

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
OCTOBER 31, 2024

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:32 p.m. in the Community Room of the Portage Lakes Branch Library. The following members of the Board answered the roll call: James Casey, John Frola, Jr., Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Joseph Ferrise was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Andrea Cowgar, Michael Derr, Tonya Gardella, Cheryl Luck, Ryan McCoy, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, Melissa Walker.

Mr. Rochford moved, seconded by Mr. Rich, to adopt the agenda as distributed. The motion was adopted without dissent. 24-97
AGENDA

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the September 26, 2024, meeting. The motion was adopted without dissent. 24-98
SEPTEMBER MINUTES

Ms. Neeley expressed sadness over missing the Conversation with Carla Hall event. Mr. Rochford introduced Ms. Hall and found her to be very engaging and personable. He announced it was a great event. Ms. Hickson-Stevenson added Ms. Hall spent time in Akron, visiting House Three Thirty and the Sojourner Truth plaza. She also ate at Crave, a downtown Akron restaurant. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2024. The Library received the final Real Estate Settlement for the year. SEPTEMBER 2024
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial report for September 2024. The motion was adopted without dissent. 24-99
ADOPTION OF
FINANCIAL REPORT

Ms. Scarpitti presented the donor gift list. The Library received \$28,897.97 in monetary donations since the last meeting and one and a half pages of other donations. DONOR GIFT LIST

Mr. Rich moved, seconded by Mr. Weber, the acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 24-100
ACCEPTANCE OF
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for September 2024. The Library received \$65,518.13 of interest with approximately 65% credited to the general fund. There were no changes to the investments other than one transfer of money. SEPTEMBER 2024
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested one budget adjustment related to a broken vinyl printer in the Tech Zone at Main Library. The printer is at end of life, and the department is requesting to utilize excess program supply monies for a new vinyl BUDGET
ADJUSTMENT – VINYL
PRINTER

printer. There is a plan to fix the broken printer and use it as a secondary machine. The budget adjustment is a transfer from the supply fund to the equipment fund where that type of purchase would be charged.

24-101
BUDGET
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Rochford, the appropriation for line item 2113 be reduced by \$16,000 and the appropriation for line item 5565 be increased by the same amount. The motion was adopted without dissent.

ANNUAL
RESOLUTION
ACCEPTING THE
AMOUNTS AND
RATES

Ms. Scarpitti reported on a resolution sent to the County of Summit every year. It accepts the amounts and rates the County has put together that will be the 2025 property tax levy.

Mr. Rich moved, seconded by Mr. Weber, adoption of the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Fiscal Officer. The motion was adopted without dissent.

24-102
ANNUAL
RESOLUTION

Ms. Scarpitti next requested the Board declare a plotter as surplus property. The plotter is old and does not work despite attempts to repair it.

DISPOSAL OF
SURPLUS PROPERTY

Mr. Rich moved, seconded by Mr. Frola, the plotter tagged #000698 be declared surplus. The motion was adopted without dissent.

24-103
DISPOSAL OF
SURPLUS PROPERTY

Heather Otto, Human Resources Director, presented the personnel report and stated there were no changes to the report. Ms. Otto highlighted the retirements of two staff with over thirty years of service to the Library.

PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY **Personnel Report – October 2024**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Allen, Donovan	Shelver (Casual)	10/05/2024	Springfield-Lakemore
Criss, Rodney	Akron Police Officer	09/17/2024	Security
Kendro, Michael	Public Service Assistant II	10/05/2024	Norton
Mitchell, Ellen	Substitute PSA II	10/06/2024	Public Services
Trammell, Jake	Shelver (Casual)	09/29/2024	Children's Library & Teen

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Booth, Kaitlin	Coordinator Collection Development	10/21/2024	Collection Development
Borland, Katy	Shelver (Casual)	09/23/2024	Highland Square

Colescott, Steve	Public Service Assistant II	10/07/2024	Kenmore
Duckworth, Cierra	Shelver (Casual)	10/07/2024	Green
Marshall, Lauren	Substitute PSA II	10/07/2024	Public Services Office
Millette, Eli	Manager, Main Library Division	12/02/2024	Children's Library & Teen
Nakoneczny, Ryan	Shelver (Casual)	10/07/2024	Green
Norton, Kristin	Substitute PSA II	10/07/2024	Public Services Office
Nussen, Dawn	Shelver (Casual)	09/23/2024	Green
Sejba, Anne	Shelver (Casual)	09/23/2024	Fairlawn-Bath
Stover, Michael	Akron Police Officer	10/07/2024	Security
Surblis, Benjamin	Akron Police Officer	10/08/2024	Security

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bennett, Michael	Security Officer		Kenmore
	Security Officer	10/07/2024	Odom
Buck, McKayla	Public Service Assistant II (JS)		Green
	Public Service Assistant II (FT)	11/04/2024	Green
Maloof, Kayla	Public Service Assistant II (JS)		Green
	Public Service Assistant II (FT)	11/04/2024	Green
Ozbolt, Mary	Public Service Assistant II		Goodyear
	Public Service Assistant II	11/04/2024	Norton

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Cameron, Lora	Substitute Public Service Assistant		Public Services Office
	Public Service Assistant II	10/07/2024	North Hill
Cecil, Malaky	Public Service Assistant (Floater)		Public Services Office
	TechZone Assistant	10/21/2024	Electronic Services
Freund, Keith	Librarian (Adult Services)		Culture & AV
	Branch Manager	11/04/2024	Goodyear
Fulkman, Benjamin	Public Services Assistant II		Green
	Public Services Assistant III	10/28/2024	Culture & AV
Hurst, Samantha	Public Services Assistant II		Goodyear
	Librarian (Adult Services)	10/21/2024	BG&S
Mockensturm, KT (Kathleen)	Asst. Coordinator, Youth Services		Youth Services Office
	Coordinator, Youth Services	11/18/2024	Youth Services Office

Stump, Kyle

Shelver
Public Service Assistant II

10/07/2024

Culture & AV
Portage Lakes

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Aderman, Rebecca	Librarian	10/31/2024	Culture & AV

Rebecca Aderman Employment History:

- Librarian – Language, Literature & History (04/30/1979 – 06/03/2001)
- Librarian – Culture & AV (06/04/2001 – 10/31/2024)

Coccaro, Louis	Librarian	10/31/2024	Collection Development
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Louis Coccaro Employment History:

- Librarian I – Audio Visual Services (07/12/1993 – 08/08/1993)
- Librarian II – Audio Visual Services (08/09/1993 – 09/19/2012)
- Librarian – Collection Development (09/20/2012 – 10/31/2024)

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>10.15.19</u>	<u>10.15.20</u>	<u>10.15.21</u>	<u>10.19.22</u>	<u>10.17.23</u>	<u>10.21.24</u>
Full-Time Staff:	291	270	275	254	252	248	252	254
80 Hrs. Exempt:	--	--	--	44	43	42	42	43
75 Hrs. Non-Exempt:	--	--	--	210	209	206	210	211
Part-time/Job-Share Staff:	68	54	45	44	40	45	42	43
Shelver (Casual):	86	73	76	56	38	54	63	59
Total Number of Staff:	445	397	396	354	330	347	357	356
Full-Time Equivalents:	339	307	308	284	274	278	280	283

NOTES:

- These numbers cannot be compared from month to month since the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately before or after the date the personnel action is effective.
- Previously, the Library employed Student Assistant who had to be full- or part-time students and who worked between 8 to 20 hours per week performing shelving duties and other limited tasks. “Shelvers (Casual)” is a designation approved at the August 2023 Board of Trustees meeting. This role performs the same duties and works the same hours as Student Assistants, but it eliminates the requirement that the person be a student. Counts from before the September 2023 Personnel Report reflect those in the Student Assistant position and counts from September 2023 and thereafter reflect those in the Shelver (Casual) position.

<u>Employee</u>	<u>Classification</u>	<u>Event</u>	<u>Date</u>	<u>Agency</u>
Brown, John (Curt)	Marketing Assistant	Termination of Employment	09/30/2024	M&C
Burke, Henry (Soni)	Security Officer	Initial Warning	02/24/2022	Security
		First-level Reprimand	06/16/2022	
		Second-level Reprimand	11/30/2022	
		Suspension without Pay	02/08/2023	
		Suspension without Pay	03/31/2023	
		Initial Warning	07/14/2023	
		Initial Warning	04/12/2024	
		Second-level Reprimand	07/02/2024	
		Termination of Employment	10/02/2024	

24-104
PERSONNEL
REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the personnel report. The motion was adopted without dissent.

EXECUTIVE
DIRECTOR'S
REPORT – WORK
PLAN 3rd QUARTER

Pam Hickson-Stevenson, Executive Director, reported her satisfaction with the progress in the third quarter report on the 2024 Work Plan.

COMMUNITY
ENGAGEMENT
SESSIONS WITH
DESIGN FIRM

The work on the space usage feasibility study continues with Bostwick Design Partnership. Ms. Alleman, Deputy Director, distributed flyers for the community engagement sessions with the design firm in November.

REPORT OF
MARKETING
COMMUNICATIONS
& LIBRARY
SERVICES
COMMITTEE

Mr. Rich presented a report from the Marketing Communications & Library Services Committee.

