

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 MARCH 26, 2020
 VIRTUAL MEETING

NOTE: Due to the Coronavirus pandemic and the State of Ohio stay at home order, this meeting was held entirely online via 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 4:09 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, William Rich, Bernard Rochford, and Ray Weber. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Gina Angle, Carrie Burrier, Carla Davis, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Lisa Percy, Pam Plumley, Carl Roxbury, Valerie Sherman, Robyn Shondel, and Barb White.

Mr. Casey moved, seconded by Mr. Weber, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-24
 AGENDA

Adoption of previous minutes was postponed. PREVIOUS
 MINUTES

Mr. Casey stated he had no comments at this time, other than to thank everyone for their cooperation during this process. He remarked that together we will get through it. PRESIDENT'S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for February 2020. The Library's main revenue in February was from advances on the first half real estate tax distribution and the e-rate reimbursement for the 2018-2019 funding year.

Mr. Rochford moved, seconded by Mrs. Darlington, to adopt the financial report for February 2020. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-25
 FEBRUARY
 FINANCIALS

Ms. Scarpitti presented the donor/gift list for February. The Library received \$50 in monetary donations. There were approximately two pages of material donations.

Mr. Rochford moved, seconded by Mr. Weber, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 20-26
 FEBRUARY
 DONOR LIST

Ms. Scarpitti presented the investment report for February 2020. She stated that the total interest earned was \$11,748.46, with approximately 20% of that going to the General Fund. There were also 2 CDs that had semi-annual interest paid on them at this time.

[The investment reports are appended to the minutes.]

Adoption of the personnel report was postponed.

PERSONNEL
REPORT

EXECUTIVE
DIRECTOR'S
REPORT

Ms. Hickson-Stevenson stated that her report would be brief. She commented that members of Library staff were working diligently to keep the community connected to the Library. She shared videos that are on the Facebook page and gave kudos to the children's librarians for the work they have done recording story times from their homes. She thanked the teen and adult librarians and public service assistants for their work. She also thanked Tim Hite, Digital Marketing Specialist, for all his work and Carla Davis, Marketing Communications Director, for her support.

Ms. Hickson-Stevenson reported on three main areas of engagement. Facebook was the primary area over the past 7 days, with a post reach of 81,000 by 1:00 pm today. There were 21,000 engagements and a 100% response rate. The average response was 1 hour, 8 minutes, allowing Tim time to reach out to other staff for answers if necessary. Mr. Rich commented that the videos were very impressive and highly recommended them. Ms. Hickson-Stevenson reported that the Library's tweets via Twitter earned more than 110,000 impressions over 10 days.

There were no Board committee reports.

BOARD REPORTS

Ms. Scarpitti presented the 2020 permanent appropriations budget. The first page of the revenue worksheet shows the temporary estimated revenue. These were the appropriations developed prior to the current situation. The Governor asked for 20% cuts from his cabinet members for their departmental budgets. She and Ms. Hickson-Stevenson went back through the budget and made adjustments.

NEW BUSINESS

She shared the spreadsheet with the current final draft of the budget. This includes the \$6.5 million unencumbered carryover and the \$26 million in revenue, which comes to \$33 million total. Increases include costs for health and dental insurance. Worker's compensation reflects a decrease. An additional expense includes \$7,800 for cyber liability in the Library's general liability insurance package. Other expenditure cuts are reflected in programming, materials, equipment, and building maintenance. The staff is researching the possibility of using the Knowles fund to cover building work. These numbers match the revenue sheet. The debt service fund is based on what the county gives us. The worksheets detail the plan. Grants do have restrictions on use. Ms. Hickson-Stevenson stated that in addition to the listed reductions, she was enacting a hiring freeze except for the most vital positions. Ms. Scarpitti commented that information was changing daily and that she was hoping to present the worst case scenario. The budget can be adjusted if the revenues come in higher.

Ms. Hickson-Stevenson apologized for not requesting that an item of new business be added to the agenda during adoption of the agenda. She reported that she needed to ask the Board to approve going out to bid for the Mogadore Branch parking lot project.

Mr. Rochford stated that while the outreach to the community is wonderful, salaries account for 70% of the budget. He remarked that while he was sure some of the staff truly were working from home, he also was sure there were others with no work that could be done from home. He feels the Library will be shut down at least through April, with at least another month to ramp up for returning to service. He suggested furloughing employees who are not able to work from home through no fault of their own.

Ms. Hickson-Stevenson said that Ms. Percy is reaching out to other HR directors in libraries and other sub-divisions of state government and compiling information to discuss. Particularly for this meeting and any Board action, there is not yet enough information. The Library is scheduled to be closed at least until April 6. She suggested the Board not make a decision tonight, but to consider this type of action in the future. She reported Dr. Acton's belief that the surge would last through May but could continue for eighteen months. There could be periods of reprieve/retreat when the Library could reopen, where staff could be working abbreviated time periods or could be off entirely. Ms. Hickson-Stevenson stated that staff also have accrued benefit time that could be considered.

Ms. Hickson-Stevenson also reported that the OLC has engaged Howard Fleeter, an economist specializing in Public Finance, to discuss the impact of the pandemic on Ohio's Public Library Fund.

Mr. Weber commented that the Board needs to be a good steward of the public's money. He also pointed out that government is working to help furloughed and laid off employees. He suggested this option was something to look at seriously as an option.

Mr. Rochford stated the personnel line had increased due to increases in salary. He suggested that nothing needed to be decided at this meeting but that it needs to be considered.

Mr. Frola agreed with Mr. Rochford and remarked that the Library still has to run the system even if buildings are not open. He stated that a decision wouldn't need to be made at this meeting but would need to be made soon such as by tomorrow or Monday.

Mr. Rich stated three points:

- 1) The county is paying all employees, some on administrative leave and even non-essential ones. The Library is in step with the county.
- 2) There is a timing question. He is not disagreeing on the need but on the timing. He is hearing suggestions ranging from tomorrow to a few weeks.
- 3) The adoption of the permanent appropriations needs to happen today. The appropriations can be amended at a later date.

Mr. Casey said he appreciated all of the candid remarks. He asked how much time would be needed to allow for consulting outside counsel, gathering more information, and preparing groundwork for action. He also stated that

people earning \$56,000 or less will receive unemployment pay on par with their salaries because of additional federal funding.

Ms. Hickson-Stevenson said she does not believe it is a Monday or Tuesday decision. It has to be worked through carefully and properly and with the Library's attorney. The previously mentioned economist's first report will not be available until the first week of April. She also stated she has a conference call scheduled with the OLC Executive Director and other metro library directors. There are a variety of options being discussed, including administrative emergency leave. The team will take another hard look at the budget.

Ms. Neeley stated that there was a 1.5% performance step increase slated for April. She commented that circumstances have changed and the optics could be negative. She wondered if that increase could be delayed. Ms. Scarpitti said that it was already programmed to be in the pay coming on April 2.

Mr. Rochford wondered if the Personnel Committee could meet in a week, maybe Monday, April 6. He suggested continuing with the salary increase as planned at this late date, but also determining who needs to be working and who does not.

Mr. Casey asked if it should be a small group or the whole Board. Mr. Rich replied that the whole Board is invited to attend Board Committee meetings. Mr. Casey also asked how the budget can be amended given the lack of certainty and information and when the budget had to be submitted. Ms. Scarpitti answered that the required submission deadline was the end of March. If the Library misses the deadline, the audit for the year would include a citation for missing a legally required deadline.

Mr. Rich stated that a date for a Personnel Committee meeting should be scheduled, but the purpose of the presentation of the budget document was to adopt the 2020 Permanent Appropriations, which can be amended later.

Mr. Rochford moved to adopt, seconded by Mr. Weber, the 2020 Permanent Appropriations as submitted. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20- 27
ADOPTION OF 2020
PERMANENT
BUDGET

Mr. Rich asked for any additional new business. Ms. Hickson-Stevenson stated that she had a bid document to present to the Board for repair/replacement of the Mogadore Branch parking lot.

Mr. Roxbury shared that the Mogadore parking lot is one of the smaller lots in the Library system. He is comfortable with the number; a 10% contingency was added to the total.

The question was raised as to whether it could be completed by May 1. Ms. Hickson-Stevenson stated that it would have to be published in the newspaper to go out to bid for two weeks, the bids would then have to be reviewed then presented to the Board for approval. Mr. Rich stated that another video conference could be held. Mr. Roxbury said it would probably be the end of April before the bid would be ready to present.

Mr. Rochford moved to approve, seconded by Mrs. Darlington, the request for bids for the repair and replacement of the Mogadore Branch parking lot. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

20-28
APPROVAL TO BID
FOR REPAIR OF
MOGADORE
BRANCH PARKING
LOT

Ms. Hickson-Stevenson stated she would e-mail the bid documents to the Board members to add to their collection.

There was no public participation.

PUBLIC
PARTICIPATION

Mr. Rochford thanked the staff for all their work in a difficult time.

FOR THE GOOD OF
THE ORDER

There being no further business, Mr. Rich adjourned the regular meeting at 5:25 pm.

ADJOURNMENT

President

Secretary