

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 OCTOBER 28, 2021  
 LOLITA K. ADAIR BOARD ROOM, MAIN LIBRARY

Vice President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library in the Lolita K. Adair Boardroom of Main Library to order at 4:08 pm. The following members of the Board answered the roll call: James Casey, John Frola, Jill Darlington, Angela Neeley, William Rich, and Ray Weber. Bernie Rochford was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Ryan McCoy, Heather Otto, Melissa Peeples, Pam Plumley, Peter Schantz, Val Sherman, and Barb White.

Mr. Rich moved, seconded by Mr. Weber, to adopt the October 28, 2021 agenda. The motion was adopted without dissent. 21-91  
 AGENDA

Mr. Rich moved, seconded by Mr. Frola, to adopt the minutes of the September 30, 2021 regular Board meeting as distributed. The motion was adopted without dissent. 21-92  
 SEPTEMBER 2021  
 REGULAR BOARD  
 MINUTES

Ms. Neeley gave her congratulations to Pamela Hickson-Stevenson on receiving her fifteen-year service award. VICE  
 PRESIDENT’S  
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2021. The Library received the second half and final distribution from the real estate tax advance from Summit County. The main revenue for the rest of the year will be from the PLF. September’s PLF receipts were at 95% of the Library’s internal 2021 estimate. Ms. Scarpitti transferred internal funds to cover election fees, as they were \$77,000 higher than estimated. FINANCIAL  
 REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for September 2021. The motion was adopted without dissent. 21-93  
 SEPTEMBER 2021  
 FINANCIAL  
 REPORT

Ms. Scarpitti presented the donor/gift list for September/October 2021. The Library received \$541.43 in monetary donations and approximately one page of other donations. DONOR/GIFT LIST

Mr. Rich moved, seconded by Mrs. Darlington, acceptance with great appreciation of the donations and gifts. The motion was adopted without dissent. 21-94  
 DONATIONS/  
 GIFTS

Ms. Scarpitti presented the investment report for September 2021. She stated that funds from Huntington were transferred to Star Ohio to earn more than in the checking account. The interest earned in August was \$1,078.66, with 89% of the total credited to the General Fund. She also explained that the FDIC coverage of Star Ohio was via an investment pool. Star Ohio must maintain an AAAM rating in Standard & Poors, the highest safety rating there is, and is valued at \$18.5 billion. INVESTMENT  
 REPORT

[The investment report is appended to the minutes.]

Ms. Scarpitti next requested that the Board adopt the Resolution Accepting the Amounts and Rates for the fiscal year commencing January 1, 2022.

Mr. Rich moved, seconded by Mr. Frola, to adopt the 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 for 2022. The motion was adopted without dissent.

21-95  
ADOPTION OF  
RESOLUTION ON  
AMOUNTS AND  
RATES

Ms. Otto presented the personnel report for October 2021 and highlighted two changes in the report regarding the two retirees' dates of service. The Board gave their regards and thanks to the retirees.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report –October 2021**

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Bell, Mikayla	Student Assistant	9/29/2021	Nordonia Hills
Hardy-Butler, Kiana	Adult Services Librarian	10/29/2021	BG & S
Riddle, Marissa	Student Assistant	10/19/2021	Mogadore

**SELECTIONS:**

Berry, Allison	Public Service Assistant II Part-Time	10/11/2021	Highland Square
Johnston, James	Security Officer	10/11/2021	Security
Munro, Morgan	Student Assistant	10/25/2021	Firestone Park
Otto, Annabelle	Student Assistant	10/28/2021	Children's Library & Teen
Wagner, Jack	Security Officer	10/11/2021	Security
Walsh, Anne	Public Service Assistant II Job-Share	10/25/2021	North Hill

**PROMOTIONS:**

Zachary Bair	Shelver		BG & S
	Public Service Assistant II Full-Time	10/25/2021	Mobile Services

