2020 – Return from Furlough to Librarian, Science & Technology  
12/01/2020 – Retirement

**SEPARATION OF EMPLOYMENT:**  
**(Involuntary Separation)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Merryweather, Leland	Security Officer	10/7/2020	Security
Strode, Shawn	Security Officer	10/7/2020	Security
Yohn, Emily	PSA II PT	10/12/2020	Green

**NUMBER OF STAFF MEMBERS**

	<u>06.16.09</u>	<u>06.09.10</u>	<u>10.15.18</u>	<u>10.15.19</u>	<u>10.15.20</u>
Full-Time Staff:	291	270	272	275	254
80 Hrs. Non-Exempt					44
75 Hrs. Non-Exempt					210
Part-time/Job-Share Staff:	68	54	46	45	44
Student Assistants:	86	73	77	76	56
Total number of Staff:	445	397	395	396	354
Full-Time Equivalents	339	307	307	308	283.8

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 Personnel Report with the requested change. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-80  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson presented the Eighth Quarterly Update on the Strategic Plan, thanking the Board for their patience during the pandemic. She reviewed progress in the five strategic priorities of Culture and Human Capital; Marketing; Operational Excellence; Collections, Programs and Services; and Outreach and Community Engagement.

EXECUTIVE  
DIRECTOR'S  
REPORT

Ms. Hickson-Stevenson then requested that the Board approve the percentage of the Public Library Fund (PLF) allocation determined by the Blasingame formula, which has been in use for decades. All of the public library boards in the county are asked annually to accept the percentage so that the money sent to Summit County from the PLF can be distributed.

Mr. Rochford moved to accept the percentage of 65.16473 for 2021 as stated. Mr. Weber seconded. The roll call vote followed: Mr. Casey, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-81  
ACCEPTANCE OF  
PLF ALLOCATION  
PERCENTAGE

The Finance Committee report was read by Ms. Hickson-Stevenson.

**REPORT OF FINANCE COMMITTEE MEETING  
OCTOBER 26, 2020**

*The Finance Committee of the Akron-Summit County Public Library Board of Trustees met on Monday, October 26, 2020 via WebEx. The meeting was called to order at 4:06 pm by Committee Chair John Frola, Jr. Board members Angie Neeley, Bill Rich, and Bernie Rochford were present. Library staff members Pam Hickson-Stevenson, Michelle Scarpitti, and Barb White also attended.*

FINANCE  
COMMITTEE  
REPORT

*Because there was not a quorum of committee members, Mr. Rich advised the group to follow the agenda but not adopt it. At 4:09 pm Committee members Jill Darlington and Ray Weber joined the meeting, establishing a quorum.*

*Ms. Hickson-Stevenson suggested using the financial projections as the starting point for discussion. She then asked Ms. Scarpitti to provide an overview of the projections because Ms. Scarpitti crafted the projections with input from Ms. Hickson-Stevenson.*

*Ms. Scarpitti presented a high level view of revenues and expenses. The figures for 2018 and 2019 were actuals while the figure for 2020 was an expectation based on 75% of the year's actuals. The numbers for 2021 through 2024 were based on the certified revenue estimates and several assumptions including: the PLF revenue remaining the same; salaries increasing with a 1% COLA and a 1.5% step increase; a 0.5% increase in materials expenditures; and annual transfers of \$1 million into a capital fund.*

*Ms. Scarpitti also provided numbers for what the Library's revenue might be when considering a levy renewal vs. a levy replacement, which were based on estimates from the Summit County Fiscal Office. She and Ms. Hickson-Stevenson explained that a replacement typically brings in more revenue because the millage is reset to take into account the most recent property valuations in the Library's service area. A renewal may bring in slightly more because of taxes on new construction. A renewal also keeps intact the rollback exemption on the 1.4 mills*

*of the Library's levy for the taxpayers. The 0.5 mills portion of the levy is not eligible for the exemption because voters approved it after the August 2013 election. A replacement of the Library's levy would mean that none of the total 1.9 mills is eligible for the rollback exemption for the homeowner. The money the Library currently gets from the state would be coming directly from the taxpayer.*

*Mr. Frola asked a number of questions about the numbers and questioned how the rollback functions. He asked if the rollback exemption dollars would be lost to the Library or if taxpayers would pay those amounts.*

*Ms. Scarpitti will request additional information from the County Fiscal Office to gain a greater understanding of the impact on taxpayers and on the Library.*

*Mr. Frola then asked for the record, what portion does the Library get from the state? Ms. Scarpitti replied that internally the rollback funds are distinguished by showing about 11% of the county's estimate in the Intergovernmental line item. That is the amount the Library currently receives from the state. If the Library asks for and receives a replacement levy, all of those funds would come from the taxpayer and get credited to the Real Estate Taxes line item.*

*Mr. Frola next asked why the replacement would net \$1.8 million more? Ms. Scarpitti explained that a replacement levy is based on the most recent property valuations. He then asked for clarification on who pays the \$1.8 million. Ms. Scarpitti replied that it would not be in intergovernmental funds from the state but from property tax payments that the property owners would pay. Mr. Frola stated that if that was the case, the Library would collect 12.5% more from homeowners plus the increase in valuation.*

*Mr. Frola said it will be more helpful with the right numbers. Ms. Scarpitti stated that the numbers she used were provided by the County Fiscal Office. He then asked what part of the current Library levy would be renewed. She stated that a renewal and a replacement would be for 1.9.*

*Mr. Frola also asked about a capital levy. He stated the Board needs to determine the best path forward. Both Ms. Scarpitti and Ms. Hickson-Stevenson reminded the Board members that establishing a capital fund was discussed at the Board Retreat in January. Ms. Scarpitti stated that the concern with a capital or permanent improvement levy is that it locks the Library into using the money only for those purposes. She also stated that as of December 1 the 0.7 mill bond issue will be paid off and will come off the tax duplicate for property owners. Mr. Weber asked how much the 0.7 mills would cost per \$100,000 valuation. Ms. Scarpitti estimated that it would be \$9-\$10/half.*

*Based on questions asked at previous meetings, Ms. Scarpitti drew attention to a table that lists revenue vs. expenses by year. It shows the years when there was deficit spending within a year.*

*Mr. Frola asked if there was any more discussion and confirmed that the committee was not taking action at this time. Ms. Hickson-Stevenson said that the consulting group from Roetzel has analyzed dates and timelines and that while it*

*will be a bit tight, there is time, and it makes sense, to delay the final decision regarding the levy until the survey is done.*

*Mr. Frola then asked for information on the effect on the homeowner with different scenarios. Ms. Hickson-Stevenson suggested also considering a shorter timeframe for this levy renewal so that the Library could consider another renewal or replacement sooner rather than later.*

*There were no other comments.*

*Mr. Frola stated this was a great starting point and adjourned the meeting at 4:49pm.*

*Pam Hickson-Stevenson  
Executive Director*

The report was received by the Board with no action needed.

Mr. Rich asked for any new business; there was none.

There was no report from the Administrative Team.

Public participation is currently not available during virtual meetings, and there were no remarks for the good of the order.

With no further business, Mr. Rich declared the meeting adjourned at 4:37 pm. ADJOURNMENT

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President

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Secretary