

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
DECEMBER 12, 2024

Vice President William Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:37 p.m. in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, William Rich, and Bernie Rochford. John Frola, Jr., Angela Neeley and Ray Weber were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Kaitlin Booth, Kelly Chaplin, Andrea Cowgar, Michael Derr, Pat Manning, Ryan McCoy, KT Mockensturm, Peter Schantz, Sara Schwendeman, Dana Setting, Melissa Walker.

Ms. Hickson-Stevenson, Executive Director, requested an item be added under New Business – Resolutions of Necessity for County Fiscal Office. Mr. Rochford moved, seconded by Mr. Casey, to adopt the agenda as amended. The motion was adopted without dissent.

24-114  
AGENDA

Ms. Hickson-Stevenson stated there was one descriptive error in the Personnel Report in the October minutes that was corrected. Mr. Rochford moved, seconded by Mr. Ferrise, to adopt the minutes of the October 31, 2024, meeting as amended. The motion was adopted without dissent.

24-115  
OCTOBER MINUTES

There were no remarks made by Vice President Rich.

VICE PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for October 2024. The Library received the second half Homestead and Rollback settlement. There is a negative month to date item for the expenditures due to moving some expenses for monthly cybersecurity services.

OCTOBER 2024  
FINANCIAL REPORT

Mr. Rochford moved, seconded by Mr. Ferrise, to adopt the financial report for October 2024. The motion was adopted without dissent.

24-116  
ADOPTION OF  
FINANCIAL REPORT

Ms. Scarpitti presented the donor gift list. The Library received \$4,565.71 in monetary donations since the last meeting and one and a half pages of other donations.

DONOR GIFT LIST

Mr. Casey moved, seconded by Mr. Ferrise, the acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.

24-117  
ACCEPTANCE OF  
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for October 2024. The Library received \$67,735.92 of interest with approximately 69% credited to the general fund. One CD matured, and Ms. Scarpitti is considering other CD options. There were no changes to the investments.

OCTOBER 2024  
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested one budget adjustment, moving from line 3320 to line 3812 to accommodate additional purchases and increased pricing.

BUDGET  
ADJUSTMENT

Mr. Rochford moved, seconded by Mr. Ferrise, that \$15,000 from line item 3320-Maintenance Agreements-Information Technology be moved to line item 3812-Library Materials Automation-Innovative. The motion was adopted without dissent.

24-118  
BUDGET  
ADJUSTMENT

Ms. Scarpitti next requested the Board declare a lot of shelving parts as surplus property. The shelving parts are no longer useful to the Library. The plan is to scrap the parts.

DISPOSAL OF  
SURPLUS PROPERTY

Mr. Casey moved, seconded by Mr. Ferrise, to declare as surplus the lot of shelving parts depicted. The motion was adopted without dissent.

24-119  
DISPOSAL OF  
SURPLUS PROPERTY

Ms. Hickson-Stevenson presented the Personnel Report and stated there were no changes to the report since distribution.

PERSONNEL REPORT

### **AKRON-SUMMIT COUNTY PUBLIC LIBRARY** **Personnel Report – November-December 2024**

#### **RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Becker, Sophia	Shelver (Casual)	10/30/2024	Children's & Teen
Coker-Mathis, Cyeda	Public Service Assistant II	10/18/2024	Maple Valley
Hereford, Madison	Shelver (Casual)	11/08/2024	BG&S
Hill, Lailah	Shelver (Casual)	11/24/2024	Odom
Pildner, Jill	Materials Processor	12/19/2024	Magazines & Newspaper

#### **SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Forrest, Brooke	Substitute PSAII	11/07/2024	Public Services Office
Gruich, Alyssa	Substitute PSAII	11/07/2024	Public Services Office
Jones, Justin	Shelver	12/02/2024	Culture & AV
Mesecar, Timothy	Substitute PSAII	11/07/2024	Public Services Office
Stump, Thomas	Shelver	12/02/2024	Culture & AV
Vossen, Emily	Public Service Assistant II	12/02/2024	Ellet
Wetzel, Kyle	Shelver (Casual)	11/04/2024	BGS

#### **CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Ramey, Greta	Public Service Assistant II		Mogadore
	Public Service Assistant II	12/02/2024	Goodyear

Rexroad, Benjamin

Public Service Assistant II (PT)

Public Service Assistant II (FT)

12/02/2024

Odom

Goodyear

**PROMOTION:**

**Employee**

**Classification**

**Date**

**Agency**

Marshall, Lauren

Substitute Public Service Assistant II

Public Services Office

Public Service Assistant II (Floater)

11/18/2024

Public Services Office

**NUMBER OF EMPLOYEES**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>12.05.19</u></b>	<b><u>12.04.20</u></b>	<b><u>11.15.21</u></b>	<b><u>12.08.22</u></b>	<b><u>12.06.23</u></b>	<b><u>12.02.24</u></b>
Full-Time Staff:	291	270	270	249	249	250	252	254
80 Hrs. Exempt	--	--	--	43	43	42	42	44
75 Hrs. Non-Exempt	--	--	--	206	206	208	210	210
Part-time/Job-Share Staff:	68	54	48	41	41	47	41	40
Shelver (Casual):	86	73	82	53	41	55	63	59
Total Number of Staff:	445	397	400	343	331	352	356	353
Full-Time Equivalents	339	307	307	276	273	281	279	281

**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.

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

24-120  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson introduced new Administrative Team members Kaitlin Booth, Collection Development Coordinator, and KT Mockensturm, Youth Services Coordinator. Ms. Hickson-Stevenson next presented an update on the space usage feasibility study, including an overview of the project, the project schedule, and key factors from the study, public and staff engagement sessions, and surveys of both the staff and members of the community. Apart from two Library locations, all other locations are more than twenty years old. Focus groups will take place in the new year. A representative of the architectural design firm will be at the Board of Trustees special meeting.

EXECUTIVE  
DIRECTOR'S  
REPORT

Ms. Hickson-Stevenson presented a report from the joint Finance and Personnel Committees meeting.

REPORT OF JOINT  
FINANCE AND  
PERSONNEL  
COMMITTEES  
MEETING

*On Tuesday, December 10, 2024, the Finance and Personnel Committees of the Akron-Summit County Public Library met in the Lolita K. Adair Board Room at Main Library. Finance Committee Chair John Frola called the meeting to order at 4:33 p.m. Also in attendance were Finance Committee member Jim Casey,*

*Personnel Committee Chair Bernie Rochford, and Personnel Committee member Bill Rich. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Michelle Scarpitti, and Sara Schwendeman also attended.*

*Ms. Hickson-Stevenson asked to add another item, a longevity stipend, to the agenda. Mr. Rochford moved, seconded by Mr. Casey, to adopt the agenda as revised. The motion was adopted without dissent.*

*Ms. Hickson-Stevenson reported that Library administration is recommending an adjustment of 2.5% to the entire salary schedule on the first pay date of January 2025 as well as the performance step increase to eligible employees effective on the first pay date of April 2025. Ms. Scarpitti reviewed the numbers for both increases and answered questions. The Committee members agreed on the importance of investing in the Library staff and the 2.5% increase to the salary schedule would help bridge the gap inflation has brought. They also discussed being able to maintain services and hours. Ms. Hickson-Stevenson commented that changes to the Public Library Fund, which could be enacted by the General Assembly in Columbus, would affect the Library's revenue and its ability to provide services. Mr. Rich commented that Library employees fell behind because of inflation and expressed his support for the 2.5% increase. Actions needed because of changes to the PLF and healthcare costs will be considered as more information becomes available.*

*Mr. Rochford moved, seconded by Mr. Casey, to recommend Board approval of the 2.5% Salary Schedule increase for all staff, including the Executive Director and Fiscal Officer, effective on the first pay date of January 2025. The motion was adopted without dissent and now comes as a recommendation to the Board.*

*The recommendation to approve the 2.5% Salary Schedule increase for all staff including the Executive Director and Fiscal Officer, effective on the first pay date of January 2025 was adopted without dissent.*

24-121  
APPROVED  
SALARY  
SCHEDULE  
INCREASE OF 2.5%

*Mr. Rochford moved, seconded by Mr. Casey, to recommend Board approval of the performance step increase for eligible employees effective on the first pay date of April 2025. The motion was adopted without dissent and now comes as a recommendation to the Board.*

*The recommendation to approve the performance step increase for eligible employees effective on the first pay date of April 2025 was adopted without dissent.*

24-122  
APPROVED  
PERFORMANCE  
STEP INCREASE

*Ms. Scarpitti presented information on a longevity stipend and employee eligibility for the stipend. It involves a lump sum payout of 1.5% of the employee's salary to employees who have reached the top of a grade on the salary schedule. It is intended to mirror the step increases that other employees will receive.*

*Mr. Rochford moved, seconded by Mr. Casey, to recommend Board approval of the longevity stipend given as a lump sum payout equal to 1.5% of the*

*employee's salary to eligible employees effective on the first pay date of April 2025. The motion was adopted without dissent and now comes as a recommendation to the Board.*

24-123  
APPROVED  
LONGEVITY  
STIPEND

The recommendation to approve the longevity stipend given as a lump sum payout to eligible employees effective on the first pay date of April 2025 was adopted without dissent.

*Ms. Hickson-Stevenson and Ms. Scarpitti presented the 2025 temporary budget worksheets and reviewed the funds and accounts.*

*Mr. Rochford moved, seconded by Mr. Rich, to recommend Board approval of the 2025 temporary appropriations. The motion was adopted without dissent and now comes as a recommendation to the Board.*

24-124  
APPROVAL OF 2025  
TEMPORARY  
BUDGET  
APPROPRIATIONS

The recommendation to approve the 2025 temporary appropriations was adopted without dissent.

*Ms. Hickson-Stevenson provided a brief report regarding a bond issue and the legally required resolutions the Board must adopt to take the next steps in placing an issue on the ballot. Library administration asked the County Fiscal Office for three unofficial estimates. She presented those estimates, what each would generate, and the approximate annual cost for the owner of a home valued at \$200,000. The Library is limited to a 20-year bond issue because the work will not involve new construction. At the Thursday special meeting, the Board will vote to transmit one or more resolutions of necessity to the County Fiscal Office.*

*Having reached the end of the agenda, Mr. Frola adjourned the meeting at 5:50 p.m.*

*Pam Hickson-Stevenson, Executive Director*

Ms. Hickson-Stevenson announced there were two items under New Business. The first was a change order under the HVAC upgrade project that will add certain electrical components as required by Summit County's Authority Having Jurisdiction. The cost of the change order was within the project contingency.

NEW BUSINESS –  
CHANGE ORDER

24-125  
CHANGE ORDER  
APPROVAL

Mr. Rochford moved, seconded by Mr. Ferrise, to approve the change order. The motion was adopted without dissent.

The second item under New Business was Resolutions of Necessity for the County Fiscal Office. These resolutions are necessary for the process of placing a bond issue on the ballot. The Library must seek official certification on what revenue the tax issue would generate. Library Administration has been working with bond counsel who has prepared the resolutions to be submitted to the County Fiscal Office pending Board approval. Three estimates based on different millage amounts were presented: 0.9, mill 0.95 mill, and 1.0 mill. The revenue generated by

RESOLUTIONS OF  
NECESSITY FOR  
COUNTY FISCAL  
OFFICE

these amounts, for bonds issued for twenty years at an average of 5% interest, would be \$145 million, \$152 million, or \$160 million respectively. The cost for a homeowner with a home valued at \$100,000 would be approximately \$31.50 per year, \$33.25 per year, or \$35 per year respectively. The architectural firm estimated the total cost for both programmatic improvements plus capital improvements at \$146.4 million. It was previously questioned at the Committee meeting if the numbers included a stand-alone facility for Springfield-Lakemore. It did not, so after some research, the architectural firm updated the total estimate for capital and programmatic improvements to be approximately between \$151.7 million to \$153.2 million.

24-126  
SUBMISSION OF  
0.95 & 1.0 MILL  
RESOLUTIONS OF  
NECESSITY

Mr. Rochford moved, seconded by Mr. Ferrise, to submit both 0.95 and 1.0 mill Resolutions of Necessity to the County Fiscal Office. The motion was adopted without dissent.

Ms. Hickson-Stevenson introduced Dave Lieberth, President of the Akron History Center, Inc. Mr. Lieberth called attention to the interesting artifacts, installations, and interactive displays that will be at the Akron History Center as well as the valuable contributions made by Akron-Summit County Public Library staff Caitlin Conley and Mary Plazo. Mr. Lieberth distributed brochures for the History Center. Ms. Hickson-Stevenson announced she has seen the Akron History Center and was impressed even though it was not completed.

ADMINISTRATIVE  
TEAM REPORT

There was no public participation.

PUBLIC  
PARTICIPATION

There was nothing for the good of the order.

FOR THE GOOD OF  
THE ORDER

With no further business, Mr. Rich adjourned the meeting at 5:47 p.m.

ADJOURNMENT

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Vice President

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Secretary