

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
MAY 27, 2021

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

President Bernard Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:03 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, William Rich, and Bernard Rochford. Angela Neeley and Ray Weber joined at 4:05 pm. Library staff present were Pam Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Ryan McCoy, Lisa Percy, Pam Plumley, Robyn Shondel, and Barb White. Karen Nist from Associated Underwriters Insurance was also present. Michael Derr ran the virtual meeting.

Mr. Frola moved, seconded by Mr. Casey, to adopt the agenda. The motion was adopted without dissent. 21-46
AGENDA

Mr. Frola moved, seconded by Mr. Casey, to adopt the minutes of the April 29, 2021 regular Board meeting. The motion was adopted without dissent. 21-47
APRIL REGULAR
BOARD MINUTES

Mr. Rochford stated he would like to get back to face-to-face meetings and meeting in the branches but wants to be respectful of any concerns that trustees have meeting in person. He asked anyone who feels uncomfortable, whether staff or Board, to let him know. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for April 2021. The Library received its reimbursement from E-rate for the July 2019 to June 2020 funding year. The reimbursement model has changed and Category One expenses such as phone bills and phone usage are no longer eligible. Category Two expenses, which primarily cover connectivity and equipment, are still eligible. Public Library Fund revenue is a bit higher, but may be offset if the percentage drops from 1.70% to 1.66%. The fees to put the operating levy renewal on the ballot will probably show up in the second half settlement fees.

Mr. Frola moved, seconded by Mr. Weber, to adopt the financial report for April 2021. The motion was adopted without dissent. 21-48

Ms. Scarpitti presented the donor/gift list for April 2021. The Library received \$10,525 in monetary donations and several in-kind donations. The \$10,000 donation was credited to Fund 202 for a specified jazz concert series at Main Library. APRIL 2021
FINANCIAL
REPORT

Mr. Weber moved, seconded by Ms. Neeley, acceptance of the donor/ gift list with great appreciation. The motion was adopted without dissent.

Mr. Rochford noted that the Library will be accepting donations of books and other materials per Ms. Hickson-Stevenson's report. She stated that was correct and hoped to see a much longer list in the future. 21-49
DONOR/GIFT LIST

[The investment report is appended to the minutes.]

Lisa Percy, Human Resources Director, presented the personnel report for April

2021. She stated that there were no changes or additions since it was mailed to the Board. She highlighted the retirees in the report, including Dominique Hastings and herself. Mr. Rochford thanked her for her years of dedicated service and stated it has been wonderful working with her. He wished her the best. Ms. Hickson-Stevenson commented that both women have very high standards of integrity. Ms. Scarpitti said that Ms. Percy held what is typically a thankless and unpopular job but was always very professional and discreet.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – May 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Freeman, Chloe	Student Assistant	05/21/2021	Kenmore
Olexa, Kimberlee	PSA II Job-Share	05/10/2021	Firestone Park
Sipplen, Lindsey	Student Assistant	06/16/2021	Northwest

SELECTIONS:

Harmon, Raniya	Student Assistant	05/17/2021	Firestone Park
Peacock, Ja'mya	Student Assistant	05/17/2021	Odom

CHANGE OF CLASSIFICATION (STATUS):

Aladich, Madeline	Student Assistant Emergency Paid Sick Leave	04/26/2021	Green
Aladich, Madeline	Emergency Paid Sick Leave Student Assistant	04/29/2021	Green
Bach, Jessica	PSA II Emergency Paid Sick Leave	05/05/2021	NW Akron
Bach, Jessica	Emergency Paid Sick Leave PSA II	05/07/2021	NW Akron
Cargill, Corey	PSA II Part-Time Emergency Paid Sick Leave	05/10/2021	Electronic Svc
Cargill, Corey	Emergency Paid Sick Leave PSA II Part-Time	05/13/2021	Electronic Svc
Carmen, Grace	Student Assistant Emergency Paid Sick Leave	04/28/2021	Portage Lakes
Carmen, Grace	Emergency Paid Sick Leave Student Assistant	05/11/2021	Portage Lakes
Hastings, Dominique	Payroll Supervisor Leave without Pay	05/13/2021	Business Off.
Keppel, Jon	Shelver PSA Floater	05/24/2021	North Hill Public Svcs.

Krukemeyer, Abigail	Personal Leave without Pay (Education) PSA II Job-Share	05/03/2021	Maple Valley
Mahmood, Amna	PSA Part-Time PSA II Full-Time	05/03/2021	Circulation Circulation
Moore, Meile	PSA II Part-Time Early Childhood Librarian Job-Share	05/10/2021	Highland Sq. Highland Sq.
Neal, Daphnie	PSA III Emergency Paid Sick Leave	05/03/2021	Goodyear
Neal, Daphnie	Emergency Paid Sick Leave PSA III	05/05/2021	Goodyear
Neal, Daphnie	PSA III Intermediate/Teen Librarian	05/20/2021	Goodyear
Redman, Hilary	Emergency Paid Sick Leave Intermediate/Teen Librarian	04/12/2021	North Hill
Street, LaMonica	Unpaid Leave of Absence PSA II	04/22/2021	Highland Sq.
Vaughn, Pamela	Security Officer Unpaid FMLA Leave	05/11/2021	Security

RETIREMENT

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hastings, Dominique	Payroll Supervisor	06/11/2021	Business Off.
Peercy, Lisa	Human Resources Director	07/31/2021	Human Res.

Hastings, Dominique

02/25/13 - Payroll Supervisor, Business Office
02/04/2021 - Unpaid FMLA
02/19/2021 - 03/28/2021 - Return from Unpaid FMLA to Payroll Supervisor, Business Office
03/29/2021 - Unpaid FMLA
04/07/2021 - Present - Returned from Unpaid FMLA to Payroll Supervisor, Business Office
05/13/2021 - Leave without Pay
06/11/2021 - Retirement

Peercy, Lisa

08/14/81 - 07/15/84 – SA, Philosophy, Religion & Education
07/16/84 - 07/07/89 – Clerk Typist I, Information Division
Rehired
08/07/95 - 10/25/98 – Human Resources Generalist
10/26/98 – 07/31/21 – Human Resources Director

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>05.18.19</u>	<u>05.20.20</u>	<u>05.15.21</u>
Full-Time Staff:	291	270	277	47	249
80 Hrs. Exempt					44
75 Hrs. Non-Exempt					205
Part-time/Job-Share Staff:	68	54	46	0	40
Student Assistants:	86	73	78	0	50
Total number of Staff:	445	397	401	*47	339
Full-Time Equivalents	339	307	302	*All other staff furloughed	275

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. Weber, to accept the Personnel Report. The motion was adopted without dissent. 21-50
PERSONNEL
REPORT

Ms. Hickson-Stevenson stated that she was happy to provide a relatively lengthy strategic plan update, albeit a month late. She was very pleased with and grateful for all that has been done and called attention to a few items. The work on training for new supervisors is very important and needed. She also expressed how much fun it was to celebrate National Library Week. A number of employees conveyed their gratitude for the appreciation shown. She expects this could create a new tradition for future National Library Week celebrations. Other areas of progress in the strategic plan included the large publicity campaign launched before election day, laptops for supervisors, Past Pursuits moving to a digital format, collaboration with Direction Home, and virtual meeting room services. EXECUTIVE
DIRECTOR'S
REPORT

QUARTERLY
STRATEGIC
PLAN UPDATE

Return to Service protocols were included in the Board packet. It was untenable to keep mask requirements in place when the State of Ohio and Summit County Public Health suspended mask mandates. Continuing to require masks at Library locations would put staff at real risk for conflict and confrontation with customers. RETURN TO
SERVICE

If Board members had not already contacted Senator Roegner and Senator Sykes, Ms. Hickson-Stevenson said she would be most appreciative of their efforts to encourage the Senators to support 1.70% of the State's General Revenue Fund allocated for the PLF. She stated the stability of state funding is critically important for the Library's ability to maintain collections, services, and programs. PUBLIC LIBRARY
FUND

A new agreement between the Digital Public Library and Amazon Publishing does not mean that Amazon's Audible products will be available. The agreement covers titles published by Amazon Publishing, which does not include Audible. The lack of access to content that is exclusive to Audible remains a sticking point for librarians. DIGITAL PUBLIC
LIBRARY OF
AMERICA

Mr. Rochford asked how many staff members have been vaccinated. Ms. Hickson-

Stevenson replied that by checking with supervisors, Ms. Peercy has determined that approximately 73% of the Library's staff have been fully vaccinated. This number should continue to grow as people receive their second shots and as more decide to get vaccinated. Mr. Rich reported that twenty-three ballots, which were mailed in a timely manner, arrived three weeks late to the Board of Elections.

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

*Buildings & Grounds Committee Meeting
Wednesday, May 26, 2021 6:00 pm
Virtual Meeting*

The Buildings and Grounds Committee met virtually on Wednesday, May 26, 2021.

Committee Chair Ray Weber called the meeting to order at 6:10 pm, with committee members Jim Casey, Jill Darlington, and Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Andrew Rockey, Michelle Scarpitti, and Barb White.

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

Ms. Hickson-Stevenson reviewed information regarding the development of the property adjacent to the Richfield Branch that the Village of Richfield acquired in 2019. She also discussed the nearly final design for the use of the property. Because the design provides a good illustration of the future development, she asked that the Committee recommend to the Board approval of the Memorandum of Understanding that would memorialize use of the Branch's parking lot for Village events during Branch non-operating hours. She also stated that while a reciprocal arrangement was not yet reflected in the MOU document, Brian Frantz, Village of Richfield, was amenable to including that in a revised MOU. Committee members discussed some recommended changes in wording and the issue of indemnification. Ms. Hickson-Stevenson stated she would contact Mr. Frantz after the meeting and discuss with him the changes and the question regarding indemnification.

Mr. Rochford moved, seconded by Ms. Darlington, to recommend to the Board approval of a Memorandum of Understanding with the Village of Richfield, pending the outcome of a discussion that Ms. Hickson-Stevenson will have with Mr. Frantz. All committee members voted aye, and this comes as a recommendation to the Board.

Ms. Hickson-Stevenson stated that the MOU had been revised with the wording the Board had requested. Neither the Village nor the Library can indemnify the other. With no questions or discussion, the Committee's recommendation to approve the memorandum with amendments was adopted without dissent.

Ms. Hickson-Stevenson presented a change order regarding a roof hatch for the Norton Branch Library roof project. Mr. Rochford moved, seconded by Mr. Casey, to recommend to the Board approval of the change order for the Norton Branch Library

BUILDINGS &
GROUNDS
COMMITTEE
REPORT

21-51
RICHFIELD/
LIBRARY MOU
WITH
AMENDMENTS

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

21-52
CHANGE ORDER
FOR NORTON
ROOF HATCH

With no questions or discussion, the Committee's recommendation to approve the Norton roof project Change Order was adopted without dissent.

Ms. Hickson-Stevenson next presented a change order regarding sidewalk work needed for the Nordonia Hills Branch Library parking lot project. Mr. Weber moved, seconded by Ms. Darlington, to recommend to the Board approval of the change order for the Nordonia Hills Branch Library parking lot project. All committee members voted aye, and this comes as a recommendation to the Board.

21-53
CHANGE ORDER
#1 FOR
NORDONIA HILLS

With no questions or discussion, the Committee's recommendation to approve Nordonia Hills Change Order #1 was adopted without dissent.

Ms. Hickson-Stevenson then presented a request that the Committee recommend to the Board approval of seeking bids for the Green Branch Library landscaping project. She explained there is not a set date yet for going out to bid but approval of the bidding process at this point will allow staff to do so without the need for another Committee meeting. Approval of the bids would still be presented to the Committee and the Board after they are received. Mr. Casey moved, seconded by Mr. Rochford, to recommend to the Board approval of seeking bids for the Green Branch Library landscaping project. All committee members voted aye, and this comes as a recommendation to the Board.

