

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 JANUARY 27, 2022  
 MEETING ROOM 2AB, MAIN LIBRARY

President Bernard Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library in Meeting Room 2AB of Main Library to order at 4:10 pm. The following members of the Board answered the roll call: James Casey, Jill Darlington, John Frola, Angela Neeley, William Rich, Bernard Rochford, and Ray Weber. Present from Library staff were Pam Hickson-Stevenson, Michelle Scarpitti, Carrie Burrier, Andrea Cowgar, Carla Davis, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Melissa Peeples, Pam Plumley, Peter Schantz, Val Sherman, and Barb White.

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <p>Mr. Rich moved, seconded by Ms. Neeley, to adopt the agenda. The motion was adopted without dissent.</p>                                                                                                                                                                                                                                                                                   | <p>22-07<br/>AGENDA</p>                             |
| <p>Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the December 9, 2021 Board meeting. The motion was adopted without dissent.</p>                                                                                                                                                                                                                                             | <p>22-08<br/>DECEMBER 2021<br/>BOARD MINUTES</p>    |
| <p>Mr. Rochford stated that he appreciated everyone’s work and efforts. He acknowledged that people have a lot on their plates still dealing with the pandemic. He commented he is excited to see what happens in the next twelve months and is looking forward to another strong year.</p>                                                                                                   | <p>PRESIDENT’S<br/>REMARKS</p>                      |
| <p>Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for November 2021. She stated the main revenue in November was from the Public Library Fund.</p>                                                                                                                                                                                                  | <p>FINANCIAL REPORT</p>                             |
| <p>Mr. Rich moved, seconded by Mrs. Darlington, to adopt the financial report for November 2021. The motion was adopted without dissent.</p>                                                                                                                                                                                                                                                  | <p>22-09<br/>NOVEMBER 2021<br/>FINANCIAL REPORT</p> |
| <p>Ms. Scarpitti next presented the executive summary and financial report for December 2021. As in November, the main revenue for December was from the Public Library Fund. She stated Fund 251 ARPA Remote Lending Station Grant was created to record the grant receipt and activity. She also distributed a high-level lookback overview of the General Fund from 2004 through 2021.</p> | <p>22-10<br/>DECEMBER 2021<br/>FINANCIAL REPORT</p> |
| <p>Mr. Rich moved, seconded by Mrs. Neeley, to adopt the financial report for December 2021. The motion was adopted without dissent.</p>                                                                                                                                                                                                                                                      | <p>22-11<br/>DONATIONS/<br/>GIFTS</p>               |
| <p>Ms. Scarpitti presented the donor/gift list for November/December 2021. The Library received \$72,166.90 in monetary donations (with \$62,535 coming from the ARPA grant) and approximately two pages of other donations.</p>                                                                                                                                                              | <p>DONOR/GIFT LIST</p>                              |
| <p>Mr. Casey moved, seconded by Mr. Rich, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.</p>                                                                                                                                                                                                                                          | <p>22-11<br/>DONATIONS/<br/>GIFTS</p>               |
| <p>Ms. Scarpitti presented the investment report for November 2021. The interest earned totaled \$1,115.06 and approximately 80% of it was credited to the General Fund. The December 2021 investment report showed earned interest of \$1,201.07 with approximately 79% credited to the General Fund.</p>                                                                                    | <p>INVESTMENT<br/>REPORTS</p>                       |

[The investment reports are appended to the minutes.]

Ms. Scarpitti next asked the Board to approve the recommended Budget Adjustment to Fund 101, transferring \$127,099 from line item 1410-Public Employees Retirement System to line item 1610-Health Care Insurance.

Mr. Rich moved, seconded by Mr. Weber, to transfer \$127,099 from line item 1410-Public Employees Retirement System to line item 1610-Health Care Insurance in Fund 101 as requested. The motion was adopted without dissent.

22-12  
BUDGET  
ADJUSTMENT TO  
GENERAL FUND

Ms. Scarpitti next requested that the Board approve the Resolution Authorizing Advances of Taxes for Tax Year 2021, Payable in 2022. This is required by the county each year in order to receive the real estate tax monies as soon as they are available.

Mr. Rich moved, seconded by Mr. Casey, to adopt the resolution. The motion was adopted without dissent.

