

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
DECEMBER 10, 2020

NOTE: Due to the Coronavirus pandemic and the State of Ohio mass gathering limits, this meeting was held entirely on Zoom.

President James Casey called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, William Rich, and Bernard Rochford. Ray Weber was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Percy, Pam Plumley, Carl Roxbury, and Barb White. Guests were Jason Dodson and Galen Schuerlein of Roetzel & Andress and Rick Krochka of Triad.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-82
AGENDA

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the October 29, 2020 meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-83
OCTOBER BOARD MINUTES

Mr. Casey had no remarks. PRESIDENT'S REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for October 2020. Ms. Scarpitti stated that the Library had received the second half Real Estate Homestead and Rollback payment and the payment for the sale of the Ellet easement. She corrected the executive summary, saying it should have stated October instead of September. The Library is supposed to receive a refund check for \$322,000 from the Department of Job and Family Services for unemployment payments. FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial report for October 2020. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-84
OCTOBER 2020 FINANCIALS

Ms. Scarpitti stated that there were \$656 in monetary donations for the month, and there were no other donations. DONOR/GIFT LIST

Mr. Rochford moved, seconded by Mr. Rich, to accept the donations with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 20-85
DONOR/GIFT LIST ACCEPTED

Ms. Scarpitti presented the investment report for October 2020. The Library earned \$1,850.07 in interest; 92% of the interest was credited to the general fund.

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested approval of a budget adjustment to reduce appropriations in order to be within the County’s most recent estimate of the Bond Retirement Fund #301.

20-86
BUDGET
ADJUSTMENT

Mr. Frola moved, seconded by Ms. Neeley, to approve the adjustment of \$95,966 to Fund #301. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

Ms. Hickson-Stevenson stated that the next two items on the agenda should be under the Finance Committee report. The Committee meeting was not scheduled until after the Board packets were sent. At the time the agenda was created there was not a Finance Committee meeting scheduled. The Board agreed to move the two items to the Finance Committee report.

Ms. Peercy, Human Resources Director, presented the personnel report for November and December 2020. She stated that the report did not include Emergency Paid Sick Leave due to a shortage of staff in Human Resources. Ms. Peercy said that this will be updated in the January report.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – November/December 2020

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chris, Sylvia	Early Childhood Librarian	12/17/2020	Firestone
DeLuca, Alex	Student Assistant	01/02/2021	Goodyear
Ellinger, Kathleen	Early Childhood Librarian	12/12/2020	Northwest Akron
Gachett, Jerry	Off-Duty APD Officer	10/27/2020	Security
McCann, Mary	Student Assistant	11/12/2020	Kenmore
McManus, Hannah	Student Assistant	12/15/2020	Goodyear
Minson, Gabrielle	Student Assistant	11/21/2020	Ellet
Nicholson, Carmella	Sub Public Service Assistant	08/17/2020	Subs
Sutton, Anthony	Off-Duty APD Officer	04/17/2020	Security
Whetstone, Noah	Student Assistant	11/14/2020	Mogadore

SELECTIONS:

Corrigan, Jo Ellen	Marketing Assistant	12/21/2020	Mktg. & Comm.
Miller, Robert	Off-Duty APD Officer	11/05/2020	Security
Neumann, Patrick	Off-Duty APD Officer	10/23/2020	Security
Vansickle, Samuel	Student Assistant	11/09/2020	Green
Walker, Philana	Systems Support Specialist	12/21/2020	Information Technology

CHANGE OF CLASSIFICATION (STATUS):

McGuinness, Kayla	Part-Time Public Service Assistant Full-Time Public Service Assistant	12/07/2020	Tallmadge Green
Reedy, Brandie	Job-Share Early Childhood Librarian Full-Time Early Childhood Librarian	11/30/2020	Green Same

PROMOTIONS:

Brown, Brandon	Security Officer (4/11 - \$14.58/hr.) Systems Security Specialist (14/1 - \$25.80/hr.)	12/02/2020	Security Security
Carney, Lucy	Early Childhood Librarian (11/1 - \$20.36/hr.) Division Manager (15/1 - \$28.63)	12/07/2020	North Hill Children's/Teen
Jolliff, Stephanie	Librarian (11/7 - \$22.27/hr.) Division Manager (15/1 - \$28.63/hr.)	11/09/2020	Science & Technology Culture & AV
Mitchell, Natalie	Student Assistant (1/6 - \$9.37/hr.) Substitute Public Service Assistant I (6/1 - \$13.72/hr.)	11/13/2020	Highland Square Public Services

