

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
MARCH 28, 2024

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:33 pm in the Lolita K. Adair Board Room of Main 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, Andrea Cowgar, Mike Derr, Pat Manning, Ryan McCoy, Heather Otto, Peter Schantz, Sara Schwendeman, Val Sherman, and Melissa Walker.

Mr. Rich moved, seconded by Mr. Rochford, to adopt the agenda as presented. The motion was adopted without dissent. 24-29
AGENDA

D.J. Nivens and Brianna Kelly of Pritt Entertainment Group, who produced a video about the Library's sesquicentennial, presented to the Library the Silver Addy award. This award is from the American Advertising Federation and was awarded under the category "Branded Content and Entertainment – Single Entry more than :60 seconds." PRITT
ENTERTAINMENT
GROUP – AWARD
PRESENTATION

Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the February 29, 2024 regular Board meeting as printed. The motion was adopted without dissent. 24-30 FEBRUARY
MINUTES

Ms. Neeley thanked the Library staff and encouraged them to keep up the great work. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for February 2024. In addition to the first real estate levy advance and the Public Library Fund distribution, the Library also received an E-Rate reimbursement payment from the 2022/2023 funding year. On the statement of cash, Ms. Scarpitti pointed out the miskey in the 202 Fund for the Akron Community Foundation Beatrice McDowell Fund that was discussed last meeting, showing it was corrected in the February financials. Mr. Rochford questioned the cost for replacing a water fountain. Peter Schantz, Facilities Director, clarified the water fountain is now the brand that has the bottle filling option, which is more expensive. The Library does allow cups with lids, and this style of water fountain is the growing trend. FEBRUARY 2024
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial report for February 2024. The motion was adopted without dissent. 24-31
ADOPTION OF
FINANCIAL REPORT

Ms. Scarpitti presented the donor/gift list. The Library received \$2,418 in monetary donations. The Library also received one and a half pages of other donations. The donations in memory of Nancy Cantini Mohler, a librarian for history collection, were designated for the Green Branch, the community where Ms. Mohler resided. 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.

24-32
DONATIONS AND
GIFTS

Ms. Scarpitti presented the investment report for February 2024. The Library received \$70,191.66 in interest, and approximately 55% was credited to the General Fund. The interest rate is at 5.59%, so the Library is receiving good returns.

FEBRUARY 2024
INVESTMENT REPORT

[The investment reports are appended to the minutes]

Heather Otto, Human Resources Director, presented the Personnel Report. There were no changes to the Personnel Report since it was distributed.

PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – March 2024

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Carpenter, Olivia	Shelver (Casual)	03/22/2024	Norton
Moore, Christopher	Public Service Assistant II	04/05/2024	Fairlawn Bath
Nan, Samnang	Akron Police Officer	03/11/2024	Akron Police Dpt.

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Carmen, Grace	Substitute PSA	02/26/2024	Public Services Office
Loyed, Matthew	Public Service Assistant II	03/25/2024	Richfield
Rexroad, Benjamin	Public Service Assistant II	03/11/2024	Odom
Schneider, Daniel	Substitute PSA	03/06/2024	Public Services Office
Shaw, Laura	Shelver (Casual)	03/11/2024	Highland Square
Wright, Hattie	Human Resources Generalist	03/11/2024	Human Resources

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fagerstrom, Eleanor	Shelver (Casual) Shelver (Casual)	02/26/2024	Maple Valley Goodyear
Howell, Joe	Public Service Assistant II Technical Services Assistant	03/11/2024	Portage Lakes Technical Services

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Coker-Mathis, Cyeda	Shelver (Casual) Public Service Assistant II	03/11/2024	Maple Valley Maple Valley

CONFIDENTIAL:

<u>Employee</u>	<u>Classification</u>	<u>Event</u>	<u>Date</u>	<u>Agency</u>
Holley, Jermaine	Security Officer	Initial Warning	03/24/2023	Security
		First-level Reprimand	10/11/2023	
		Termination of Employment	03/12/2024	

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>03.18.19</u>	<u>03.20.20</u>	<u>03.15.21</u>	<u>03.15.22</u>	<u>03.22.23</u>	<u>03.20.24</u>
Full-Time Staff:	291	270	273	267	253	250	255	258
80 Hrs. Exempt	--	--	--	--	43	40	43	42
75 Hrs. Non-Exempt	--	--	--	--	210	210	212	216
Part-time/Job-Share Staff:	68	54	50	45	37	47	43	43
Shelvers (Casual):	86	73	73	79	51	46	56	58
Total number of Staff:	445	397	396	391	341	343	354	359
Full-Time Equivalents:	339	307	308	302	277	278	284	287

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

24-33
PERSONNEL
REPORT

Pam Hickson-Stevenson, Executive Director, reported on an internal Library taskforce, the Sunday Hours Taskforce. Before the recession, the Library paid time and a half to staff who worked on a Sunday. Under Director Jennings' leadership, due to funding cuts, the policy changed to paying staff time and a half only if the time worked brought staff over 40 hours in the work week. As a reminder, the Library's full-time week is 37.5 hours, not 40 hours. Over the years, it has become increasingly difficult to staff Sundays. In recent years, it was established that for public service staff hired after a certain date, it was mandatory to work Sundays. Despite that update, it is still challenging to schedule. Library Administration reviewed the Sunday schedule policy and then assembled a staff taskforce to consider the challenges and possible solutions. That taskforce gave recommendations, which Administration is reviewing. A recommendation for the

EXECUTIVE
DIRECTOR'S
REPORT

Board to consider may be provided at a future meeting.

