

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 AUGUST 25, 2022

President Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:05 pm in the Community Room of the Fairlawn-Bath Branch Library. The following members of the Board answered the roll call: John Frola, William Rich, Bernie Rochford, and Ray Weber. Angela Neeley arrived at 4:08 pm, and Jill Darlington arrived at 4:10 pm. James Casey was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Melissa Peeples, Pam Plumley, Peter Schantz, Scott Schrade, Valerie Sherman, and Barb White.

- | | |
|--|---|
| <p>Mr. Rich moved, seconded by Mr. Weber, to adopt the August 25, 2022 agenda. The motion was adopted without dissent.</p> | <p>22-78
AGENDA</p> |
| <p>Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the July 28, 2022 regular Board meeting. The motion was adopted without dissent.</p> | <p>22-79
JULY BOARD
MINUTES</p> |
| <p>Mr. Rochford thanked Fairlawn-Bath Branch for staff hosting the meeting. He stated it is nice to see all of the branches and that each community has its own flavor.</p> | <p>PRESIDENT'S
REMARKS</p> |
| <p>Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for July 2022. The year-to-date levy receipts are behind those for the same period in 2021. Typically, first half collections are approximately 51-52 percent of the total while the second half collections are approximately 48-49 percent. This happens every year with a slight difference month-to-month.</p> | <p>JULY 2022
FINANCIAL
REPORT</p> |
| <p>Mr. Rich moved, seconded by Mr. Frola, to adopt the financial report for July 2022. The motion was adopted without dissent.</p> | <p>22-80
ADOPTION OF
FINANCIAL
REPORT</p> |
| <p>Ms. Scarpitti presented the donor/gift list for August 2022. The Library received no monetary donations and approximately one and a quarter pages of other donations.</p> | <p>DONOR/GIFT
LIST</p> |
| <p>Mr. Rich moved, seconded by Mr. Frola, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.</p> | <p>22-81
DONATIONS
& GIFTS</p> |
| <p>Ms. Scarpitti presented the investment report for July 2022. The interest earned totaled \$23,979.34, with approximately 78% of it credited to the General Fund.</p> | <p>INVESTMENT
REPORT</p> |
| <p>[The investment reports are appended to the minutes.]</p> | |
| <p>Heather Otto, Human Resources Director, presented the personnel report for August 2022 and stated there were two changes since the report was submitted. Barb White's retirement should be October 31, not August 31. Martha Rowe moved up her resignation date from October 7 to August 22.</p> | <p>PERSONNEL
REPORT</p> |

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – August 2022

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cockerell, Nick	APD	08/09/2022	APD
Ellinger, Kathleen	Librarian (Youth Services)	08/19/2022	Springfield-Lakemore
Groen, Autumn	Student Assistant	08/19/2022	Green
Harbeson, Elijah	Student Assistant	08/11/2022	BGS
Hicks, Hailey	Student Assistant	08/25/2022	Richfield
Johnston, James	Security Officer	07/31/2022	Security
Sandor, Jack	Student Assistant	08/12/2022	Goodyear
Swarthout, Matthew	Systems Support Technician	10/07/2022	Info Tech

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Adury, Anant	Student Assistant	08/01/2022	Kenmore
Conley, Patrick	Security Officer	08/29/2022	Security Officer
Cordova, Delaney	Public Service Assistant II	09/09/2022	Mobile Services
Crawford, Jasynda	Student Assistant	08/01/2022	Kenmore
Garver-Hughes, Macy	Student Assistant	08/01/2022	Highland Square
Hereford, Madison	Student Assistant	08/15/2022	BGS
Schlarb, Adam	Student Assistant	08/15/2022	Norton

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Parker, Reed	Public Service Assistant II Events Assistant	08/08/2022	PSO Events

RETIREMENTS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Rowe, Martha (Marty)	Public Service Assistant II	08/22/2022	Highland Square
White, Barbara	Deputy Director	10/31/2022	Administration

Martha (Marty) Rowe

10/26/1964 – 07/28/1967 – Clerk I, Extension
09/18/1967 – 12/31/1968 – Clerk I, Mogadore
01/01/1969 – 12/19/1970 – Librarian Assistant I (Sub), Mogadore
04/29/1975 – 10/20/1976 – Librarian Assistant I (Sub), West Hill
01/02/1980 – 08/03/1980 – Librarian Assistant I, Kenmore
08/04/1980 – 02/05/1983 – Librarian Assistant I, West Hill
10/01/1989 – 08/08/1993 – Librarian Assistant II (Job-share), West Hill
08/09/1993 – 12/20/1997 – Librarian Assistant II, West Hill
12/21/1997 – 08/22/2022 – Public Service Assistant II, Highland Square

Barbara White

06/17/1991 – 07/28/1991 – Librarian I (Senior PSA), McDowell
07/29/1991 – 11/14/1993 – Librarian II, McDowell
11/15/1993 – 12/11/1994 – Librarian II, Audio Visual Services
12/12/1994 – 08/06/1995 – Librarian II, Mobile Services
08/07/1995 – 12/20/1997 – Librarian III (Adult), West Hill
12/21/1997 – 08/22/2010 – Branch Manager, Highland Square
08/23/2010 – 07/29/2018 – General Manager, Branch Libraries
07/30/2018 – 10/31/2022 – Deputy Director

NUMBER OF STAFF MEMBERS

	<u>06.16.09</u>	<u>06.09.10</u>	<u>08.16.19</u>	<u>08.23.20</u>	<u>08.13.21</u>	<u>08.18.22</u>
Full-Time Staff:	291	270	271	258	254	255
80 Hrs. Exempt:	–	–	–	–	45	43
75 Hrs. Non-Exempt:	–	–	–	–	209	212
Part-time/Job-Share Staff:	68	54	49	41	37	43
Student Assistants:	86	73	76	61	46	61
Total Number of Staff:	445	397	396	360	337	359
Full-Time Equivalents	339	307	307	288	277	286

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. Frola, to adopt the July personnel report with amendments. The motion was adopted without dissent. 22-82
PERSONNEL
REPORT

Ms. Hickson-Stevenson, Executive Director, stated that she kept her report brief, anticipating discussion on the two committee reports to follow. She highlighted the Summit Poll Report results. By participating in the poll, the Library receives both the Library-specific results and the general community results. By asking the same questions every year, it is easy to see changes and trends. The survey does include demographic data based on zip codes, using cell phones and landlines. The fee charged is reasonable for the organizations that participate. EXECUTIVE
DIRECTOR’S
REPORT

Mr. Weber read the report of the Buildings & Grounds Committee meeting.

The Buildings and Grounds Committee met in the Lolita K. Adair Board Room on Wednesday, August 24, 2022. Committee Chair Ray Weber called the meeting to order at 4:08 pm, with committee member Bernie Rochford attending. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Peter Schantz, and Barb White.

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

Peter Schantz, Facilities Director, presented the results of the public bidding process for major earthwork required at the Green Branch Library in order to mitigate excessive surface water runoff that has flooded portions of the building on a regular basis. Two contractors submitted bids, which Michelle Scarpitti, Fiscal Officer, opened on July 19, 2022. Lockhart Concrete Company provided the low bid at \$213,985. This bid is \$75,538 (26%) less than the Engineer's Opinion of Probable Cost. In addition to the low bid cost of \$213,985, Mr. Schantz recommended a \$10,000 contingency. The project will also require onsite inspection services and construction administration services from the design engineer, which were quoted at \$36,986. Mr. Schantz recommended the Committee recommend to the Board acceptance of Lockhart Concrete Company's low bid of \$213,985, a contingency of \$10,000, and construction administration and inspection services by EDG for \$36,986, for a total project cost of \$260,971.

Mr. Rochford moved, seconded by Mr. Weber, to recommend that the Board accept the low bid of \$213,985 from Lockhart Concrete Company and to approve a \$10,000 contingency and \$36,986 of construction administration and inspection services provided by EDG for a total project cost of \$260,971. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to accept the low bid of \$213,985 from Lockhart Concrete Company, to approve a \$10,000 contingency and to approve inspection services by EDG for a total project cost of \$260,971 was adopted without dissent.

Mr. Schantz next presented the results of the public bidding process for work required at Main Library to continue the installation of supply and return pipes into the Library's mechanical penthouse on the fourth floor, to provide an architectural feature to enclose the pipes, and to connect them to heating and cooling distribution piping in the building. Three contractors submitted bids but two proposals were non-responsive. Cline Mechanical Inc. bid the project at \$746,000. This bid, which includes the architectural surround, is \$28,000 (4%) less than the Engineer's Opinion of Probable Cost. Mr. Schantz recommended the Committee recommend to the Board acceptance of Cline Mechanical's bid of \$746,000.

22-83
LOCKHART
CONCRETE
BID FOR GREEN
BRANCH

Mr. Rochford moved, seconded by Mr. Weber, to recommend that the Board accept the bid of \$746,000 from Cline Mechanical. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

22-84
CLINE
MECHANICAL
BID FOR MAIN
LIBRARY

With no questions or discussion, the Committee's recommendation to accept the bid of \$746,000 from Cline Mechanical for supply/return pipes and coverings was adopted without dissent.

Having reached the end of the agenda, Mr. Weber declared the meeting adjourned at 4:50 pm.

*Pam Hickson-Stevenson
Executive Director*

Ms. Hickson-Stevenson read the report of the Personnel Committee meeting.

*REPORT OF PERSONNEL COMMITTEE MEETING
August 23, 2022*

PERSONNEL
COMMITTEE
MEETING
REPORT

On Tuesday, August 23, 2022, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Angela Neeley called the meeting to order at 4:06 pm. 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, too, as did Mark Fiala and Ryan Sheehan of Organizational Architecture.

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

Mark Fiala and Ryan Sheehan of Organizational Architecture introduced themselves and their company. Mr. Fiala reviewed the tasks they were hired to perform for the Library: a classification and compensation study, a staffing capacity and capabilities study about current needs, and a staffing capacity and capabilities study about future needs. He stated that they would not be making any recommendations at this meeting but instead would be reviewing their methodology and some preliminary results.

Their work to date has involved reviewing job descriptions and then benchmarking positions by comparing them to like jobs in three different survey or data tools. Those tools include the Economic Research Institute Salary Assessor and Executive Assessor Survey databases; the NEO-RLS Statewide Pay Practices Survey 2022; and the State Library of Ohio Public Library Salary Survey 2021. They performed job-level benchmarking on 43 hourly and 26 salaried positions. Additionally, they incorporated data from seven peer libraries in Ohio that did not participate in the NEO-RLS survey. Mr. Fiala reviewed the Library positions that were below market, above market, and at market for both hourly and salaried positions.

Mr. Fiala reported that they would leave Library administration with tools to assist in ongoing position administration. They also had reviewed the Library's

current employee appeals process to address reclassification requests and determined no significant revisions are needed. Mr. Fiala next reported that there is a high degree of overlap from one grade to another in the Library's current salary schedule and that they would be looking at any needed changes. Finally, Mr. Fiala reported that they have spent time in branches and in Main Library departments to inform their work on the current state of staffing capacity and capability.

Pam Hickson-Stevenson and Heather Otto presented their recommendation to amend the Compensatory Time Policy to accommodate the following changes:

- *A definition of "eligible hours" on which exempt employees can earn Compensatory Time was added.*
- *The timeframe by which exempt employees must use Compensatory Time was eliminated.*
- *The statement that "Exempt Compensatory Time may not be used to shorten a notice of resignation or retirement" was removed. Since Compensatory Time may only be used in increments up to two (2) consecutive days and is subject to supervisor approval, a supervisor can make a case-by-case decision in the aforementioned scenarios.*
- *Information that is established in the Timekeeping Policy was eliminated.*
- *Other information was relocated in the policy to improve readability.*

Committee members discussed removing the phrase "for the purpose of rest, relaxation or personal business" from the first sentence in the first paragraph. Mr. Rochford moved to recommend to the Board adoption of the amended Compensatory Time Policy as revised. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee's recommendation to amend the Compensatory Time Policy was adopted without dissent.

Ms. Otto next discussed the recommendation to amend the Vacation Leave Policy to include the following changes:

- *Accruals will be based on minutes paid and will be capped at the current accrual rates based on position and tenure. For example, a full-time (75-hour) support staff employee in the first year of employment earns 2.9625 hours of Vacation Leave per pay since that person is consistently earning a full paycheck as described above. With these proposed changes, if that same employee records:*
 - *75 hours of worked time and paid leave in a pay period, that person accrues 2.9625 hours of Vacation Leave in that pay period.*
 - *73.25 hours of worked time and paid leave in a pay period, that person accrues 2.8933 hours of Vacation Leave in that pay period (a lower accrual based on fewer paid hours).*
 - *77 hours of worked time and paid leave in a pay period, that person accrues 2.9625 hours of Vacation Leave in that pay period (the accrual caps at the current accrual of 2.9625).*
- *The accrual rate charts in the policy were updated to show accruals by minutes paid and list maximum accruals.*
- *The opening paragraph of the policy was updated to reflect the change, explaining that "for purposes of this calculation, the number of paid hours the*

22-85
COMPENSATORY
TIME POLICY
AMENDED

employee records during a regular work week may not exceed the number of hours the employee is authorized to work based on classification.”

- *The opening paragraph of the policy was updated to explain that Vacation Leave is “for the purpose of rest, relaxation, or personal business.”*
- *The statement that the “grade level of an employee’s job classification” is part of Vacation Leave accrual was removed since that statement is not true under the current policy, nor is it true with the proposed changes.*
- *A statement was added to codify that “Vacation Leave may not be used to extend an employee’s regular work week or exceed the hours authorized for the position.”*
- *The following statements were removed:*
 - *“Vacation Leave cannot be taken in increments of less than 15 minutes.”*
 - *“Vacation Leave may not be used to shorten the expected length of a notice of resignation or retirement.”*
- *A statement was added to explain that Vacation Leave is “paid out in the pay period following the employee’s final regular paycheck.”*
- *Where the policy explains that “An employee who receives notice of a court or other appearance compelled by a subpoena must use Vacation Leave,” a statement was added to highlight such use may only be if the employee is past the first six months of employment.*
- *To reflect current practice, the statement “Vacation Leave balances roll over from year to year up to the maximum stated below” was added.*
- *References were added to direct readers to other policies as appropriate.*

Mr. Rochford moved to recommend to the Board adoption of the amended Vacation Leave Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee’s recommendation to amend the Vacation Leave Policy was adopted without dissent.

Ms. Otto next explained the recommendation to amend the Sick Leave Policy to include the following changes:

- *Accruals will be based on minutes paid, and will be capped at the current accrual rates based on position and tenure. For example, a full-time (75-hour) support staff employee who is in the first year of employment earns 5.20 hours of Sick Leave per pay since that person is consistently earning a full paycheck as described previously. With these proposed changes, if that same employee records:*
 - *75 hours of worked time and paid leave in a pay period, that person accrues 5.20 hours of Sick Leave in that pay period.*
 - *73.25 hours of worked time and paid leave in a pay period, that person accrues 5.08 hours of Sick Leave in that pay period (a lower accrual based on fewer paid hours).*
 - *77 hours of worked time and paid leave in a pay period, that person accrues 5.20 hours of Sick Leave in that pay period (the accrual caps at the current accrual of 5.20).*
- *The accrual rate charts in the policy were updated to show accruals by minutes paid and list maximum accruals.*

22-86
VACATION
LEAVE POLICY
AMENDED

- *The opening paragraph of the policy was updated to reflect the change, explaining “for purposes of this calculation, the number of paid hours the employee records during a regular work week may not exceed the number of hours the employee is authorized to work based on classification.”*
- *A statement was added to codify that “Sick Leave may not be used to extend an employee’s regular work week or exceed the hours authorized for the position.”*
- *Where the policy explains that “Employees who have exhausted all accrued Sick Leave must apply other available but unused paid leave...to cover time lost due to illness,” a statement was added to highlight Vacation Leave may only be if the employee is past the first six months of employment.*

Mr. Rochford moved to recommend to the Board adoption of the amendments to the Sick Leave Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no questions or discussion, the Committee’s recommendation to amend the Sick Leave Policy was adopted without dissent.

22-87
SICK LEAVE
POLICY
AMENDED

Ms. Otto explained the recommendation to amend the Dress Code and Hygiene Policy to include the following changes:

- *A statement was added that “The Executive Director may periodically designate special days or situations when this policy may be altered.”*
- *A sentence was added to refer employees to the appropriate policies if they wish to request medical or religious accommodations to the policy.*
- *The following changes were made to the list of Unacceptable Dress:*
 - *Leggings are prohibited when not worn with a dress or skirt.*
 - *The original prohibition on “sweat pants and sweat shirts” and “jogging suits” was expanded to prohibit “athletic and athleisure clothing (e.g., sweat pants and sweat shirts, hoodies, jogging suits, yoga pants, beachwear, warm-up suits).”*
 - *The original prohibition on “tank and halter tops” was expanded to prohibit “crop, tube, tank, and halter tops and muscle shirts.”*
 - *The original prohibition on “clothing containing profanity or obscenity” was expanded to prohibit “clothing, accessories, or tattoos containing profanity, obscenity, nudity, illegal acts, racial/ethnic slurs, or other similarly offensive matter.”*
- *The requirement that male supervisors and male public service staff are required to wear a shirt with a collar” was removed.*

Committee members discussed the prohibition of tattoos and advised add the word “visible” before the word “tattoos” in the thirteenth bullet. Mr. Rochford moved to recommend to the Board adoption of the amendments to the Dress Code and Hygiene Policy as revised. The motion was adopted without dissent, and this now comes a recommendation to the Board.

With no questions or discussion, the Committee’s recommendation to amend the Dress Code and Hygiene Policy was adopted without dissent.

22-88
DRESS CODE &
HYGIENE POLICY
AMENDED

Ms. Neeley adjourned the meeting at 5:25 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson introduced Scott Schrade, the Fairlawn-Bath Branch Manager. Scott thanked the attendees for coming and then stated he had been with the Library 20 years. The Branch averages 300 visitors daily, and registered 1,200 people this year for the summer reading program. He is very proud of the staff. He reported that Jessica Ellis is updating their storywalk trail. Pam Teeter and Theresa Munka run graphic novel book clubs at two of the local schools and are expanding it to the Junior High. Scott conducts a monthly book club and is planning an English for Speakers of Other Languages informal conversation initiative.

REPORT FROM
ADMINISTRATIVE
STAFF

Mr. Rochford announced there were no requests for public participation.

PUBLIC
PARTICIPATION

Mr. Rochford commented the Legislative Breakfast went very well. Senator Roegner and Representatives Galonski and Weinstein attended. It is hoped to be repeated in the future and to have more attendees.

FOR THE GOOD
OF THE ORDER

With no further business and no objections, Mr. Rochford adjourned the meeting at 4:51 pm.

ADJOURNMENT

President

Secretary