JOB ABANDONMENT:

Pickett, Tracie	Public Service Assistant II	11/20/2020	Kenmore
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RETIREMENTS:

Bell, Sally	Public Service Assistant II	12/04/2020	Circulation
Nikola, Kelli	Librarian	11/07/2020	Science & Technology

Bell, Sally

06/03/2002 – 11/29/2012 – PSA PT, Circulation
12/03/2012 – 12/04/2020 -- PSA II FT, Circulation
12/05/2020 -- Retirement

Nikola, Kelli

10/21/1985 -- 01/31/1988 – Student Assistant, Northwest
02/01/1988 -- 05/30/1993 – Librarian Assistant JS, Green
05/31/1993 -- 12/20/1997 – Librarian Assistant, Fairlawn-Bath
12/21/1997 -- 12/19/1999 -- PSA, Fairlawn-Bath
12/20/1999 -- 10/21/2001 -- PSA Job-Share, Fairlawn-Bath
10/22/2001 – 04/29/2007 – PSA Job-Share, Ellet
04/30/2007 – 12/23/2007 – Sr. PSA Job-Share, Fairlawn-Bath
12/24/2007 – 05/06/2012 -- Librarian Job-Share, Fairlawn-Bath
05/07/2012 – 11/07/2020 – Adult Librarian, Science & Technology
11/08/2020 -- Retirement

NUMBER OF STAFF MEMBERS

	06.16.09	06.09.10	12.05.18	12.04.19	11.30.20
Full-Time Staff:	291	270	276	270	249
80 Hrs. Non-Exempt					43
75 Hrs. Non-Exempt					206
Part-time/Job-Share Staff:	68	54	46	48	41
Student Assistants:	86	73	76	82	53
Total number of Staff:	445	397	398	400	343
Full-Time Equivalents	339	307	309	307	276

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. Rich moved, seconded by Ms. Neeley, to adopt the Personnel Report. 20-87
 The roll call vote followed: Mr. Casey, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. PERSONNEL
 Rochford all voted aye. Mrs. Darlington abstained. The motion carried. REPORT ADOPTED

Ms. Hickson-Stevenson recommended closing the Library system on CLOSURE OF
 Saturday, December 26 and Saturday, January 2. She explained her concern with LIBRARY ON
 the ability to staff the Library system on those days. Mr. Rich said he thought the DEC. 26, 2020 &
 Executive Director had the ability to close at her discretion. The Board members JAN. 2, 2021
 agreed that it was a good idea. Mrs. Darlington said it was good that it would be
 during a school break when students won't need resources. She stated that the
 record would show the subject had been discussed.

*AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 REPORT OF FINANCE COMMITTEE MEETING
 Virtual Meeting Held via WebEx
 December 10, 2020*

FINANCE
 COMMITTEE
 MEETING REPORT

Ms. Hickson-Stevenson reported on the meeting. On Thursday, December 10, 2020, the Finance Committee met via Zoom. Committee Chair John Frola, Jr., called the meeting to order at 3:09 pm. Also in attendance was Committee member James Casey. Library trustees Angela Neeley and Bernie Rochford were also in attendance. Library staff members Michelle Scarpitti, Pam Hickson-Stevenson, Barbara White, Lisa Peercy, and Andrea Cowgar also attended.

Mr. Casey moved to adopt the agenda, seconded by Mr. Frola, and all committee members present voted aye.

Discussion moved to the 2021 Temporary Budget Proposal. Mr. Frola asked several questions regarding the numbers, including the cost of a 1% pay increase and the cost of a possible step increase later in the year. There also was discussion about providing a higher level of financial report with additional focus on variances of actual to budget.

Mr. Frola moved, seconded by Mr. Casey, to recommend adoption of the 2021 Temporary Budget and approval of the 2021 Temporary Appropriations, including a 1% pay increase to the pay scale in the first pay in January 2021 and a possible step increase for eligible employees in June 2021. This comes as a recommendation to the Board.

Mr. Frola then noted that another expenditure in the temporary budget is hiring replacement staff. He also noted the plan to set aside money in the Building Fund and to create a Vehicle Replacement Fund.

Mr. Frola continued by stating the although the pandemic is not over, there is a light at the end of the tunnel. The Committee is recommending a 1% cost of living increase in January, and will consider coming back to the Board in May with 1.5% step increase to be effective in June. It is hoped there will be a clearer understanding of the Library's finances and the status of the pandemic at that time.

Mr. Frola also thanked Michelle and Pam for all the effort they put into preparing this budget. He commented it was the most robust discussion that has happened in a while.

With no further business, the Finance Committee meeting adjourned at 3.55 pm.

The roll call vote to recommend adoption of the 2021 Temporary Budget and approval of the 2021 Temporary Appropriations, including a 1% pay increase to the pay scale in the first pay in January 2021 and a possible step increase for eligible employees in June 2021 followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, and Mr. Rochford all voted aye. The motion carried.

20-87
2021 TEMPORARY
BUDGET AND 2021
APPROPRIATIONS
ADOPTED

Mr. Casey asked for new business.

Ms. Hickson-Stevenson stated that draft resolutions seeking certification of available tax funds were in the packet. She asked Jason Dodson and Galen Schuerlein, levy consultants with Roetzel and Andress, to present information about the pre-levy survey of registered Summit County voters and about the certification requests.

Mr. Dodson explained that a PowerPoint presentation about the research that has been conducted will be given at special Board meeting scheduled for the following week. The plan is to provide information to the Board members that will assist them in determining how to proceed with the Library's operating levy.

In the interim, Mr. Dodson stated that Ms. Schuerlein and he have interviewed a number of community leaders. In addition, a survey has been conducted by CMOR, which has covered a cross section of registered voters in the Library's service area. Also, there will be an online survey available for people to complete.

Mr. Dodson reported that the interviews of community leaders revealed that they have a very high opinion of the Library and that they see the value of the Library. The positive view of the Library, however, is not translating into support for additional money for the Library. The primary reasons for that lack of support for additional funding are the uncertain economy and the COVID-19 pandemic. He advised that before asking for additional funds, the Library would need to launch an aggressive information and marketing campaign that would communicate about the Library's innovation and would highlight the Library as a community resource for the 21st century.

The preliminary survey results show that more than 75% of respondents rated the Library as either excellent or good. That percentage is reflected in the number of respondents who would support a renewal. Unfortunately, those high

opinions do not translate to support for additional funding. Running a levy campaign for a replacement or additional millage will cost more than it would for a renewal. And it would be harder to raise money at this time.

Ms. Schuerlein stated that the last part of the process will be to engage people through an online survey. The questions mirror the telephone survey questions. The Library will share the link. The results will reflect public impressions rather than a statistically accurate survey, particularly because those who are most likely to complete it are already Library supporters.

Mr. Dodson explained that the Board ideally should adopt both certification resolutions, one for a renewal and one for a replacement. By sending both to the Summit County Fiscal Office, the Board will have a better understanding of how much money each type of levy would generate. The millage of both a renewal and replacement would be the same but a replacement levy would cost property owners more. Once the certifications are provided, the Board will need to adopt a resolution before the end of December requesting the County place a levy on the ballot.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the resolution seeking certification of funds for a renewal levy and to submit it to the Summit County Fiscal Office. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, and Mr. Rochford all voted aye. The motion carried.

20-88
RENEWAL LEVY
CERTIFICATION
RESOLUTION
ADOPTED

Mr. Rochford moved, seconded by Mr. Frola, to adopt the resolution seeking certification of funds for a replacement levy and to submit it to the Summit County Fiscal Office. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, and Mr. Rochford all voted aye. The motion carried.

20-89
REPLACEMENT
LEVY
CERTIFICATION
RESOLUTION
ADOPTED

There are no requests for public participation being taken during virtual sessions.

Mr. Rochford congratulated the staff on the recent *Library Journal* star rating that was announced.

With no further action needed, the meeting was adjourned at 4:58 PM.

President

Secretary