

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 DECEMBER 9, 2021
 LOLITA K. ADAIR BOARD ROOM, MAIN LIBRARY

William Rich 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 4:03 pm. The following members of the Board answered the roll call: James Casey, John Frola, William Rich, and Ray Weber. Jill Darlington and Angela Neeley were absent. Bernie Rochford listened to the meeting via conference call but did not participate or vote. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Andrea Cowgar, Carla Davis, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Melissa Peeples, Pam Plumley, Val Sherman, and Barb White. Peter Schantz also listened to the meeting via conference call.

Mr. Casey moved, seconded by Mr. Frola, to adopt the December 9, 2021, 21-99
 agenda. The motion was adopted without dissent. AGENDA

Mr. Frola moved, seconded by Mr. Casey, to adopt the minutes of the October 28, 2021, regular Board meeting as corrected. The word “on” needed to be inserted between “Andress” and “an” in the sixth paragraph on page six. The motion was adopted without dissent. 21-100
 OCTOBER 2021
 REGULAR BOARD
 MINUTES

There were no remarks by the President. PRESIDENT’S
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for October 2021. The Library received the second half Homestead and Rollback payment and additional E-Rate reimbursement. The Public Library Fund distribution was approximately \$36,000 higher than the estimate. FINANCIAL
 REPORT

Mr. Frola moved, seconded by Mr. Weber, to adopt the financial report for October 2021. The motion was adopted without dissent. 21-101
 OCTOBER 2021
 FINANCIAL
 REPORT

Ms. Scarpitti presented the donor/gift list for Oct-Nov-Dec 2021. The Library received \$2756.67 in monetary donations and approximately one and a half pages of other donations. DONOR/GIFT LIST

Mr. Frola moved, seconded by Mr. Weber, to accept the donations and gifts with great appreciation. The motion was adopted without dissent. 21-102
 DONATIONS/
 GIFTS

Ms. Scarpitti presented the investment report for October 2021. The interest earned was \$1,075.51, with the majority of it credited to the General Fund. INVESTMENT
 REPORT

[The investment report is appended to the minutes.]

Ms. Scarpitti requested that the Board approve the Budget Adjustment to General Fund (#101), transferring \$10,100 from line item 5565 and adding it to line item 2910. The adjustment was needed to cover AED replacement parts previously charged to account 5565 and now being charged to account 2910.

Mr. Casey moved, seconded by Mr. Frola, to transfer \$10,100 from General Fund (# 101) line item 5565 to line item 2910 as requested. The motion was adopted without dissent.

21-103
BUDGET
ADJUSTMENT TO
GENERAL FUND

Ms. Scarpitti next requested that the Board approve a cash transfer from the General Fund (#101) of \$1,935,000 to the Building & Repair Fund (#401) and the cash transfer of \$370,000 from General Fund (#101) to the Vehicle Replacement Fund (#402). This is in accordance with the Library’s budget.

Mr. Weber moved, seconded by Mr. Frola, to transfer \$1,935,000 from the General Fund (#101) to the Building & Repair Fund (#401) and to transfer \$370,000 from the General Fund (#101) to the Vehicle Replacement Fund (#402) in line with the Library’s budget. The motion was adopted without dissent.

21-104
CASH TRANSFER
FROM FUND 101
TO FUNDS 401
AND 402

Ms. Otto presented the personnel report for November and December 2021 and highlighted the dates of service for the two retirees. The Board expressed their thanks to the retirees.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report –November - December 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hobson, Drina	Public Service Assistant II	11/15/2021	Kenmore
Munro, Morgan	Student Assistant	11/04/2021	Firestone Park
Theberge, Jarett	Public Service Assistant II Floater	12/03/2021	Public Service Office
Walters, Sedrick	Public Service Assistant II	11/08/2021	Kenmore

SELECTIONS:

Acevedo, Julimari	Student Assistant	11/22/2021	BG&S
Allen, Donovan	Student Assistant	11/22/2021	Springfield-Lakemore
Cumberlidge, Sarah	Student Assistant	11/22/2021	Mogadore
DeGross, Katherine	Student Assistant	11/22/2021	BG&S
Fallon, Landon	Student Assistant	11/22/2021	Kenmore
Labib, Christina	Adult Services Librarian	11/22/2021	BG&S
Miklowski, Riza	Special Collections Librarian	12/20/2021	Special Collections
Neal, Rozlyn	Student Assistant	12/06/2021	Culture & AV
Nelson, Aris	Facility Services Specialist	11/22/2021	Facility Services
Nunn, India	Substitute PSA	11/22/2021	Subs
Parker, Reed	Public Service Assistant II Floater	12/20/2021	Public Services Office
Peteya, MaryAnn	Public Service Assistant II Floater	12/20/2021	Public Service Office
Schmidt, Christopher	Adult Services Librarian	11/22/2021	BG&S
West, Aiden	Student Assistant	12/06/2021	Culture & AV
Yedidsion, Barbara	Substitute PSA	11/08/2021	Subs

PROMOTIONS:

Mockensturm, Kathleen Early Childhood Librarian North Hill
Assistant Youth Services Coordinator 11/05/2021 Youth Services Office

CHANGE OF CLASSIFICATION (STATUS):

McAfee, Aurora Intermediate/Teen Librarian Mogadore
Teen Librarian 11/03/2021 Collection Development
McGuinness, Kayla Public Service Assistant II Green
Public Service Assistant II 11/29/2021 Tallmadge

RETIREMENTS:

Employee **Classification** **Date** **Agency**
Elavsky, Lori W. Material Processor 12/31/2021 Technical Services
John Skutnik Librarian 11/30/2021 BG&S

Lori Elavsky

01/07/2008 – 07/31/2011 – Shelver – Audio Visual Services
08/01/2011 – 02/07/2016 – Shelver – Children’s Library
02/08/2016 – 12/31/2021 – Material Processor – Technical Services

John Skutnik

08/12/1992 – 11/30/2021 – Librarian – Business, Government, and Science
11/30/2021 – Retirement

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>12.05.19</u>	<u>12.04.20</u>	<u>11.15.21</u>
Full-Time Staff:	291	270	270	249	249
80 Hrs. Exempt				43	43
75 Hrs. Non-Exempt				206	206
Part-time/Job-Share Staff:	68	54	48	41	41
Student Assistants:	86	73	82	53	41
Total number of Staff:	445	397	400	343	331
Full-Time Equivalent	339	307	307	276	273

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. Casey moved, seconded by Mr. Frola, to adopt the November and December personnel report as received. The motion was adopted without dissent. 21-105 PERSONNEL REPORT

Ms. Hickson-Stevenson stated that every year the Board normally has a meeting in October, skips November, and has a final meeting the second Thursday in December. In 2022, the second Thursday in December will fall on December 8. This early date would not allow much time to prepare the reports needed for the meeting. She requested the Board’s support to delay the December meeting until the third Thursday of the month in 2022, which will fall on December 15. There were no objections from the board. EXECUTIVE DIRECTOR’S REPORT

Mr. Frola read the report of the joint meeting of the Finance and Personnel Committees.

*Akron-Summit County Public Library
Report of Joint Meeting of Finance and Personnel Committees
December 7, 2021 4:00 pm*

REPORT OF
JOINT MEETING
OF FINANCE &
PERSONNEL
COMMITTEES

The Finance and Personnel Committees of the Akron-Summit County Public Library met on Tuesday, December 7, 2021. Finance Committee Chair John Frola, Jr. called the meeting to order at 4:05 pm. Also in attendance were Board President Bernard Rochford, Personnel Committee Chair William Rich, and Committee Member Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Scarpitti, Heather Otto, and Barb White were also in attendance. Finance Committee member James Casey arrived at approximately 4:20 pm.

Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda as presented. The motion was adopted without dissent.

Ms. Scarpitti presented the 2022 temporary budget and reviewed the funds and accounts. She and Ms. Hickson-Stevenson provided an overview of the changes from previous years. Ms. Hickson-Stevenson reviewed the recommendation to increase the salary schedule by 1% effective the first pay date in 2022 and to award step increases to eligible employees, effective the first pay date in April 2022. Ms. Scarpitti also highlighted the plan to transfer cash to capital projects funds 401 – Building & Repair and 402 – Vehicle Replacement. Additionally, she discussed the special revenue funds and other special funds.

Mr. Rochford moved, seconded by Mr. Rich, to recommend to the Board of Trustees adoption of the 2022 temporary budget. The motion was adopted without dissent, and this comes as a recommendation to the board.

The recommendation to adopt the 2022 temporary budget was adopted without dissent.

21-106
2022
TEMPORARY
BUDGET

Personnel Committee Chair William Rich asked for a motion to approve a 1% increase to the salary schedule and step increases for eligible employees. Mr. Weber moved, seconded by Mr. Rochford, to recommend to the Board of Trustees adoption of the pay raises as outlined. The motion was adopted without dissent, and this comes as a recommendation to the Board.

The recommendation to increase the salary schedule by 1% effective the first pay date of 2022 and to approve step increases, effective the first pay date in April 2022, for all eligible employees was adopted without dissent.

21-107
2022 PAY
INCREASES

Ms. Scarpitti noted that this action would not apply to the Executive Director and the Fiscal Officer because those positions are not on the salary schedule.

Ms. Hickson-Stevenson reviewed the proposal to award employees a one-time appreciation payment in recognition of their dedication and work during the previous months of the COVID-19 pandemic. The proposal called for \$300 to all full-time employees, \$150 dollars to all part-time employees, and \$100 to all student assistants. Substitutes and Akron Police Department officers would not receive the appreciation payment. Additionally, only full-time employees, part-time employees, and student assistants hired before September 1, 2021 would be eligible.

Mr. Rich asked for a motion to approve the one-time appreciation payment as set forth in the memo from members of Library Administration. Mr. Weber moved, seconded by Mr. Rochford, to recommend to the Board of Trustees approval of the one-time appreciation payment as set forth in the memo. The motion was adopted without dissent, and this comes as a recommendation to the Board.

21-108
ONE-TIME
EMPLOYEE
APPRECIATION
PAYMENT

The recommendation to provide a one-time appreciation payment of \$300 for full-time employees, \$150 for part-time employees and \$100 for student assistants, all hired prior to September 1, 2021, was adopted without dissent.

Having no further business, Mr. Frola declared the meeting adjourned at 4:50 pm.

*Pam Hickson-Stevenson
Executive Director*

There was no new business.

NEW BUSINESS

Mr. Rich stated there was no public participation at this time.

PUBLIC
PARTICIPATION

Mr. Frola stated he had no debate with the one-time appreciation payment to staff. He was extremely appreciative of staff efforts day in and day out over the last year.

FOR THE GOOD
OF THE ORDER

Ms. Scarpitti distributed the Ending Cash Balance Report and answered questions on the percentage of expenditures, contingencies, end of fund balance, millages, and new money regarding the levy.

There being no further business, Mr. Rich adjourned the regular meeting at 4:30 pm.

ADJOURNMENT

President

Secretary