Library Legislative Day will be held in Columbus on April 24. Administrative staff have scheduled appointments with elected officials on behalf of the Library. This is particularly important this year as the Library has applied for one-time capital funding via the General Assembly. If Board Trustees are able, it would be helpful for them to attend.

Ms. Hickson-Stevenson distributed the Library passports, designed in-house for the Passport Program, which is part of the 150th celebration. The goal for participants is to visit Main Library, each Library Branch, and a Bookmobile. Once visited, the participant's passport will be stamped. There are incentives along the way. The program is already popular with one Library super fan visiting 19 locations in four days. This program is sponsored by Acme Fresh Market.

Mr. Frola presented the report of the Finance Committee meeting.

REPORT OF THE
FINANCE
COMMITTEE

*REPORT OF FINANCE COMMITTEE MEETING
THURSDAY, MARCH 28, 2024; 3:30 PM*

The Finance Committee met Thursday, March 28, 2024, in the Lolita K. Adair Board Room at Main Library. Committee Chair John Frola, Jr. called the meeting to order at 3:33 pm, with committee members James Casey and Angela Neeley present. Also attending were Library staff members Pam Hickson-Stevenson and Michelle Scarpitti.

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

Michelle Scarpitti, Fiscal Officer, presented the 2024 Permanent Appropriations. Discussion revolved around AES and other professional services costs.

Mr. Casey moved to recommend to the Board adoption of the 2024 Permanent Appropriations as presented. The motion was adopted without dissent and now comes as a recommendation to the Board.

24-34
2024 PERMANENT
APPROPRIATIONS

The motion to adopt the 2024 Permanent Appropriations was approved without dissent.

Ms. Scarpitti discussed the Flexible Spending Account Special Revenue Fund 299. There are legal restrictions on what the Library can do with these funds. The Committee will discuss this further in the future.

Without objection, Mr. Frola adjourned the meeting at 4:05 pm.

Ms. Hickson-Stevenson announced there is a change order for the Norton Branch HVAC replacement project. Mr. Schantz reported the project involves

NEW BUSINESS

replacing a large, ground-mounted outdoor condensing unit that connects to the air handler within the building. The contractor proposes installing a concrete trough versus a buried conduit as this will allow access for repairs. This change increases the project by \$2,111.29 and is easily covered by the project contingency. Members of the Board asked questions about the trough causing a tripping hazard or being vulnerable to vandalism. Mr. Schantz answered that the location is not a standard walk area and the trough will be level to the ground, so Mr. Schantz does not believe there is a concern but will double check.

24-35
CHANGE ORDER 1
FOR NORTON
HVAC PROJECT

Mr. Weber moved, seconded by Mr. Rich, to approve the change order for the Norton HVAC project. The motion was adopted without dissent.

ADMINISTRATIVE
TEAM REPORT

Ms. Otto presented the results from the 2024 Employee Engagement Survey. She explained the difference between an engagement survey and a satisfaction survey. The engagement survey is administered annually and includes optional demographic questions plus nineteen agree statements using a Likert scale. The 2024 results were compared against averages from previous years, and the Library has increased in all thematic areas.

The survey also includes narrative responses to an open-ended question. Recurring narrative responses include, but are not limited to: pay and salary schedule, full parking coverage at Main Library, job-specific training, a disconnect between Main Library and the Branches, transparency, employees being more involved in decisions, schedule flexibility, safety and security concerns, and employing social workers to support front line staff. Ms. Otto presented current actions taken to address open response comments, such as the Sunday Hours Taskforce, hiring a consultant regarding the salary schedule, trainings included in the 2024 Work Plan, scheduling security and incident report training, arranging for the new HR Generalist to spend time in the field to curate relationships, and considering a collaboration with an established agency to have social workers at the Library. Ms. Hickson-Stevenson is also reviewing all narrative responses to consider for new plans. Ms. Hickson-Stevenson commented the narrative responses deal more with satisfaction concerns versus engagement, and she is exploring how to address them.

Mr. Weber remarked that most responses were at 90% or above which speaks well to the Library. Ms. Neeley commended the Library in asking its employees for responses on what would make the Library better because most organizations do not ask that question. Mr. Rich commented social workers being onsite is an interesting suggestion, and he can see how that could be a potential help to both staff and patrons. Mr. Rochford mentioned the county has social work programs in place that the Library could research. Ms. Hickson-Stevenson announced the Library is looking at the Unite Us platform which helps connect people to social services. Library staff potentially could be trained on that platform to help patrons connect to social and human services organizations. Ms. Hickson-Stevenson has also contacted the Summit County Public Health Director to discuss possible partnerships. For the Library to provide direct services would be costly,

which is a reason to investigate contacting out for services. There is a shortage of mental health professionals, so there is a lot to consider.

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, Ms. Neeley adjourned the meeting at 5:36 pm.

ADJOURNMENT

President

Secretary