22-13  
RESOLUTION  
AUTHORIZING  
ADVANCES OF  
TAXES

Ms. Otto presented the personnel report for January 2022 and stated there were no changes since the report was issued. She remarked that there were fourteen retirements in 2021, in keeping with a trend of an average of thirteen per year.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report – January 2022**

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Benson, Grace	Student Assistant	01/24/2022	Culture & AV
Corrigan, Jo	Marketing Assistant	01/26/2022	Marketing/Communications
DeAngelis, Nicholas	Student Assistant	01/11/2022	Richfield
McDonald, Ronald	Security Officer	01/20/2022	Security
Price, Ellie	Student Assistant	12/23/2021	Richfield
Ruggeri, Sal	Accountant/Payroll Supervisor	01/21/2022	Business Office
Torday, Autumn	Student Assistant	12/04/2021	Springfield-Lakemore
Wagner, Jack	Security Officer Part-Time	12/29/2021	Security
Welsh, Cheyenne	Student Assistant	01/26/2022	Maple Valley

**SELECTIONS:**

Bengston, Katherine	Adult Services Librarian	01/03/2022	Richfield
Burke, Cindy	Early Childhood Librarian	01/03/2022	North Hill
Buzek, Madison	Public Service Assistant II Part-Time	01/18/2022	Kenmore
Culp, Lailah	Student Assistant	01/20/2022	Children’s Library & Teen
Ellinger, Kathleen	Youth Services Librarian Job-Share	01/03/2022	Springfield-Lakemore
Hicks, Hailey	Student Assistant	01/31/2022	Richfield
Hitchcock, Macara	Substitute Public Service Assistant I	01/03/2022	Subs
Kelley, Christian	Public Service Assistant II	12/20/2021	Kenmore
Lizzoli, Kelsey	Public Service Assistant II Part-Time	01/18/2022	Circulation
Miller, Dennis	Adult Services Librarian	01/18/2022	BG&S

Rankin, Michelle (Shay)	Public Service Assistant II	12/20/2021	Kenmore
Rice, Briana	Student Assistant	01/20/2022	Children's Library & Teen
Rowland, Morgan	Student Assistant	01/03/2022	Northwest Akron
Stewart, Nicole	Public Service Assistant II Part-Time	01/03/2022	Circulation
Thomas, Rachel	Student Assistant	01/31/2022	Richfield
Troyer, Seth	Substitute Public Service Assistant I	01/03/2022	Subs

**TRANSFERS:**

Hughes, Kathleen	Branch Manager Branch Manager	01/20/2022	Nordonia Hills North Hill
Ramsay, Erica	Early Childhood Librarian Early Childhood Librarian	12/20/2021	Maple Valley Mogadore

**PROMOTION:**

Aladich, Madeline	Student Assistant Job-Share Public Service Assistant II	01/31/2022	Green Green
Maloof, Kayla	Student Assistant Job-Share Public Service Assistant II	01/31/2022	Green Green
Pisani, Chelsea	Public Service Assistant II Public Service Assistant III	01/31/2022	Mobile Services Maple Valley

**CHANGE OF CLASSIFICATION (STATUS):**

DeBenedictis, Kimberlie	Branch Manager Early Childhood Branch Manager Teen	12/20/2021	Mogadore Mogadore
Gerlach, Kristi	Part-Time Adult Services Librarian Full-Time Adult Services Librarian	01/03/2022	Highland Square Highland Square
Gillespie, Darlene	Support Services Clerk Clerical Assistant	12/20/2021	Culture & AV Culture & AV
Goddard, Jacquelyn	Youth Services Librarian FT Youth Services Librarian JS	01/03/2022	Springfield-Lakemore Springfield-Lakemore

**NUMBER OF STAFF MEMBERS**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>01.15.19</u></b>	<b><u>01.15.20</u></b>	<b><u>01.15.21</u></b>	<b><u>01.18.22</u></b>
Full-Time Staff:	291	270	276	272	248	255
80 Hrs. Exempt					44	42
75 Hrs. Non-Exempt					204	213
Part-time/Job-Share Staff:	68	54	48	44	39	40
Student Assistants:	86	73	76	79	51	46
Total number of Staff:	445	397	400	395	338	341
Full-Time Equivalents	339	307	309	305	274	279

**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 January personnel report as received. The motion was adopted without dissent.

22-14  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson reviewed the Quarterly Strategic Plan Update, which was included in the Executive Director's report. She stated there has been good progress in all five strategic priorities. For the Culture and Human Capital priority, an employee engagement survey has been launched and the compensation and classification study will begin in February. For the Operational Excellence priority, work continues on planning to use Akron Energy Systems for Main Library's heating and cooling and on developing a complete facilities assessment. The Collections, Programs and Services priority update features production of a "Wellness Connection" coloring book in partnership with Direction Home and a review and study of programs throughout the system. She also informed the Board that the entire VHS tape collection is being discontinued and withdrawn.

EXECUTIVE  
DIRECTOR'S  
REPORT

Ms. Hickson-Stevenson reported that a number of new software platforms will be implemented in 2022. The Library will be transitioning to ADP for payroll services including time and attendance. Another change involves the Marketing and Communications Department and their internal customers. The Department will be implementing Lytho, a marketing work order platform that is more robust than the one that has been in use for a number of years. The third platform change is to the Library's work order system for facilities issues. Dude Solutions has been installed and will be rolled out to the entire organization in the near future. She stated she is looking forward to the benefits of efficiency and ease of use that these new platforms will bring to the Library.

CHANGES IN  
SOFTWARE  
PLATFORMS

Ms. Hickson-Stevenson moved to the next agenda item, the agreement with Akron Energy Systems. She reported it was very helpful to have Jason Dodson of Roetzel & Andress representing the Library while negotiating the final agreements. Additionally, Peter Schantz, with his working knowledge of engineering and the technology involved in it, played an important role in the negotiations. She asked Mr. Schantz to give an update on the process and agreement. She also commented that Mr. Dodson was available by phone to answer questions on the legal aspects of the document.

AKRON  
ENERGY  
SYSTEMS

Mr. Schantz remarked that Mr. Dodson's experience with helping the Civic Theater with their AES agreement provided an outline of the kinds of topics that needed to be addressed. The AES attorney sent a copy of the contract early in the process to Mr. Dodson so that he could confirm that the rates in the contract were aligned with the *pro forma* and were the same as those shared with the Board. The engineering consultant at Scheeser Buckley Mayfield was also involved in the process. The committee negotiated additional tons of cooling water to ensure the Library could keep the building adequately cooled at peak demand without increasing rates.

Mr. Schantz also reported that the Library entered into a one-year maintenance contract with Johnson Controls, as it is not known exactly when the current system will switch to AES. The Library has all of the support needed for both maintenance and for operating the control systems. The agreement requires Johnson Controls to rewrite the control software to meet the needs of the new system, which does not have all of the equipment currently in place. AES will serve as the project manager.

The Board members asked several questions including who will hold the long-term maintenance contract. Mr. Schantz responded that it could be AES or Johnson Controls and that routine maintenance will be prescriptive.

Mr. Rich moved, seconded by Mr. Casey, to authorize the Executive Director to enter into proposed agreements for chilled water and steam heat provided by AES for Main Library. The motion was adopted without dissent.

22-15  
AES CONTRACT

Ms. Hickson-Stevenson then stated that she had neglected to mention earlier that a Strategic Work Plan for 2022 was included in the packet. Goals are categorized by the strategic priorities.

2022 STRATEGIC  
WORK PLAN

Mrs. Neeley read the report of the Personnel Committee meeting.

**REPORT OF PERSONNEL COMMITTEE MEETING**  
**January 20, 2022**

PERSONNEL  
COMMITTEE  
REPORT

*On Thursday, January 20, 2022, the Personnel Committee met in Meeting Room 3 at Main Library. The meeting was called to order at 4:06 pm by Committee Chair Angela Neeley. Also in attendance were Committee members William Rich and Bernie Rochford. Library staff members Pam Hickson-Stevenson, Heather Otto, Michelle Scarpitti, and Barb White attended as well.*

*Mr. Rochford moved to adopt the agenda. The motion was adopted without dissent.*

*Ms. Hickson-Stevenson and Ms. Otto discussed their recommendation that the full-time Public Service Assistant(PSA) I employees working in Shipping and Receiving be reclassified as Shipping and Receiving Assistant employees. The reason for this recommendation is that the work of the PSA I employees in Shipping and Receiving does not include performing public-facing duties. Their focus is solely on shipping and receiving duties including materials handling, managing incoming and outgoing shipments, receiving and handling donated materials, and sorting system-wide internal mail. Mr. Rich suggested changing the language of the Usual Physical Demands section of the job description. Mr. Rich moved to recommend to the Board adoption of the reclassification from Public Service Assistant I to Shipping and Receiving Assistant for the two full-time employees currently in that position. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

22-16  
RECLASSIFICA-  
TION FROM PSA  
I TO SHIPPING &  
RECEIVING  
ASSISTANT

With no discussion, the motion to reclassify the Public Service Assistant I in Shipping and Receiving to Shipping and Receiving Assistant for the two employees currently in that position was adopted without dissent.

*Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation to amend the Holiday Leave Policy to include the following provisions:*

- *replacing the floating Columbus Day holiday with the Juneteenth National Independence Day as a floating holiday*
- *adding the provision explaining how employees who are not scheduled regularly on Saturdays must take Holiday Leave when a holiday occurs on a Saturday*
- *adding the clarification that Holiday Leave for an employee's birthday is expected to be taken on the person's birthday except in limited circumstances.*

*Mr. Rich suggested changing the language of the Saturday Holiday Leave scheduling provision. Mr. Rochford moved to recommend to the Board adoption of the proposed changes to the Holiday Leave Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

With no discussion, the recommendation to adopt the proposed changes to the Holiday Leave Policy was adopted without dissent.

22-17  
HOLIDAY  
LEAVE POLICY  
REVISIONS

*Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation that the Committee recommend to the Board amending the Emergency Leave Policy to include the following provisions:*

- *adding “Emergency Pet Care” to the eligible types of emergency leave*
- *adding “accidents” as a qualifying vehicle emergency*
- *removing the “accidental injuries to immediate family members” allowance and allowing the use of Sick Leave in such situations*
- *removing the “accidental damage to property of the employee” category since it is duplicative and already captured in the existing “unexpected home emergencies” category*
- *adding a reference to the Sick Leave Policy to use its definition of “immediate family member” for the Emergency Leave Policy*
- *including examples of eligible emergencies to emergency categories that did not provide examples.*

*Mr. Rich moved to recommend to the Board adoption of the amendments to the Emergency Leave Policy without the emergency pet care provision. The motion was adopted without dissent. Mr. Rich next moved to recommend to the Board adoption of the emergency pet care provision in the Emergency Leave Policy. The motion was adopted by a vote of two to one. All recommended changes to the Emergency Leave Policy now come as a recommendation to the Board.*

Mr. Rochford stated that the two motions would be voted on separately because the Committee dealt with them as two items. The first recommendation presented was to adopt the amendments to the Emergency Leave Policy without the provision for emergency pet care. With no discussion, the motion on the proposed amendments to the Emergency Leave Policy without the provision for emergency pet care was adopted without dissent.

22-18  
EMERGENCY  
LEAVE POLICY  
REVISIONS NOT  
INVOLVING  
EMERGENCY  
PET CARE

Ms. Neeley reread the earlier motion:

*Mr. Rich next moved to recommend to the Board adoption of the emergency pet care provision in the Emergency Leave Policy. The motion was adopted by a vote of two to one.*

Mr. Rochford asked if there was any discussion. He stated he was the lone dissenter at the Committee meeting. He was not aware of other public entities that have this provision, which was his concern. Mr. Frola asked about the driving force for this request. Ms. Hickson-Stevenson replied staff have requested the Human Resources Director for permission to use Emergency Leave for a veterinarian emergency. Mr. Frola asked if Emergency Leave is accrued by employees; Ms. Hickson-Stevenson replied no. Ms. Neeley commented that the committee had similar discussions but that the cultures and environments of workplaces are changing. She understands the hesitation Board members may have but also understands the changing workplace environment and being more accepting of different ideas and benefits. Mr. Weber asked about where to draw the line. He expressed concern about taxpayers’ money and about levels of time off that staff receive in paid holidays and vacation time. He felt time for pet care needs should be charged to vacation time. Mr. Rich commented that if the Library is going to offer Emergency Leave, it makes sense to include emergency pet care. He stated for some people, pets are very important and are like family members. Emergency leave

DISCUSSION OF  
EMERGENCY  
LEAVE POLICY  
INVOLVING  
EMERGENCY  
PET CARE

is offered to employees to use for up to three days a year, only in emergency situations. The amount of Emergency Leave is prorated for part-time staff. Mr. Rochford stated that staff receive no personal time. Emergency Leave is very restrictive and measured. It is not a personal day that staff can take whenever they want. Ms. Otto stated it also requires substantiation, such as receipts for plumbing emergencies with dates and costs. If this information is not presented, Emergency Leave is not granted. Ms. Hickson-Stevenson stated new employees may not use vacation time until after six months of employment. She also commented that as Mrs. Neeley stated, seeking ways to provide a supportive organizational culture includes providing benefits in a way that is meaningful to the staff. Mr. Rochford said he likes the idea of emergency leave because staff do not receive personal time but he is not sure of expanding it to cover pet emergencies.

Mr. Rich remarked that the Emergency Leave Policy has been in place a long time and care should be taken when discussion withdrawing such a thing. He stated the question now is the narrow question of including emergency pet care as an amendment to the policy and that emergency care for a pet is extremely important for many people. Mr. Weber stated people choose to have pets and must accept the responsibility for their care. Mr. Frola stated he understands leave for emergency pet care might be important, but he does not agree with amending the policy. Mr. Rochford commented the policy overall is a good thing, particularly because the Library does not offer personal time.

Mr. Rochford requested a roll call vote. The results were: Mr. Casey–No. Mrs. Darlington–Yes. Mr. Frola–No. Ms. Neeley–Yes. Mr. Rich–Yes. Mr. Rochford–No. Mr. Weber–No. Mr. Rochford stated the motion was not adopted.

*Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation that the Committee recommend to the Board amending the Sick Leave Policy to include the following provisions:*

- *updating the “Use of Sick Leave” section of the Policy to allow Sick Leave to be used for an injury of the employee or an immediate family member*
- *adding a statement that “Full-time employees and part-time employees who are authorized to work 30 hours per week who have documented occurrences with a pattern of using unplanned Sick Leave may be asked to provide certification from a doctor after missing three (3) consecutively scheduled work days.”*
- *revising a statement about employees who have exhausted all accrued Sick Leave and are faced with a serious illness or hospitalization to reflect current practice of employees who have exhausted all accrued Sick Leave and are faced with a serious illness or hospitalization will have other accrued but unused paid leave (e.g., Vacation Leave, Compensatory Time, Holiday Leave) applied to cover time lost due to illness*
- *adding a “Sick Leave Documentation and Certification” section title to segregate and more clearly identify the documentation and certification requirement*
- *adding the statement that “Sick leave balances roll over from year to year up to the maximum stated above.”*
- *rewording the statement about maintaining a bank of sick leave to “Employees are expected to maintain a balance of Sick Leave to provide them with continued compensation during a serious illness.”*
- *removing the reference to maximum accumulations since it is unnecessary and only refers to information provided at the beginning of the Policy and as a*

22-19  
EMERGENCY  
LEAVE POLICY  
WITH  
EMERGENCY  
PET CARE  
REVISION

result, renaming the “Maximum Accumulations” section to “Sick Leave Upon Separation” to reflect the remaining content of that Policy section.

Mr. Rochford recommended changing the language of the added statement regarding a doctor’s note. Mr. Rich moved to recommend to the Board adoption of the proposed changes to the Sick Leave Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Mr. Frola asked about sick leave accrual rates; compensatory time and how it differs for non-exempt and exempt staff; and overtime.

Mr. Rochford asked for additional questions. Hearing none, he proceeded with the vote. The motion to approve the proposed changes to the Sick Leave Policy was adopted without dissent.

22-20  
SICK LEAVE  
POLICY  
REVISIONS

Ms. Hickson-Stevenson and Ms. Otto next discussed their recommendation that the Committee recommend to the Board amending the Minor Employees Policy to include the following provisions:

- requiring a list of all minors actively employed at a site be posted adjacent to the labor law posters
- listing scheduling restrictions for minors who are 16 or 17 years old
- including a more clearly written Separation from Employment section with clear, chronological steps for the process.

Mr. Rich moved to recommend to the Board adoption of the proposed changes to the Minor Employees Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The motion on the proposed changes to the Minor Employment Policy was adopted without dissent.

22-21  
MINOR  
EMPLOYMENT  
POLICY  
REVISIONS

Ms. Hickson-Stevenson highlighted several aspects of library director performance evaluation forms that the Committee members received. She and Ms. Scarpitti discussed their perspectives on the current process for evaluating the Executive Director and the Fiscal Officer. Committee members expressed their preference to continue involving selected groups of staff in the process and to keep that process anonymous. They also agreed that including annual goals along with more general categories of performance factors was the desired direction in crafting new performance evaluations. Additionally, the new evaluation forms need to be provided electronically to all participants.

Ms. Hickson-Stevenson and Ms. Scarpitti also explained the internal challenges that delaying their evaluations and awarding their pay increases retroactively present. They suggested adjusting the timing of their evaluations to occur closer to the beginning of the year. This would result in any approved pay increases being started at a similar time as the rest of the staff. Ms. Neeley suggested that the current evaluation process should be used one more time for the Fiscal Officer and the Executive Director in order to allow for more timely implementation if a pay raise is granted by the Board. Then, the new forms can be developed in time for use towards the end of 2022.

Ms. Otto provided information on the mid-year review of the Library’s health insurance with the insurance broker. She also reviewed preliminary ideas for cutting costs.



*Ms. Neeley adjourned the meeting at 5:35 pm.*

*Pam Hickson-Stevenson, Executive Director*

There was no new business.

NEW BUSINESS

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

PUBLIC  
PARTICIPATION

Mr. Rochford reported he attended the virtual Rev. Dr. Martin Luther King, Jr. Lecture and was glad to see good attendance with 155 people attending virtually.

FOR THE GOOD  
OF THE ORDER

There being no further business, Mr. Rochford adjourned the regular meeting at 5:47 pm.

ADJOURNMENT

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President

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Secretary