

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
APRIL 25, 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 pm in the Community Room of the North Hill Branch Library. The following members of the Board answered the roll call: James Casey, John Frola, Jr., Angela Neeley, and William Rich. Joseph Ferrise, Bernie Rochford, and Ray Weber were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Carrie Burrier, Michael Derr, Katie Hughes, Pat Manning, Heather Otto, Peter Schantz, Sara Schwendeman, Val Sherman, and Melissa Walker.

The Building & Grounds Committee Report will be eliminated from the agenda and solicitation of bids for HVAC replacement project will be added under New Business. Mr. Frola moved, seconded by Mr. Rich, to adopt the agenda as amended. The motion was adopted without dissent.

24-36  
AGENDA

County Executive Ilene Shapiro presented to the Board of Trustees and Library staff a proclamation celebrating the Library's 150 years of service. Executive Shapiro expressed gratitude for Pam Hickson-Stevenson, Executive Director, for her wonderful partnership and work in the community.

COUNTY EXECUTIVE  
PROCLAMATION

Mr. Frola moved, seconded by Mr. Rich, to adopt the minutes of the March 28, 2. He recalls Mr. Weber asked about vandalism concerns, and Mr. Rich asked about tripping concerns related to the Norton Branch HVAC project. The motion was adopted without dissent.

24-37  
MARCH MINUTES

Ms. Neeley thanked the North Hill Branch for hosting the meeting. She also stated she enjoyed the proclamation presentation and expressed appreciation for the Library team and the work they do.

PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for March 2024. The Library has a new fund, Fund 209, regarding the ArtsNow Grant for the Library's accessibility library. The receipt in the Note Retirement Fund was a portion of the March Public Library Fund distribution. There were also several donations to the Development Fund. The most notable items in expenses were the annual insurance renewals.

MARCH 2024  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Frola, to adopt the financial report for March 2024. The motion was adopted without dissent.

24-38  
ADOPTION OF  
FINANCIAL REPORT

Ms. Scarpitti presented the donor/gift list. The Library received \$27,330 in monetary donations that were split among Funds 209, 280, and 501. The Library also received one and a half pages of other donations.

DONOR/GIFT LIST

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

24-39  
DONATIONS AND  
GIFTS

Ms. Scarpitti requested the addition of new appropriations of \$13,000 in the 209 Fund, related to the ArtsNow grant, to enable spending of those grant monies.	BUDGET APPROPRIATIONS
Mr. Rich moved, seconded by Mr. Casey, the appropriation of \$13,000 to Fund 209. The motion was adopted without dissent.	24-40 FUND 209 APPROPRIATION
Ms. Scarpitti requested to convert \$5,470 outstanding advance from Fund 299 to become a permanent transfer to Fund 701.	24-41
Mr. Rich moved, seconded by Mr. Frola, to convert the \$5,470 outstanding advance to a permanent transfer in Fund 701. The motion was adopted without dissent.	PERMANENT TRANSFER TO FUND 701
Ms. Scarpitti presented the investment report for March 2024. The Library received \$73,960.66 of interest with 55% credited to the general fund. There were no changes in investments during March. Mr. Casey questioned last month's amount and the variance from month to month. Ms. Scarpitti stated she moved money out of Star Ohio to cover expenses, so it is reflecting lower. The PLF is received monthly, but the real estate levy advances are not.	MARCH 2024 INVESTMENT REPORT
[The investment reports are appended to the minutes.]	
Heather Otto, Human Resources Director, presented the Personnel Report, and highlighted one change under Selections – Rayshaude Bell was unable to start. She also highlighted that Kathy Marten, Early Childhood Librarian, is retiring after nearly 25 years with the Library.	PERSONNEL REPORT

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Harman, Jillian	Microbusiness Specialist	03/29/2024	BG&S
Meyer, Aleata	Shelver (Casual)	03/06/2024	Maple Valley
Smith, Jeffrey	Akron Police Officer	04/02/2024	APD