**CHANGE OF CLASSIFICATION (STATUS):**

Blake, Ashton	Public Service Assistant II		Electronic Services
	TechZone Assistant	10/11/2021	Electronic Services
Brewer, Wyatt	Public Service Assistant II		Electronic Services
	TechZone Assistant	10/11/2021	Electronic Services
Cargill, Corey	Public Service Assistant II		Electronic Services
	TechZone Assistant	10/11/2021	Electronic Services
Hughes, John	Maintenance Supervisor		Facility Services
	Maintenance Specialist	10/1/2021	Facility Services
Tobias, Rachel	Intermediate Teen Librarian		Odom
	Intermediate Teen Librarian	10/14/2021	Northwest Akron
Vazquez, Brittany	Public Service Assistant II Part-Time		Circulation
	Public Service Assistant II Full-Time	10/11/2021	Circulation
Wells, Caitlin	Public Service Assistant II		Electronic Services
	TechZone Assistant	10/11/2021	Electronic Services
Yontz, Carly	Public Service Assistant II		Electronic Services
	TechZone Assistant	10/11/2021	Electronic Services

**RETIREMENTS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Antognoli-Weiser, Lisa	Branch Manager	12/31/2021	North Hill
Whitaker, Barbara	Early Childhood Librarian	1/31/2022	Odom

**Lisa Antognoli-Weiser**

09/20/1976 – 06/23/1979 – Student Assistant – Main Children’s Room  
 05/17/1993 – 10/29/1995 – Librarian II – Portage Lakes  
 10/30/1995 – 12/20/1997 – Librarian III (Adult) – North  
 12/21/1997 – 12/31/2021 – Branch Manager – North (title change only)  
 12/31/2021 – Retirement

**Barbara Whitaker**

01/14/2002 – 09/05/2004 – Shelver - Children’s Room  
 09/06/2004 – 12/24/2005 – Sr. PSA – Mobile Services  
 12/25/2005 – 09/27/2009 – Librarian Children’s – Mobile Services  
 09/28/2009 – 01/31/2022 – Early Childhood Librarian – Odom  
 1/31/2022 – Retirement

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>10.15.19</u></b>	<b><u>10.15.20</u></b>	<b><u>10.15.21</u></b>
Full-Time Staff:	291	270	275	254	252
80 Hrs. Exempt				44	43
75 Hrs. Non-Exempt				210	209
Part-time/Job-Share Staff:	68	54	45	44	40
Student Assistants:	86	73	76	56	38
Total number of Staff:	445	397	396	354	330
Full-Time Equivalents	339	307	308	284	274

**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 Mr. Casey, to adopt the October personnel report with the changes as noted. The motion was adopted without dissent. 21-96 PERSONNEL REPORT

Ms. Hickson-Stevenson stated that the quarterly strategic plan update provided in her written report was fairly lengthy. She highlighted progress on the Culture and Human Capital priority including a salary and classification study and the staff capacity and capabilities assessment and a new performance evaluation tool. Regarding the Marketing priority, she reported that during September the Library introduced new library cards and advertised them on digital billboards. For the priority of Operational Excellence, the Facilities Services Department is creating a facility maintenance and needs plan. She also highlighted that Main Library staff have studied rearrangement options; this goal is now at the point of needing professional assistance. Efforts to identify better programming practices and to seek additional collaboration and improvements to efficiency are underway. EXECUTIVE DIRECTOR’S REPORT  
 QUARTERLY STRATEGIC PLAN UPDATE

Ms. Hickson-Stevenson next reported on the annual Summit County Trustees Council meeting, which was held virtually on October 14. The group, made up of a trustee representative from each Summit County public library along

with an assortment of library directors and fiscal officers, met to discuss the distribution of the PLF in Summit County. Randy Bergdorf of the Peninsula Library reported that all of the 2020 census information is not yet available and that there is a precedent of using the 2000 figures for 2011 due to issues with the 2010 census. The Library's percentage for 2022 will be 64.71717, and Ms. Hickson-Stevenson asked the Board to approve this figure, which is based on the Blasingame Formula that has been used in Summit County for decades.

Mr. Rich moved, seconded by Mr. Weber, to approve the Council Formula percentage for 2022. The motion was adopted without dissent.

Mr. Casey asked why the Library's share of the PLF had dropped. Ms. Hickson-Stevenson responded that the 2020 initial pandemic closure was part of the decline because the Library opened later than some of the other Summit County libraries. The Library also had several additional closures due to illness that caused staff shortages. Downtown construction also affected Library use at Main Library. Mr. Weber asked if there was any possibility of changing the Blasingame Formula. Ms. Hickson-Stevenson stated there may be a chance in the future as traditional use of libraries changes and there is a greater need to measure different uses of public libraries.

Board members agreed to include the following report in the Board minutes as if it were read at the meeting.

***Buildings & Grounds Committee Meeting  
Monday, October 7, 2021 4:30 pm***

*The Buildings and Grounds Committee met at Akron Energy Systems, 226 Opportunity Parkway, Akron, on Monday, October 7, 2021.*

*After a group tour of the AES facility, Committee Chair Ray Weber called the meeting to order at 5:03 pm, with Committee member Jim Casey and Board member William Rich in attendance. Committee members Jill Darlington and Bernie Rochford were absent. Also attending were staff members Pam Hickson-Stevenson, Andrew Rockey, Peter Schantz, and Barb White; and a number of Akron Energy Systems (AES) employees including Marc Divis, Melanice Hicks, Kevin Hohlefelder, John Caputo, and Kelly Dodson.*

*Mr. Weber asked for adoption of the agenda. The agenda was adopted without dissent.*

*Marc Divis, President / CEO of AES, presented on the topic of Heating and Cooling Solutions for Akron-Summit County Public Library. He informed the attendees that the three objectives of the presentation were to provide information on Akron's downtown district energy system; to offer an evaluation of options to heat and cool Main Library and maintain its assets; and to seek approval of a course of action to take to the Library Board of Trustees at the October Board meeting.*

*After sharing a brief summary of the recent history of AES and stating that AES is an agent for the City of Akron, Mr. Divis reviewed the community benefits delivered by AES including fuel efficiency, cleaner air, and water conservation. He stated that the goal is to achieve a net zero carbon community.*

21-97  
APPROVAL OF PLF  
ALLOCATION  
PERCENTAGE FOR  
2022

BUILDINGS &  
GROUNDS  
COMMITTEE  
REPORT

He then provided a comparison of two options for Main Library heating and cooling. One option is to replace the current energy plant in use and the other is to connect to the district energy system. Estimates show that the cost to replace the current plant is approximately \$2 million. One aspect of the comparison was to apply a lifecycle cost analysis (LCCA), a tool used in making long-term infrastructure decisions that results in two major financial metrics: Net Present Value (NPV) and Cash Flow over Period.

Mr. Divis next reviewed the results of the LCCS, which showed savings for the Library system if the Board would decide to switch to the district energy system. The AES analysis showed the projected savings for the Library ranging from nearly \$541,000 to nearly \$2 million. One determinant of the savings is whether AES funds the needed capital or the Library does so. Mr. Divis concluded his presentation with an overview of the connection process and schedule, should the Library Board choose to connect to the district energy system.

Committee members discussed next steps. Because of the financial ramifications of the two options before the Board, it was decided that a joint Buildings & Grounds and Finance Committees meeting be held before the October 28 Board meeting. All Library Trustees will be encouraged to attend that meeting.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 6:06 pm.

Pam Hickson-Stevenson  
Executive Director

Ms. Hickson-Stevenson read the report of the joint meeting of the Buildings & Grounds Committee and the Finance Committee.

**REPORT OF JOINT MEETING OF BUILDINGS & GROUNDS AND  
FINANCE COMMITTEES  
Tuesday, October 26, 2021 4:30 pm**

The Buildings and Grounds and Finance Committees met in the Lolita K. Adair Board Room at Main Library on Tuesday, October 26, 2021.

Finance Committee Chair John Frola called the meeting to order at 4:37 pm, with Buildings & Grounds Committee Chair Ray Weber present, as well as Jim Casey, member of both Committees, and William Rich, Board member. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Peter Schantz, and Barb White.

Mr. Weber moved to adopt the agenda. The agenda was adopted without dissent.

Peter Schantz provided an overview of his interaction with Akron Energy Systems (AES) since joining the Library system in June 2021. AES is a district energy organization. He stated that the new AES plant and the redundancies that are in place give him confidence in the ability of AES to provide power for Main

REPORT OF JOINT  
MEETING OF  
BUILDINGS &  
GROUNDS AND  
FINANCE  
COMMITTEES

*Library's heating and cooling needs. He next presented an account of the work that went into developing spreadsheets detailing cost projections for in-building heating and cooling and cost projections for switching to AES. He explained the role of Scheeser Buckley Mayfield (SBM), a local engineering firm that the Library has contracted with in the past, and reported that he gave the same input data to both SBM and AES. After each organization reviewed the data and developed models of costs, representatives from AES and SBM met with Mr. Schantz to review the numbers and to reach agreement on the cost projections.*

*Mr. Schantz reviewed several different spreadsheets with the Board members that presented comparison information on the heating and cooling options. Scenarios included optimistic and expected scenarios for replacing the in-building plant and a scenario for converting to AES district energy.*

*The Library Trustees asked a number of questions regarding the scenarios, costs, assumptions, energy cost increases, and the provided comparisons. They also asked questions regarding the information Ms. Scarpitti provided about financing the needed expenditures through a bank instead of AES.*

*Mr. Schantz added information about sustainability and how the proposed conversion to district energy would reduce the load on Main Library's generator. He also reviewed a tentative timeline for the transition process. The Library's contract with Johnson Controls expires at the end of 2021. The timeline for a conversion to district energy indicates the cooling would be in place for summer 2022 and the heating would be in place for fall/winter 2022. He explained that until the transition was completed, a company other than Johnson Controls would be used for the maintenance of the in-building plant at Main Library.*

*Committee members agreed that the option of converting to district energy looks viable and that moving forward into contract negotiation makes sense.*

*Mr. Casey moved to recommend to the full Board that the Library Executive Director and Facilities Director be authorized to proceed with contract negotiations to pursue converting Main Library's heating and cooling to AES district energy, that the contract be reviewed by legal counsel, and that the negotiated contract be presented to the Board for approval along with plans for financing the capital costs involved in the project. The motion was adopted without dissent and this comes as a recommendation to the Board.*

*Mr. Frola moved to amend the Committees' recommendation to include engaging Jason Dodson of Roetzel & Andress on an hourly basis for a total not to exceed \$5,000 to assist in negotiating with AES District Energy. Mr. Rich seconded the motion to amend. The motion to amend was adopted without dissent.*

21-98  
CONTRACT  
NEGOTIATIONS  
WITH AES

*The amended motion was adopted without dissent.*

*Having reached the end of the agenda and hearing no objections, Mr. Frola declared the meeting adjourned at 5:56 pm.*

*Pam Hickson-Stevenson, Executive Director*

Mr. Rich read the report of the Marketing Communications & Library Services Committee meeting.

***Report of Marketing Communications & Library Services Committee Meeting  
Monday, October 25, 2021 4:30 pm***

MARKETING  
COMMUNICATIONS  
& LIBRARY  
SERVICES  
COMMITTEE  
REPORT

*The Marketing Communications and Library Services Committee met Monday, October 25, 2021, in the Lolita K. Adair Board Room at Main Library.*

*Committee Chair Bill Rich called the meeting to order at 4:35 pm, with Committee members John Frola and Bernie Rochford present. Also attending were Library staff members Pam Hickson-Stevenson, Carla Davis, Terry Pasko, and Barb White.*

*Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda. The motion was adopted without dissent.*

*Jill Darlington arrived at this point in the meeting.*

*Pam Hickson-Stevenson introduced the draft revision to the Library's current Patron Behavior Guidelines. Committee members and staff discussed various aspects of the draft revision including the reasons for warnings and expulsions, the types of inappropriate behavior that occur at ASCPL locations, the rationale for a list of things that will not result in being asked to leave, and the necessity for and structure of an appeals process.*

*Mr. Rich offered his assistance in improving the draft. He requested staff develop a list of inappropriate behaviors that would result in the customer first receiving a warning; a list of inappropriate behaviors for which staff discretion would be involved in determining a response to the customer; and a list of inappropriate behaviors for which the customer would be expelled without a warning issued by staff. He also requested an initial description of the process of banning. Finally, he requested a description of the reconsideration process that would be used by the Security Manager and an enhanced description of the appeal process involving the Executive Director. Mr. Rich explained he would work with staff on the draft and then hold a Committee meeting to review the revised draft.*

*With no further business and no objections from Committee members, Mr. Rich adjourned the meeting at 6:10 pm.*

*Pam Hickson-Stevenson  
Executive Director*

There was no new business.

NEW BUSINESS

Ms. Neeley stated there was no public participation at this time.

PUBLIC  
PARTICIPATION

There were no comments for the good of the order.

FOR THE GOOD OF  
THE ORDER

There being no further business, Ms. Neeley adjourned the regular meeting at 4:52 pm. ADJOURNMENT

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President

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Secretary