

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 SEPTEMBER 30, 2021

President Bernard Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library in the Community Room of the Tallmadge Branch to order at 4:03 pm. The following members of the Board answered the roll call: James Casey, John Frola, Angela Neeley, and Bernard Rochford. Ray Weber and William Rich arrived at 4:08 pm. Jill Darlington was absent. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Michael Bianchi, Carrie Burrier, Andrea Cowgar, Cheryl Engel, Pat Manning, Ryan McCoy, Heather Otto, Pam Plumley, and Val Sherman.

Mr. Casey moved, seconded by Mr. Frola, to adopt the September agenda. The motion was adopted without dissent. 21-83
AGENDA

Mr. Frola moved, seconded by Ms. Neeley, to adopt the minutes of the August 26, 2021 regular Board meeting as amended. Mr. Frola abstained. The motion was adopted without dissent. 21-84
AUGUST 2021
REGULAR BOARD
MINUTES

Mr. Rochford thanked Michael Bianchi, Branch Manager, and the staff of the Tallmadge Branch for hosting the meeting. He said it was nice to get out and see what was happening in other branches. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for August 2021. The Library received an additional real estate tax advance from Summit County and a second half settlement from Portage County. Public Library Fund revenues for August were 1.3% higher than the budgeted estimate. She discussed the graph shown in the Executive Summary stating that there was a decrease in the lag in revenues from where it was in 2019.

21-85
AUGUST 2021
FINANCIAL
REPORT

Mr. Frola moved, seconded by Ms. Neeley, to adopt the financial report for August 2021. The motion was adopted without dissent.

Ms. Scarpitti presented the donor/gift list for September. The Library received \$798.47 in monetary donations and approximately one and a half pages of other donations.

Mr. Casey moved, seconded by Mr. Frola, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 21-86
DONATIONS/
GIFTS

Mr. Weber and Mr. Rich arrived at this point in the meeting.

Ms. Scarpitti presented a list of surplus property for approval to dispose. Ms. Hickson-Stevenson stated that the first option would be to donate them to other public libraries, then to non-profit organizations in the area.

21-87
SURPLUS
PROPERTY
DISPOSAL

Mr. Casey moved, seconded by Mr. Weber, approval to dispose of surplus property. The motion was adopted without dissent.

Ms. Scarpitti presented the investment report for August 2021. She stated that funds from Huntington were transferred to Star Ohio to earn more interest. The total INVESTMENT
REPORT

interest earned in August was \$2,711.78, with 88% of the total credited to the General Fund.

[The investment report is appended to the minutes.]

Ms. Otto presented the personnel report for September 2021 and stated that there were no changes since the report was sent to the Board. She also stated that there were two retirements listed this month. The Board gave their regards and thanks to the retirees.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report –September 2021

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Berry, Allison	Student Assistant	08/31/2021	Highland Square
Fertig, Jeremy	Student Assistant	09/30/2021	Northwest Akron
Goldner, Cheri	Adult Services Librarian	10/17/2021	Special Collections
Harris, Tiffany	Public Service Assistant II P-T	09/22/2021	Circulation
Kovach, Jerry	APD/Security	06/29/2021	APD/Security
Mathews, Edward	APD/Security	09/06/2021	APD/Security
Tran, Alexander	Student Assistant	9/11/2021	Children’s Library & Teen
Walker, Melissa	Adult Services Librarian	09/11/2021	Business, Gov’t, & Science

SELECTIONS:

Adkins, Emily	Substitute Public Service Assistant I	08/30/2021	Subs
Bagley, Carolyn	Public Service Assistant II	09/27/2021	Ellet
Grimm, Max	Substitute Public Service Assistant I	08/30/2021	Subs
Jackson, Odessa	Public Service Assistant II F-T	09/30/2021	Kenmore
Kist, Jacqueline	Student Assistant	09/13/2021	Northwest Akron
Nyeste, Sandy	Public Service Assistant II P-T	09/27/2021	Northwest Akron
Pildner, Jill	Material Processor P-T	09/13/2021	Magazines & Newspapers
Rana, Asiyah	Student Assistant	08/30/2021	Northwest Akron
Rogers, Sidney	Student Assistant	08/30/2021	Kenmore
Sachs, Abigail	Technical Services Assistant	09/27/2021	Technical Services
Whanger, Halle	Student Assistant	09/27/2021	Green

PROMOTIONS:

Butcher, Zachary	Public Service Assistant I P-T	08/30/2021	Circulation
	Public Service Assistant II P-T		Circulation
Harris, Tiffany	Public Service Assistant I P-T	08/30/2021	Circulation
	Public Service Assistant II P-T		Circulation
Lamb, Kylie	Public Service Assistant I P-T	08/30/2021	Circulation
	Public Service Assistant II P-T		Circulation

Vazquez, Brittany	Public Service Assistant I P-T		Circulation
	Public Service Assistant II P-T	08/30/2021	Circulation
Turley, Breanna	Public Service Assistant II F-T		Tallmadge
	Human Resources Assistant	09/27/2021	Human Resources

CHANGE OF CLASSIFICATION (STATUS):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Alberts, Kimberly	Children’s Librarian Part-Time		Children’s Library & Teen
	Children’s Librarian Full-Time	09/07/2021	Children’s Library & Teen
Howell, Joe	Public Service Assistant II		Public Services
	Public Service Assistant II	09/20/2021	Portage Lakes

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Daly, Michael	Adult Services Librarian	10/16/2021	Richfield
Nay, Linda	Facilities Services Assistant	11/30/2021	Facilities Services

Daly, Michael

11/15/10 – 06/03/12 - PSA Sub, Public Services
06/04/12 – 05/01/16 - PSA II FT, Maple Valley
05/02/16 – 10/16/21 - Librarian, Adult Services, Richfield
10/17/21 – Retirement

Nay, Linda

01/24/97 – 11/07/99 - Clerk Typist, Science and Technology
11/08/99 – 12/29/02 - Technical Services Asst., Technical Services
12/30/02 – 12/23/06 - Administrative Assistant, Facilities Services
12/24/06 – 11/30/21 - Facilities Services Assistant, Facilities Services
12/01/21 – Retirement

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>09.19.19</u>	<u>09.14.20</u>	<u>09.15.21</u>
Full-Time Staff:	291	270	273	258	252
80 Hrs. Exempt					43
75 Hrs. Non-Exempt					209
Part-time/Job-Share Staff:	68	54	46	47	38
Student Assistants:	86	73	72	59	39
Total number of Staff:	445	397	391	364	329
Full-Time Equivalents	339	307	305	290	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. Rich moved, seconded by Mr. Casey, to adopt the September Personnel Report. The motion was adopted without dissent.

21-88
PERSONNEL
REPORT

Ms. Hickson-Stevenson reported the Summit County Library Trustees Council meeting was scheduled for October 14. Complete census numbers for 2020 were proving difficult to obtain, so discussion is ongoing to determine if the 2010 figures should be used for another year.

She then reported that the Library has distributed approximately 8,000 COVID-19 at-home test kits. Customers are being encouraged to make an appointment and use the outside pickup service.

Ms. Hickson-Stevenson next introduced the Tallmadge Branch Manager, Michael Bianchi, to make some comments on the Tallmadge Branch Friends group. Mr. Bianchi stated that the Tallmadge Branch had a Friends of the Library group before there was a branch. The group is very plugged into the community and helps the branch a great deal. The Friends awarded three scholarships last year and have purchased a scanner for the branch. The Tallmadge Friends Board consists of 25 people who are all consistently supportive and are role models for other Library Friend groups and other organizations in town.

Mr. Weber read the following report.

*Report of Buildings and Grounds Committee Meeting
Monday, September 13, 2021
4:30 pm*

BLDGS & GROUNDS
COMMITTEE
MEETING REPORT

The Buildings and Grounds Committee met in the Lolita K. Adair Board Room at Main Library on Wednesday, May 26, 2021.

Committee Chair Ray Weber called the meeting to order at 4:29 pm, with committee members Jim Casey, and Jill Darlington. Committee member Bernie Rochford listened to the meeting through a telephone call. Also attending were staff members Pam Hickson-Stevenson, Peter Schantz, and Barb White.

Mr. Casey moved, seconded by Mrs. Darlington, to adopt the agenda. The motion was adopted without dissent.

Mr. Schantz presented an overview of Main Library's heating and cooling systems and of Akron Energy Systems (AES). He showed pictures of and shared facts about six air handlers, two gas-fired boilers, two chillers, the cooling tower and its pumping station, the tower water tank, the chiller piping configuration, and the HVAC controls. The age and condition of the HVAC pieces of equipment vary but most concerning at this time are the controls, the water tank and the smaller chiller. The cost, in current dollars, to replace the various pieces over the next ten years is estimated at \$2 million.

Mr. Schantz next described the potential benefits of partnering with AES to provide direct steam and chilled water. He provided a brief history of the organization and explained that if Main Library were to become a customer of AES, the current boilers, chillers, pumping station, cooling tower, and tower water tank would be removed from service. He also explained that, while the financial benefits are not yet finalized, the Library stands to save money by not having to replace much of the HVAC equipment, and be reducing energy consumption of natural gas and electricity.

Ms. Hickson-Stevenson and Mr. Schantz recommended that the Committee meet again in early to mid-October at the AES facility on Opportunity Parkway for a tour of the plant and a presentation from the President/CEO. The financial information will be finalized by then. All Library Trustees will be encouraged to attend that meeting.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 5:27 pm.

*Pam Hickson-Stevenson
Executive Director*

Ms. Hickson-Stevenson stated the next meeting will be on October 7 at the AES facility and will include a tour. Mr. Rochford and Mr. Frola cannot attend that date. Ms. Hickson-Stevenson will try to arrange a separate date for them to tour the facility.

Ms. Neeley read the following report.

*Report of Personnel Committee Meeting
Monday, September 27, 2021
4:30 pm*

PERSONNEL
COMMITTEE
MEETING REPORT

On Monday, September 27, 2021, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. The meeting was called to order at 4:31 pm by Committee member William Rich. Also in attendance were Committee members Bernard Rochford and Ray Weber. Angela Neeley was absent. Library staff members Pam Hickson-Stevenson, Heather Otto, and Barb White attended as well.

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

Ms. Hickson-Stevenson presented three reclassification requests for the Committee's consideration.

The first request pertained to the position currently titled Public Service Assistant (PSA) II (TechZone). The standard Library PSA II job description was used as a model when the TechZone@Main first opened in 2016 because the tasks, responsibilities, and customer service standards mirrored those of traditional Library PSAs. As the TechZone has grown and advanced, however, the skills needed to perform the PSA II (TechZone) job have become more specialized and technical than those needed to perform a traditional PSA II job in the Library. She explained that Library administration recommends creating the position of TechZone Assistant for the current PSA II (TechZone) employees, approving the new job description, and placing the position on Grade 8 on the Library's current salary schedule, as opposed to Grade 7 for the PSA II.

The second request pertained to the position currently titled Maintenance Supervisor. The Maintenance Supervisor no longer functions in a supervisory capacity. The position has not supervised any employees since December 2020, and there is no active plan to hire direct reports. While the supervisory duties were

removed, additional duties were added to reflect more accurately the maintenance responsibilities of a Maintenance Specialist. Therefore, Library administration recommends creating the position Maintenance Specialist for the incumbent Maintenance Supervisor and adopting the new job description. The third request pertained to the position currently titled Facilities Services (FS) Assistant. The needs in the Facilities department are evolving and growing, and she stated, in response, that Library administration recommends a reclassification of the Facilities Services Assistant job in order to cover the additional work needed by creating a new position, FS Specialist. This position retains the original duties of the FS Assistant while modifying some of them and adding new ones that include more advanced responsibilities. The recommended reclassification would involve creating the position FS Specialist, approving the new job description, and placing the position on Grade 11 (as opposed to Grade 8 for the FS Assistant) on the Library's current salary schedule.

After some discussion, Mr. Weber moved, seconded by Mr. Rochford, to recommend to the Board adoption of the three reclassification actions involving Public Services Assistant II (TechZone) to TechZone Assistant, Maintenance Supervisor to Maintenance Specialist, and Facilities Services Assistant to Facilities Services Specialist. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Rochford asked for any discussion regarding the reclassification of the three positions. Hearing none, the recommendation for reclassification was adopted without dissent.

21-89
RECLASSIFICATION
OF THREE
POSITIONS

Ms. Hickson-Stevenson next presented her request that the Committee recommend to the Board adoption of a new position and job description, that of Development Director. She briefly reviewed the reasons for creating this position, including the need for an individual with knowledge, skills, and expertise in the area of fund development; the lack of those in the current organizational structure; and the benefits to the Library that would come from hiring an individual to identify, cultivate, solicit, and steward opportunities for developing alternative sources of revenue. She commented that the Library's strategic plan includes actions related to fund development. She also highlighted the importance of growing the Library's endowment fund at the Akron Community Foundation, work that is best done by a fund development professional.

After some discussion, Mr. Rochford moved, seconded by Mr. Weber, to recommend to the Board adoption of the new position and job description for Development Director. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Rochford asked for any discussion regarding the new position of Development Director. Hearing none, the recommendation to adopt the new position and job description was adopted without dissent.

21-90
CREATION OF
DEVELOPMENT
DIRECTOR
POSITION

Mr. Rich adjourned the meeting at 5:10 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson reminded all present of the ReelAbilities event following the Board meeting featuring the film *Hal and Minter* and a discussion afterwards by Leonard Maltin regarding his experience with Parkinson's. This is the first Main Event since the pandemic began. Late Night at the Library occurs Friday night with events in various areas of Main Library and a Touch-a-Truck event is scheduled for Saturday in downtown Akron. She also told the Board that on October 28, before the Board meeting, a tour of the mechanical room will be offered at 3:30 pm.

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

PUBLIC
PARTICIPATION

Mr. Rich requested three changes in the previous month's meeting minutes.

FOR THE GOOD OF
THE ORDER

Mr. Weber moved to adjourn the meeting. The motion was adopted without dissent. Mr. Rochford adjourned the regular meeting at 4:46 pm.

ADJOURNMENT

President

Secretary