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Bell, Rayshaude	Security Officer	04/22/2024	Security
Mazzola, Catherine	Public Service Assistant II	05/06/2024	Fairlawn-Bath
Soleymani, Saeed	Shelver (Casual)	04/09/2024	Nordonia Hills
Tomic, Brett	Shelver (Casual)	04/22/2024	Norton

**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>
Huber, Angela	Public Service Assistant II (FT) Public Service Assistant II (PT)	06/03/2024	Fairlawn-Bath

**PROMOTION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Reich, Michael	Public Service Assistant II Bookmobile Driver	03/25/2024	Mobile Services
Wallace, Susan	Shelver (Casual) Public Service Assistant II	04/09/2024	Portage Lakes

**RETIREMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Marten, Kathleen	Librarian – Early Childhood	05/31/2024	CL&T

*Kathleen Marten Employment History:*

- Librarian II – Maple Valley – 11/04/1991 to 08/21/1991
- Librarian II – Mobile Services – 08/22/1991 to 10/21/1994
- Librarian Early Childhood – Children’s Library & Teen – 10/22/2001 to 05/31/2024

**NUMBER OF EMPLOYEES**

	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>04.18.19</u></b>	<b><u>04.20.20</u></b>	<b><u>04.15.21</u></b>	<b><u>04.15.22</u></b>	<b><u>04.18.23</u></b>	<b><u>04.15.24</u></b>
Full-Time Staff:	291	270	277	148	252	253	256	257
80 Hrs. Exempt					44	42	48	42
75 Hrs. Non-Exempt					208	211	208	215
Part-time/Job-Share:	68	54	46	0	37	49	43	43
Casual:	86	73	78	0	50	50	57	56
Total Number of Staff:	445	397	401	148	339	352	356	356
Full-Time Equivalents:	339	307	302	148	276	284	286	286

**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. Casey, to adopt the personnel report with the deletion of Rayshaude Bell from Selections. The motion was adopted without dissent.

24-42  
PERSONNEL  
REPORT

<p>Pam Hickson-Stevenson, Executive Director, stated the Q1 data of the 2024 Work Plan is in the packet. Ms. Hickson-Stevenson is really pleased of the progress made.</p>	<p>EXECUTIVE DIRECTOR'S REPORT – 2024 WORK PLAN Q1</p>
<p>Interviews and second interviews took place for a new Marketing &amp; Communications Director, but Ms. Hickson-Stevenson is still in search for the best candidate for the Library. Another round of interviews has begun, and second interviews are being scheduled. Ms. Hickson-Stevenson is hopeful to have a new Marketing &amp; Communications Director by next meeting.</p>	<p>MARKETING &amp; COMMUNICATIONS DIRECTOR SEARCH</p>
<p>Ms. Hickson-Stevenson, Ms. Alleman, Mr. Derr, and Ms. Nancy Baxter, President of Friends of Main Library, attended Library Legislative Day. The group met with two legislators and felt the day was successful. One of the primary points made to legislators and their aides is that public libraries are not eligible to apply for biennial capital funds awarded by the state of Ohio.</p>	<p>LIBRARY LEGISLATIVE DAY</p>
<p>A staff sub-committee has worked on requesting proclamations from elected officials. Senator Roegner and Senator Sykes have worked together on a document from the Ohio Senate honoring the 150<sup>th</sup> anniversary. Ms. Hickson-Stevenson and other Library representatives have been invited to attend a Senate session to receive the proclamation. Ms. Hickson-Stevenson invited the Board Trustees to attend the June 12 Senate session to receive the proclamation.</p>	<p>OHIO SENATE PROCLAMATION</p>
<p>The planning for the 150<sup>th</sup> Gala planning is going well. The Library has received approximately \$50,000 in sponsorships. Many people are excited for ticket sales to begin, which will open Monday.</p>	<p>150<sup>th</sup> GALA</p>
<p>Ms. Hickson-Stevenson read the report from the Personnel Committee meeting in Mr. Rochford's absence.</p> <p><i>Report of Personnel Committee Meeting Tuesday April 23, 2024; Lolita K. Adair Board Room, Main Library</i></p>	<p>REPORT OF PERSONNEL COMMITTEE MEETING</p>
<p><i>On Tuesday, April 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 4:00 pm. Also in attendance were Committee members Angela Neeley, William Rich, and Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, and Michelle Scarpitti also attended as did Karen Nist with AUI.</i></p> <p><i>Mr. Weber moved to adopt the agenda as distributed. The motion was adopted without dissent.</i></p> <p><i>Ms. Otto provided an overview of material provided earlier to the committee members regarding health insurance. She reviewed her work of obtaining cost and plan information for alternatives to SummaCare's health insurance, necessitated</i></p>	