On Monday, October 14, 2024, the Marketing Communications & Library Services Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bill Rich called the meeting to order at 4:04 p.m. Also in attendance was committee member Joe Ferrise. Ms. Neeley arrived at 4:16 p.m. Library staff members Pam Hickson-Stevenson, Michelle Alleman, and Sara Schwendeman also attended.

Mr. Ferrise moved to adopt the agenda as distributed. The motion was adopted without dissent.

Ms. Hickson-Stevenson reported that members of Administration discussed the best way to provide a policy governing issues such as large or wheeled items coming into Library buildings, pests, and camping on Library property. They recommended using the Customer Behavior Policy as the best way to communicate the Library's rules regarding those topics. She pointed to the sections of the existing policy where amendments were recommended for the Committee's consideration. Committee members agreed the phrase "in Library facilities" should be added to number 13.

Mr. Ferrise moved to adopt the Customer Behavior Policy as amended. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-105
CUSTOMER
BEHAVIOR POLICY

The recommendation to adopt the Customer Behavior Policy as amended was adopted without dissent.

Ms. Hickson-Stevenson next provided information regarding the statement in the Collection Development Policy about "materials which have the dominant purpose of appealing to prurient interests" and the statement, which was removed at the August Board meeting, about materials that are harmful to juveniles. Mr. Rich stated his belief that, according to the Library's Collection Development

standards, items that are harmful to juveniles, materials that are obscene, and materials that appeal to prurient interests are not purchased. He suggested that the sentence regarding materials harmful to juveniles not be reinstated and that the sentence regarding materials with the “dominant purpose of appealing to prurient interests” be deleted because both are superfluous. Ms. Hickson-Stevenson added the topic of materials harmful to juveniles and of obscenity are addressed in Ohio’s criminal code, which further indicates Library staff would not be purchasing such items.

Mr. Ferrise moved to strike the sentence around prurient items. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The recommendation to adopt the Collection Development Policy as amended was adopted without dissent.

24-106
COLLECTION
DEVELOPMENT
POLICY

Hearing no objection, the meeting was adjourned at 4:26 p.m.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford presented a report from the Personnel Committee.

REPORT OF THE
PERSONNEL
COMMITTEE

On Wednesday, October 23, 2024, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bernie Rochford called the meeting to order at 4:09 p.m. Also in attendance were Committee members Angela Neeley and Bill Rich. Ray Weber arrived at 4:10 p.m. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, and Sara Schwendeman also attended.

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

Ms. Otto presented an overview of material provided earlier to the committee members regarding recommended updates to three personnel policies.

Ms. Otto reported that the current Complaint Resolution Policy is formulaic. With improved communication being a recurring feedback point for staff as well as a task within the 2024 Work Plan, updating this policy to promote open communication throughout the Library is a way to address both items. Ms. Otto confirmed that the complaint resolution addresses employee grievances and provides direction to work with the employee’s supervisor first to address concerns.

Mr. Rich moved, seconded by Mr. Weber, the Committee recommend Board adoption of the changes to the Complaint Resolution Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The recommendation to adopt the Complaint Resolution Policy as amended was adopted without dissent.

24-107
COMPLAINT
RESOLUTION
POLICY

Ms. Otto reported the Ethics in the Workplace Policy recommended changes were driven by the new State-mandated fraud reporting training. Additionally, it clarifies expectations of employees more clearly. The State-mandated fraud training will be held during Staff Development Day on November 1 for all staff.

Mr. Rich moved, seconded by Mr. Weber, the Committee recommend Board adoption of the changes to the Ethics in the Workplace Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-108
ETHICS IN THE
WORKPLACE
POLICY

The recommendation to adopt the Ethics in the Workplace Policy as amended was adopted without dissent.

Ms. Otto next reported an exploration of enhancements to the Sick Leave Bank Policy is in the 2024 Work Plan. She consulted with an attorney to ensure the recommended policy revisions met IRS regulations to avoid taxation on donations of sick leave.

Mr. Rich moved, seconded by Mr. Weber, the Committee recommend Board adoption of the proposed changes to the Sick Leave Bank Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The recommendation to adopt the Sick Leave Bank Policy as amended was adopted without dissent.

24-109
SICK LEAVE BANK

Ms. Hickson-Stevenson explained there are several reasons the Library's Salary Schedule needs to be revamped. When Library administrators worked with Organizational Architecture two years ago, it became clear that some pay grades overlapped. Additionally, the changes to Ohio's minimum wage have pushed shelve (and student assistant) hourly rates higher. Ms. Otto reported the new salary thresholds announced by the Department of Labor also call for revisions to the Schedule. Further revisions include moving some positions to different grade levels to better reflect market value and/or aligning positions more appropriately to the roles the staff are fulfilling, shifting two positions from salaried roles to hourly but still maintaining professional status, changing grade names, combining Directors into one grade, and making structural changes such as splitting out exempt and non-exempt positions. These changes keep the Library in compliance with the IRS and State regulations. No position will see a cut in pay. The total impact to the budget for salaries over a year would be approximately \$16,228.

The Committee members questioned if there is a process for staff members to question their position level. Ms. Otto confirmed managers or employees can submit a form to request reevaluation of pay and job description and include their reasoning. If there is a justification for the request, it is then brought before the Board for approval.

Mr. Rich moved, seconded by Ms. Neeley, the Committee recommend to the Board adoption of the recommended changes to the Salary Schedule effective the first pay of January 2025. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-110
SALARY
SCHEDULE

The recommendation to adopt the recommended changes to the Salary Schedule was adopted without dissent.

Ms. Otto next reviewed revisions to the Longevity Stipend Policy. Currently, the policy states a stipend may be granted every three years to non-probationary period regular employees who are in the last step of their position grade. Staff remain in the last step of the position grade in perpetuity unless they change positions. The proposed change is to review a potential stipend annually instead. The stipend would involve a 1.5% lump sum, reflecting what would be the position step increase. The recommended change would not obligate the Library to any increases but would allow consideration for a stipend, funds permitting, with the Board voting on providing the stipend for employees at the last step of their grade.

Mr. Rich moved, seconded by Mr. Weber, the Committee recommend to the Board adoption of the proposed changes to the Longevity Stipend Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-111
LONGEVITY
STIPEND POLICY

The recommendation to adopt the Longevity Stipend Policy as amended was adopted without dissent.

Ms. Hickson-Stevenson announced that the Library's Safety Management Manual is outdated. In 1996 the Board adopted the Safety Manual, which is a collection of procedures not policies. Ms. Hickson-Stevenson and Ms. Otto asked the Committee members if they felt a need to review and approve the procedure manual once revisions are made. The members agreed the Board's role is to review and adopt policy, not procedures. It was confirmed security staff are trained in emergency procedures. A brief discussion took place on having narcan available but not mandating staff to administer it.

Ms. Hickson-Stevenson inquired about the annual evaluations of the Executive Director and the Fiscal Officer. After discussion, Committee members agreed to have only the Board Trustees complete the evaluations this year. Mr. Rochford will bring this to Ms. Neeley's attention.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 5:26 p.m.

Pam Hickson-Stevenson, Executive Director

NEW BUSINESS –
PLF PERCENTAGE
FOR ASCPL 2025

Ms. Hickson-Stevenson explained the two items under New Business. The first was the annual request to the Board of Trustees to adopt ASCPL's percentage

of the Public Library Fund (PLF) as it was presented in the formula results shared at the Summit County Library Trustees Council. Ms. Hickson-Stevenson stated the formula used in Summit County has been in place for many years. The percentage for Akron-Summit County Public Library is 65.11784%, a slight increase from last year.

24-112
ASCPL
PERCENTAGE OF
2025 PLF DOLLARS

Mr. Rich moved, seconded by Mr. Casey, the Library adopt 65.11784% as the Library's share of the 2025 PLF dollars. The motion was adopted without dissent.

REQUEST FROM
NORDONIA
SCHOOLS LEVY
COMMITTEE

The second item under New Business was a request from the Nordonia Schools levy committee to allow a yard sign at the Nordonia Hills Branch with the understanding it will not be there for long.

24-113
NORDONIA
SCHOOLS LEVY
SIGN

Mr. Rochford moved, seconded by Mr. Frola, to allow the yard sign for Nordonia Schools at the Nordonia Hills Branch. The motion was adopted without dissent.

Ms. Hickson-Stevenson introduced Cheryl Luck, Portage Lakes Branch Manager. Ms. Luck announced she has been the Manager at the Branch for 12 and a half years. The Branch has increased its community outreach with eight annual events between Coventry and Manchester. George Bucham, a local resident, donated a 5-binder Portage Lakes postcard collection, and the staff scanned all postcards into Summit Memory. The staff are currently working on making donations from the Portage Lakes Historical Society accessible at the Branch.

ADMINISTRATIVE
TEAM REPORT

Kevin Dilley, Community Journalism Director at Signal Akron, introduced himself and two documenters at the meeting. Signal Akron is a nonprofit newsroom hoping to fill the gaps where local journalism has contracted. Signal Akron trains and pays residents to attend meetings and take notes for posting on the organization's website. They are referred to as documenters. Signal Akron has 159 documenters that have covered 250 meetings to date. People may access information at signalakron.org.

PUBLIC
PARTICIPATION

There was nothing for the good of the order.

FOR THE GOOD OF
THE ORDER

With no further business, Ms. Neeley adjourned the meeting at 5:15 p.m.

ADJOURNMENT

President

Secretary