21-54
GREEN BRANCH
LANDSCAPING
BID PROCESS

With no questions or discussion, the Committee's recommendation to approve seeking bids for the Green Branch Library landscaping project was adopted without dissent.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 6:34 pm.

Mr. Weber suggested to Ms. Hickson-Stevenson that four change orders for the Nordonia Hills Branch parking lot project received that day should be combined with the Buildings and Grounds Committee report because they would have been included if they had been received sooner. He noted the project is still under budget despite the change orders but the change orders must still be approved.

In documentation provided to Library staff, Dave McCallops of EDG recommended approval of Change Order #2 for the Nordonia Hills parking lot project for a cost of \$3,760. The change was necessary to replace damaged and poorly functioning underdrain pipe by installing new underdrain pipe to help the parking lot drain better.

21-55
CHANGE ORDER
#2 NORDONIA
HILLS PARKING
LOT

Mr. Weber moved, seconded by Mr. Rich, to approve Nordonia Hills Change Order #2. After no discussion, Change Order #2 was adopted without dissent.

In documentation provided to Library staff, Dave McCallops of EDG recommended approval of Change Order #3 for the Nordonia Hills parking lot project for a cost of \$300. The change was necessary for the installation of three commercial parking blocks in the ADA stalls.

21-56
CHANGE ORDER

Ms. Neeley moved, seconded by Mr. Weber, to approve Nordonia Hills Change Order #3. After no discussion Change Order #3 was adopted without dissent.

#3 NORDONIA
HILLS PARKING
LOT

In documentation provided to Library staff, Dave McCallops of EDG recommended approval of Nordonia Hills Change Order #4. This change featured the final Project Reconciliation, which was needed to reconcile the difference between the original bid and final contract costs, resulting in a decrease of \$57, 372.50

21-57
CHANGE ORDER
#4 NORDONIA
HILLS PARKING
LOT FINAL
RECONCILIATION

Mr. Rich moved, seconded by Mr. Weber, to approve Change order #4. After no discussion, Change order #4 was adopted without dissent.

REPORT OF PERSONNEL COMMITTEE MEETING
VIRTUAL MEETING
May 25, 2019

On Tuesday, May 25, 2021, the Personnel Committee of the Akron-Summit County Public Library met virtually. The meeting was called to order at 4:33 pm by Committee Chair Angela Neeley. Also in attendance were Committee members William Rich, Bernie Rochford, and Ray Weber. Library staff members Pam Hickson-Stevenson, Lisa Peercy, Michelle Scarpitti, Robyn Shondel, and Barb White attended. Also in attendance was insurance broker Karen Nist of AUI (Associated Underwriters Insurance).

PERSONNEL
COMMITTEE
REPORT

Mr. Rochford moved to adopt the agenda, and all committee members voted aye.

The next item on the agenda was the presentation of recommended insurance benefits for 2021/2022 by Ms. Hickson-Stevenson and Ms. Peercy. After discussion of the information presented, including the fact that the Library’s experience rating has negatively affected the rates, Mr. Rochford moved to recommend Board approval of accepting the quote from SummaCare for a rate increase of 12.50% for the Premier Network and 11.48% for the Select Network. Mr. Weber seconded the motion, and all members of the committee voted aye. This comes as a recommendation to the Board.

Karen Nist of AUI explained to the Board that the Library’s loss ratios for two consecutive years were more than 150% and approximately 114%. The Library’s account has featured fourteen high claimants with claims over \$25,000 each and six high claimants with claims over \$100,000 each. She reiterated that SummaCare’s rate increase proposals were 12.50% and 11.48% for the two different plans. The renewals could have been as high as 19-20%. The concessions that SummaCare offered are reasonable based on the loss ratio.

21-58
SUMMACARE
HEALTH
INSURANCE
RENEWAL

After no questions or discussion, the Committee’s recommendation to accept the quote from SummaCare for a rate increase of 12.50% for the Premier Network and 11.48% for the Select Network was adopted without dissent.

Mr. Rich moved to recommend Board approval of accepting the quote from Principal to maintain existing coverage for dental, vision, life, and accidental death and

dismemberment insurance. Mr. Weber seconded the motion, and all members of the committee voted aye. This comes as a recommendation to the Board.

After no questions or discussion, the Committee’s recommendation to accept the quote from Principal to maintain existing coverage for dental, vision, life, and accidental death and dismemberment insurance was accepted without dissent.

21-59
PRINCIPAL
INSURANCE
RENEWAL

Ms. Scarpitti provided an overview of the proposal to change the responsibilities of what is currently the Payroll Supervisor position. The employee currently in the position is retiring, which provides an opportunity to expand the role of that position beyond payroll administration. She would like to see the position include responsibilities for accounting tasks that would include processing, reviewing, auditing, and entering non-payroll information. The committee was asked to approve creation of the new position of Accountant/Payroll Supervisor by approving a new job description and classification set at Grade 14 on the Library’s salary schedule.

Mr. Rich moved, seconded by Mr. Weber, to recommend Board approval of the new job description and classification for the position of Accountant/Payroll Supervisor. All members of the committee voted aye, and this comes as a recommendation to the Board.

After no questions or discussion, the Committee’s recommendation to approve the new job description and classification for the position of Accountant/Payroll Supervisor was adopted without dissent.

21-60
ACCOUNTANT/
PAYROLL
SUPERVISOR

Ms. Hickson-Stevenson presented a request to approve a step increase for all eligible employees effective with the June 10, 2021 pay date. Mr. Rich moved, seconded by Mr. Weber, to recommend Board approval of a step increase for all eligible employees effective with the June 10, 2021 pay date. All members of the committee voted aye, and this comes as a recommendation to the Board.

Ms. Hickson-Stevenson added that this was something that was discussed in December 2020 as an item to be discussed after the operating levy renewal was approved. This is the second part of how the Library generally handles the step increase. After no questions or discussion, the Committee’s recommendation to approve the step increase for all eligible employees effective with the June 10, 2021 pay date was adopted without dissent.

21-61
STEP INCREASE
FOR EMPLOYEES

Ms. Hickson-Stevenson next presented a revision to the Performance Evaluations policy that addresses administration of performance evaluations and performance step increases for employees who are not working for four (4) months or longer due to use of sick leave or an unpaid leave of absence or due to a furlough. Mr. Rich requested that the word “same,” which was used twice in the revised paragraph be deleted. Mr. Rich moved, seconded by Mr. Weber, to recommend Board adoption of the revised Performance Evaluations policy. All members of the committee voted aye, and this comes as a recommendation to the Board.

21-62
PERFORMANCE

After no questions or discussion, the Committee’s recommendation to approve the revision to the Performance Evaluation policy was adopted without dissent.

EVALUATION
POLICY
REVISION

Ms. Hickson-Stevenson then reviewed the diversity initiative update that was sent to the committee before the meeting. This included a progress report on the McDowell Librarian Scholarship recipients since August 2020. Also included in the diversity update were the Library’s equal employment opportunity statistics. In terms of minority employment, current statistics show the total percentage of minority employees throughout the system in May 2021 at 17.8%. The percentage of all minorities at Main and all City of Akron branches stands at 23.7% She also reported that the McDowell scholarship opportunity was announced recently to Library staff via email and that the deadline for applications is July 23.

Mr. Rochford moved, seconded by Mr. Weber, to adjourn the meeting at 5:13 pm. The motion passed.

Pam Hickson-Stevenson, Director

Mr. Rochford recognized the death of Mr. Rich Swirsky, City Councilman for the Highland Square neighborhood, after a brief battle with cancer. Mr. Rochford stated that Mr. Swirsky will be missed by the community and the Highland Square Branch.

FOR THE GOOD
OF THE ORDER

After determining no trustees objected to returning to in-person meetings, Mr. Rochford stated the June Board meeting will be held in person at the Kenmore Branch.

Mr. Rochford adjourned the regular meeting at 4:45 pm.

ADJOURNMENT

President

Secretary