*by double-digit increases caused by the Library's high claim history. SummaCare's mid-year estimate for a premium increase was 50%.*

*Ms. Otto, along with other members of HR and Administration and Ms. Nist, felt that three options warranted review by the Personnel Committee. Those options were retaining coverage provided by SummaCare (with several variations), joining the Stark County Schools Council of Governments, and using BenefitBuilder, (part of Medical Mutual of Ohio), to institute an individual coverage health reimbursement arrangement (ICHRA). She highlighted the pros and cons of each option.*

*Committee members engaged in considerable discussion of the options and asked many questions. Committee members expressed little to no interest in pursuing the BenefitBuilder ICHRA option, and they requested additional information about the two remaining options, SummaCare and Stark County COG. The Committee will meet again in May to arrive at a final recommendation for the Board of Trustees to consider at the May Board meeting.*

*Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 5:39 pm.*

*Pam Hickson-Stevenson, Executive Director*

Ms. Hickson-Stevenson described an item that likely would have come as a recommendation from the Buildings & Grounds Committee, but a lack of a quorum prevented the Committee from having an official meeting and taking any actions. At the attempted meeting, Peter Schantz, Facilities Director, presented information regarding the HVAC replacement projects for Nordonia Hills, Maple Valley, Firestone Park, and Ellet branches. The cost for each individual project ranges from \$275,000 and \$375,000. This cost is included in the 2024 capital expenditures plan. Mr. Schantz expressed the necessity for and details of each project. The Committee members in attendance expressed support for the Board to approve seeking bids for the HVAC replacement projects at those four branches.

NEW BUSINESS

Mr. Casey moved, seconded by Mr. Frola, to authorize a solicitation of bids for the HVAC replacement projects at the Nordonia Hills, Maple Valley, Firestone Park, and Ellet branches. The motion was adopted without dissent.

24-43  
SOLICIATION OF  
BIDS – HVAC  
REPLACEMENT  
PROJECT

Ms. Hickson-Stevenson introduced Katie Hughes, Manager of North Hill Branch, who presented information on the unique services provided at the Branch. North Hill has a history of being a refugee resettlement and immigrant area. Because of this, North Hill Branch has a scanner that can translate documents and provides library card registration forms in languages such as Arabic, Burmese, Nepali, Karen, Spanish, and Swahili. Other highlights include, but are not limited to involvement with Summit Bike Share, inclusive programming, hosting office hours for Job & Family Services as well as the Summit County Department of Development, and hosting ESOL classes twice a week through Project Learn. North Hill Branch also has collaborative partnerships with the North Hill Community Development

ADMINISTRATIVE  
TEAM REPORT

Corporation, International Institute of Akron, Asian Services in Action, and Immigration Network Akron. One event for which Ms. Hughes felt honored to be a member of the committee was the recent visit by Little Amal, a 12-foot puppet representing a Syrian refugee girl. Little Amal visited North Hill and was featured in a procession down Main Street. This event received an Arts Alive Award for best collaborative project.

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 5:17 pm.

ADJOURNMENT

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary