

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
MARCH 25, 2021

President Bernard Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:04 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, Bernard Rochford, and Ray Weber. William Rich was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Peercy, Pam Plumley, Carl Roxbury, and Barb White.

Mr. Casey moved, seconded by Mr. Frola, to adopt the agenda. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, and Mr. Rochford all voted aye. Mr. Weber abstained. The motion carried. 21-27  
AGENDA

Mr. Casey moved, seconded by Mr. Frola, to adopt the minutes of the February 25, 2021 regular Board meeting. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, and Mr. Rochford all voted aye. Mr. Weber abstained. The motion carried. 21-28  
FEBRUARY  
REGULAR BOARD  
MINUTES

Mr. Rochford stated he had no remarks at this time. PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for February 2021. The Library received three refunds totaling \$11,794 from the Bureau of Workers Compensation. She stated that the negative balance in the COVID-19 supplies line will be taken care of next month with the CARES Act grant.

Mr. Casey moved, seconded by Mr. Frola, to accept the financial report for February 2021. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, and Mr. Rochford all voted aye. Mr. Weber abstained. The motion carried. 21-29  
FEBRUARY  
FINANCIAL  
REPORT

Ms. Scarpitti presented the donor/gift list for February. The Library received \$1,275.00 in monetary donations and two other donations.

Mrs. Darlington moved, seconded by Mr. Casey, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 21-30  
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for February 2021. She stated that the interest in January was \$4,678.91 with approximately 84.5% going to the General Fund. She stated that one CD had matured and 2 CDs had earned interest.

[The investment report is appended to the minutes.]

Ms. Peercy, Human Resources Director, presented the personnel report for March 2021. She stated that the report should be current with all of the Emergency Paid Sick Leaves.

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

**RESIGNATIONS:**

| <b><u>Employee</u></b> | <b><u>Classification</u></b> | <b><u>Date</u></b> | <b><u>Agency</u></b> |
|------------------------|------------------------------|--------------------|----------------------|
| Hahn, Hannah           | Student Assistant            | 03/24/2021         | Ellet                |
| Johnson, Mykena        | Student Assistant            | 03/05/2021         | Northwest Akron      |
| Metz, Faith            | Student Assistant            | 02/27/2021         | Tallmadge            |

**SELECTIONS:**

|                    |                               |            |                 |
|--------------------|-------------------------------|------------|-----------------|
| Fertig, Jeremy     | Student Assistant             | 03/17/2021 | Northwest Akron |
| Hooper, Katelyn    | Student Assistant             | 03/03/2021 | Norton          |
| Rockey, Andrew     | Facilities Project Specialist | 03/08/2021 | Facilities      |
| Sir Louis, Jamison | Student Assistant             | 03/03/2021 | Norton          |

**CHANGE OF CLASSIFICATION (STATUS):**

|                      |  |            |  |
|----------------------|--|------------|--|
| Ashley, Candy        | PSA II<br>Emergency Paid Sick Leave                      | 02/19/2021 | Tallmadge<br>(used less than a full day) |
| Ashley, Candy        | Emergency Paid Sick Leave<br>PSA II                      | 02/19/2021 | Tallmadge                                |
| Bach, Jessica        | Emergency Paid Sick Leave<br>PSA II                      | 02/22/2021 | Northwest Akron                          |
| Baldesare, Cassandra | PSA II<br>Emergency Paid Sick Leave                      | 02/18/2021 | Tallmadge                                |
| Baldesare, Cassandra | Emergency Paid Sick Leave<br>PSA II                      | 02/22/2021 | Tallmadge                                |
| Beck, Stephanie      | Emergency Paid Sick Leave<br>Clerical Assistant          | 03/05/2021 | Collection Development                   |
| Braman, Kevin        | Network Administrator<br>Emergency Paid Sick Leave       | 03/01/2021 | Information Technology                   |
| Braman, Kevin        | Emergency Paid Sick Leave<br>Network Administrator       | 03/10/2021 | Information Technology                   |
| Brown, Brandon       | Security Systems Specialist<br>Emergency Paid Sick Leave | 02/19/2021 | Security                                 |
| Brown, Brandon       | Emergency Paid Sick Leave<br>Security Systems Specialist | 02/23/2021 | Security                                 |
| Bunce, Becky         | Unpaid FMLA<br>Bookmobile Driver                         | 03/04/2021 | Mobile Services                          |
| Cundiff, Michelle    | PSA II<br>Emergency Paid Sick Leave                      | 03/13/2021 | Mogadore                                 |

| <b><u>Employee</u></b> | <b><u>Classification</u></b>                  | <b><u>Date</u></b> | <b><u>Agency</u></b> |
|------------------------|---|--------------------|----------------------|
| Donohue, Neil          | Security Officer<br>Emergency Paid Sick Leave | 02/19/2021         | Security             |

|                        |  |                    |                          |
|------------------------|--|--------------------|--------------------------|
| Donohue, Neil          | Emergency Paid Sick Leave<br>Security Officer          | 03/02/2021         | Security                 |
| Girard, Elaine         | HR Assistant<br>Emergency Paid Sick Leave              | 02/22/2021         | Human Resources          |
| Girard, Elaine         | Emergency Paid Sick Leave<br>HR Assistant              | 02/24/2021         | Human Resources          |
| Hastings, Dominique    | Unpaid FMLA<br>Payroll Supervisor II                   | 02/19/2021         | Business Office          |
| Hay, Sarah             | Emergency Paid Sick Leave<br>Early Childhood Librarian | 02/18/2021         | Ellet                    |
| Johnson, Gregory       | Security Officer<br>Emergency Paid Sick Leave          | 02/22/2021         | Security                 |
| Johnson, Gregory       | Emergency Paid Sick Leave<br>Security Officer          | 02/25/2021         | Security                 |
| Lamb, Kylie            | Emergency Paid Sick Leave<br>PSA I                     | 02/22/2021         | Circulation              |
| Lor, Mai               | Emergency Paid Sick Leave<br>Student Assistant         | 02/22/2021         | Firestone Park           |
| Luna, Tracy            | PSA II<br>Emergency Paid Sick Leave                    | 02/23/2021         | Highland Square          |
| Luna, Tracy            | Emergency Paid Sick Leave<br>Sick Leave                | 03/04/2021         | Highland Square          |
| Luna, Tracy            | Sick Leave<br>PSA II                                   | 03/11/2021         | Highland Square          |
| Marthey, Diana         | Children's Librarian<br>Emergency Paid Sick Leave      | 02/26/2021         | Mobile Services          |
| Marthey, Diana         | Emergency Paid Sick Leave<br>Children's Librarian      | 03/08/2021         | Mobile Services          |
| Mason, Monique         | Division Manager<br>Emergency Paid Sick Leave          | 03/03/2021         | Business, Gov. & Science |
| Mason, Monique         | Emergency Paid Sick Leave<br>Division Manager          | 03/08/3031         | Business, Gov. & Science |
| McDonald, Ronald       | Security Officer<br>Emergency Paid Sick Leave          | 02/19/2021         | Security                 |
| McDonald, Ronald       | Emergency Paid Sick Leave<br>Security Officer          | 03/02/2021         | Security                 |
| Overfield, Kara        | Emergency Paid Sick Leave<br>Early Childhood Librarian | 03/03/2021         | Tallmadge                |
| <b><u>Employee</u></b> | <b><u>Classification</u></b>                           | <b><u>Date</u></b> | <b><u>Agency</u></b>     |
| Popio, Mary            | Emergency Paid Sick Leave<br>Adult Librarian           | 02/20/2021         | Collection Development   |

|                     |  |            |                           |
|---------------------|--|------------|---------------------------|
| Porter, Daniel      | PSA II<br>Emergency Paid Sick Leave                    | 02/24/2021 | Goodyear                  |
| Porter, Daniel      | Emergency Paid Sick Leave<br>PSA II                    | 03/02/2021 | Goodyear                  |
| Salmon, Amber       | Adult Librarian<br>Emergency Paid Sick Leave           | 02/19/2021 | Business, Gov. & Science  |
| Salmon, Amber       | Emergency Paid Sick Leave<br>Adult Librarian           | 03/02/2021 | Business, Gov., & Science |
| Sawyer, Ariel       | Early Childhood Librarian<br>Emergency Paid Sick Leave | 03/03/2021 | Goodyear                  |
| Sawyer, Ariel       | Emergency Paid Sick Leave<br>Early Childhood Librarian | 03/08/2021 | Goodyear                  |
| Scarpitti, Michelle | Fiscal Officer<br>Emergency Paid Sick Leave            | 03/15/2021 | Business Office           |
| Shondel, Robyn      | Emergency Paid Sick Leave<br>HR Generalist             | 03/01/2021 | Human Resources           |
| Street, Lamonica    | PSA II<br>Unpaid FMLA                                  | 03/03/2021 | Highland Square           |
| Street, Lamonica    | Unpaid FMLA<br>Unpaid Personal Leave of Absence        | 03/16/2021 | Highland Square           |
| Stump, Kyle         | Shelver<br>Emergency Paid Sick Leave                   | 02/24/2021 | Culture & AV              |
| Stump, Kyle         | Emergency Paid Sick Leave<br>Shelver                   | 03/01/2021 | Culture & AV              |
| Turley, Breanna     | PSA II<br>Emergency Paid Sick Leave                    | 02/18/2021 | Tallmadge                 |
| Turley, Breanna     | Emergency Paid Sick Leave<br>PSA II                    |            |                           |

**RETIREMENTS:**

|               |                     |            |                           |
|---------------|---------------------|------------|---------------------------|
| Clay, John    | PSA II              | 03/31/2021 | Circulation               |
| Davey, Susan  | Clerical Assistant  | 04/30/2021 | Business, Gov., & Science |
| Roxbury, Carl | Facilities Director | 05/31/2021 | Facilities Services       |

**Clay, John**

09/13/82 - 11/09/82 – Substitute Bookmobile Driver, Mobile Services  
11/10/82 – 02/19/06—Delivery Van Operator, Administration  
02/20/06 – 11/08/10 – PSA I, Circulation  
11/09/10 - 03/31/21 - PSA II FT, Circulation  
04/01/21 - Retirement

**Davey, Susan**

8/16/83 - 12/20/97 – Clerk Typist I, Business, Labor & Government  
2/21/97 - 04/30/21 – Clerical Assistant, Business, Gov., & Science  
05/01/2021 - Retirement

**NUMBER OF STAFF MEMBERS**

|                            | <b><u>06.16.09</u></b> | <b><u>06.09.10</u></b> | <b><u>03.18.19</u></b> | <b><u>03.20.20</u></b> | <b><u>03.15.21</u></b> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Full-Time Staff:           | 291                    | 270                    | 273                    | 267                    | 253                    |
| 80 Hrs. Exempt             |                        |                        |                        |                        | 43                     |
| 75 Hrs. Non-Exempt         |                        |                        |                        |                        | 210                    |
| Part-time/Job-Share Staff: | 68                     | 54                     | 50                     | 45                     | 37                     |
| Student Assistants:        | 86                     | 73                     | 73                     | 79                     | 51                     |
| Total number of Staff:     | 445                    | 397                    | 396                    | 391                    | 341                    |
| Full-Time Equivalents      | 339                    | 307                    | 308                    | 302                    | 277                    |

**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.

Ms. Neeley moved, seconded by Mr. Weber, to accept the March Personnel Report. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

21-31  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson brought a recommendation to extend the Emergency Paid Sick Leave Provision until June 30, 2021. This is not required by the federal government, and there is not a tax benefit for the Library as an employer. It does not start the sick leave up over again.

EXECUTIVE  
DIRECTOR'S  
REPORT

Mr. Weber moved, seconded by Mr. Frola, to extend the Emergency Paid Sick Leave until June 30, 2021. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

21-32  
EMERGENCY PAID  
SICK LEAVE  
APPROVED

Ms. Hickson-Stevenson thanked the Board for the approval. She then updated them on the Levy Campaign. The virtual campaign kick-off on Tuesday morning went well, and approximately 100 people who signed in to the event. Mr. Rochford commented earlier that it was probably a higher number than would have joined if it were in person. There were both live and recorded portions of the event, which were handled seamlessly by Michael Derr and the Events team.

Ms. Hickson-Stevenson announced Ohio Library Week is April 5-9. While both the Senate and the House will be on recess, she will be seeking to schedule virtual meetings with legislators who represent Summit County. Board members will be invited to join these meetings, along with other libraries in those jurisdictions.

Ms. Hickson-Stevenson reported that library card holders can now set up and hold meetings using the Library's Zoom account, with support from the Library's staff. It involves a 15-minute orientation for training and allows only a meeting, not a webinar.

Ms. Hickson-Stevenson read the report from the Buildings and Grounds Committee meeting for Mr. Weber.

*Akron-Summit County Public Library  
Report of Virtual Buildings & Grounds Committee Meeting  
Wednesday, March 24, 2021 4:00 pm*

BUILDINGS &  
GROUNDS  
COMMITTEE  
REPORT

*The Buildings and Grounds Committee met virtually on Wednesday, March 24, 2021.*

*Committee Chair Ray Weber called the meeting to order at 4:07 pm, with committee members Bernie Rochford and Jim Casey attending. Also attending were Board member Angela Neeley and staff members Pam Hickson-Stevenson, Carl Roxbury, Michelle Scarpitti, and Barb White.*

*Mr. Casey moved, seconded by Mr. Weber, to adopt the agenda. All committee members present voted aye.*

*Carl Roxbury reported that the Norton Branch Library roof project will be put out for bid during the coming weekend. There was a delay due to the need for determining whether or not the project could be awarded through a Council of Governments arrangement.*

*Mr. Roxbury next presented an overview of a landscaping project that is being planned for the Green Branch Library. The work is needed in order to mitigate water issues that the branch building has been experiencing. The project information will be sent to several landscapers in order to obtain a magnitude of cost, which will help determine if a public bidding process will be necessary.*

*Mr. Roxbury reported on the Nordonia Hills Branch Library parking lot paving project. He reviewed the bids and some differences in the numbers among the three lowest bidders. Committee members discussed the requirement that an Ohio public entity accept the lowest and most responsible bid. Mr. Rochford moved, seconded by Mr. Casey, to accept the second lowest bid from Perrin Asphalt Company for \$263,310.*

*All committee members present voted aye, and this comes as a recommendation to the Board.*

Mr. Rochford asked if there were any questions about selecting the second lowest bid. The board is obligated to take the lowest and most responsible bid. The committee felt the lowest bid was not responsible to the requirements that they had.

The roll was then called for acceptance of the bid. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

21-33  
APPROVED BID FOR  
NORDONIA HILLS  
PARKING LOT  
PROJECT

*Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 4:53 pm.*

*Pamela J. Hickson-Stevenson  
Executive Director*

Mr. Frola read the report from the Buildings and Grounds Committee meeting.

*Akron-Summit County Public Library  
Report of Virtual Finance Committee Meeting  
March 22, 2021 4:30 pm*

*The Finance Committee of the Akron-Summit County Public Library met virtually on Monday, March 22, 2021. Committee Chair John Frola, Jr., called the meeting to order at 4:35 pm. Also in attendance were Committee members James Casey, Angela Neeley, and Bernard Rochford, along with Library staff members Pam Hickson-Stevenson, Michelle Scarpitti, and Barb White.*

*Mr. Casey moved, Mr. Rochford seconded, to adopt the agenda as presented. All committee members present voted aye.*

*Ms. Scarpitti and Ms. Hickson-Stevenson then presented the proposed 2021 Permanent Appropriations. Ms. Scarpitti presented the 2021 Permanent Appropriations document and reviewed the funds and accounts. She and Ms. Hickson-Stevenson provided an overview of the differences between the recommended Permanent Appropriations and the Board-approved Temporary Appropriations. Ms. Scarpitti also reviewed the plans to record capital project expenditures in the 401 and 402 funds and to make cash transfers to those funds annually, as feasible, in order to build a reserve for large projects. Additionally, she discussed the special revenue funds and other special funds.*

*Mr. Rochford moved, Ms. Neeley seconded, to recommend adoption to the Board of Trustees of the 2021 Permanent Appropriations as presented, in the format listing the General Fund at the first two digits of the line item number and the other funds at fund level. All committee members voted aye, and this comes as a recommendation to the board.*

The roll was then called for adoption of the 2021 Permanent Appropriations. The roll call vote followed: Mr. Casey, Mrs. Darlington, Mr. Frola, Ms. Neeley, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

21-34  
ADOPTED THE 2021  
PERMANENT  
APPROPRIATIONS

*Ms. Scarpitti next reviewed some sample formats of reports in response to a request from Board members to provide financial information in some different ways. Committee members discussed preferences and agreed to continue the discussion at a future meeting.*

*Having no further business, Mr. Frola declared the meeting adjourned at 5:13 pm.*

*Pam Hickson-Stevenson  
Executive Director*

Mr. Rochford stated there was no public participation during the virtual meetings.

PUBLIC  
PARTICIPATION

Mr. Rochford encouraged everyone to do all they can to support the levy: FOR THE GOOD OF  
yard signs, talk to people, anything that can be done to encourage people to support THE ORDER  
the levy.

There being no further business, Mr. Rochford adjourned the regular ADJOURNMENT  
meeting at 4:45 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary