

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
MAY 30, 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 Community Room of the Tallmadge Branch Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. John Frola, Jr. was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Andrea Cowgar, Michael Derr, Kristi Gerlach, Pat Manning, Ryan McCoy, Heather Otto, Peter Schantz, Sara Schwendeman, Val Sherman, Robyn Shondel, and Melissa Walker. Karen Nist, AUI Representative, was also present.

Mr. Casey, Notary Public, administered the oath of office for Bernie Rochford, who was reappointed to the Board for another seven-year term.	ROCHFORD OATH OF OFFICE
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Mr. Rich moved, seconded by Mr. Casey, to adopt the agenda as distributed. The motion was adopted without dissent.	24-44 AGENDA
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Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the April 25, 2024, meeting. The motion was adopted without dissent. Mr. Rochford and Mr. Ferrise abstained.	24-45 APRIL MINUTES
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Ms. Neeley thanked the Library staff.	PRESIDENT'S REMARKS
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Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for April 2024. The real estate settlement monies were not received in April as usual but came in mid-May. Due to this, monies were transferred to cover April expenses. Copier fees paid at the cash registers are being reflected under fines and fees. Since the Library went fine free in March, the cash registers have been reprogrammed so copier fees show separately to ensure appropriate documentation. The Library went live on the online platform for the 150 th Gala tickets. If anyone selected to cover the transaction fees from purchasing gala tickets, those fees will be marked as a donation. April expenses included building repairs and standard database and license fees.	APRIL 2024 FINANCIAL REPORT
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Ms. Scarpitti addressed a question regarding the Public Library Funding (PLF) running below projections. January was 11.19% lower than State estimates, February was 3.19% lower, March came in 1.97% above estimates, and the PLF was 9.3% lower in April. May's PLF number has not been issued. There are currently no budget concerns. Typically, a budget revision from the State comes in July, and once the Library receives notification of those results, it will adjust as needed.	PLF PROJECTIONS VS. RECEIVED
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Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for April 2024. The motion was adopted without dissent.	24-46 ADOPTION OF FINANCIAL REPORT
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Ms. Scarpitti presented the donor/gift list. The Library received \$16, 271.97	DONOR/GIFT LIST
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in monetary donations, which were split between Funds 280 and 501 with \$5,500 of Gala sponsorships going to the 501 Fund. The Library also received one and a half pages of other donations.

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

24-47
ACCEPTANCE OF
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for April 2024. The Library received \$86,717.52 of interest with 51% credited to the general fund. One CD matured, and the principle of that CD is reflected in the 5/3 Securities Money Market. There were no changes in investments during April.

APRIL 2024
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested the addition of new appropriations of \$86,000 in Fund 501, the Development Fund. When permanent appropriations were first completed, the budget reflected an estimate of the Gala expenses but did not reflect a 2024 Akron Civic Theatre speaker event.

BUDGET
APPROPRIATION

Mr. Rich moved, seconded by Mr. Rochford, that appropriations in Fund 501 be increased in the amount of \$86,000. The motion was adopted without dissent.

24-48
FUND 501
APPROPRIATIONS
INCREASE

Heather Otto, Human Resources Director, presented the Personnel Report and stated there were no changes to the report. Ms. Otto announced Carleigh Baum, one of the Library’s McDowell Scholarship awardees, was promoted from PSA II to PSA III.

PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – May 2024

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Mazzola, Catherine	Public Service Assistant II	05/12/2024	Fairlawn-Bath
Rankin, Shayden	Public Service Assistant II	05/08/2024	Kenmore
Seibert, Caelan	Public Service Assistant II	05/08/2024	Mobile Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Becker, Sophia	Shelver (Casual)	05/20/2024	Children’s & Teen
Bell, Rayshaude	Security Officer	06/03/2024	Security
Cameron, Lora	Substitute Public Service Assistant	05/20/2024	Public Services
Croston, Amanda	Shelver	05/06/2024	Culture & AV
Forester, Katherine	Substitute Public Service Assistant	05/20/2024	Public Services

Gruver, Karen	Shelver (Casual)	05/20/2024	Tallmadge
Hill, Lailah	Shelver (Casual)	05/20/2024	Odom
Jason, Nicole	Substitute Public Service Assistant	05/20/2024	Public Services
Matthews, Sabrina	Shelver (Casual)	04/22/2024	Maple Valley
Minter, Makenzi	Shelver (Casual)	04/22/2024	Maple Valley
Mosley, Ashanti	Shelver (Casual)	04/22/2024	Maple Valley
Whipkey, Callie	Shelver (Casual)	05/20/2024	Tallmadge

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Baum, Carleigh	Public Service Assistant II		Kenmore
	Public Service Assistant III	05/20/2024	Mobile Services
Fox, Cameron	Public Service Assistant II		Mobile Services
	Bookmobile Driver	05/06/2024	Mobile Services

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>05.18.19</u>	<u>05.20.20</u>	<u>05.15.21</u>	<u>05.17.22</u>	<u>05.17.23</u>	<u>05.21.24</u>
Full-Time Staff:	291	270	277	47	249	257	258	256
80 Hrs. Exempt:	--	--	--	--	44	42	43	42
75 Hrs. Non-Exempt:	--	--	--	--	205	215	215	214
Part-time/Job-Share Staff:	68	54	46	0	40	49	42	42
Shelvers (Casual):	86	73	78	0	50	49	55	59
Total number of Staff:	445	397	401	47*	339	355	355	357
Full-Time Equivalents:	339	307	302	*All other staff furloughed	275	287	286	284

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.

CONFIDENTIAL:

<u>Employee</u>	<u>Classification</u>	<u>Event</u>	<u>Date</u>	<u>Agency</u>
Lancianese, Dominic	Shelver (Casual)	Termination (Performance/Conduct)	04/22/2024	CL&Teen

Jackson, Odessa	Public Service Assistant II	Suspension with Pay Termination (Insubordination)	04/25/2024 04/30/2024	Kenmore
Wright, Hattie	Human Resources Generalist	Termination (Failed Introductory Employment Period)	04/01/2024	HR

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

24-49
PERSONNEL
REPORT

Pam Hickson-Stevenson, Executive Director, announced the two Ohio Senators from Summit County wish to present a Sesquicentennial proclamation as part of a Senate Session in the Senate chamber in Columbus on June 12 at 1:30 p.m. Ms. Hickson-Stevenson and Michael Derr, Development Director, will be attending. Ms. Hickson-Stevenson extended an invitation to the Board Trustees to attend as well.

EXECUTIVE
DIRECTOR'S
REPORT

Ms. Hickson-Stevenson announced the new Marketing & Communications Director will start on June 3. The Sesquicentennial Gala work is moving along, and approximately \$68,000 in sponsorships has been received thus far. The Trustees were invited to attend the June 29 Gala.

MARKETING &
COMMUNICATIONS
DIRECTOR / 150th
GALA

Ms. Hickson-Stevenson brought attention to the legislative updates in her distributed report. The Library is waiting to see how these tax changes might affect the PLF. Funding continues to be uncertain.

LEGISLATIVE
UPDATES

Ms. Hickson-Stevenson presented a report from the Building & Grounds Committee on behalf of Mr. Weber.

REPORT OF
BUILDING &
GROUNDS
COMMITTEE

The Building & Grounds Committee of the Akron-Summit County Board of Trustees met on Thursday, May 30, 2024, at the Tallmadge Branch Community Room. Committee Chair Ray Weber called the meeting to order at 4:05 pm. A roll call indicated all members were present with Mr. Casey's arrival a few minutes later. In addition, Library staff members Pam Hickson-Stevenson, Peter Schantz, Michelle Alleman, Heather Otto, and Michelle Scarpitti were present.

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

Mr. Schantz next reviewed the results of the public bidding project for mechanical systems at the Nordonia Hills, Maple Valley, Firestone Park, and Ellet Branches. After discussion regarding the dollar amounts and the contractors who submitted bids, Mr. Rochford moved, seconded by Mr. Ferrise, to accept the successful low bid from S.A. Comunale at \$1,139,550 as well as a 10% contingency of \$114,000 for total construction cost of \$1,253,550. The motion was adopted without dissent and this now comes as a recommendation to the Board.

24-50
APPROVAL OF S.A.
COMUNALE BID
FOR MECHANICAL
SYSTEMS PROJECT

The motion to accept the S.A. Comunale bid was adopted without dissent.

Mr. Schantz provided an update on the Norton Branch HVAC ducts. He informed the committee there were no additional cheater plates found in the Norton Branch ducts, but one duct was found to be running with significantly less pressure than needed. Library staff are bringing in a pressure consultant to determine the options available to the Library to correct this situation. The expectation is that any additional costs will be well below the contingency allotted for this project.

Ms. Hickson-Stevenson gave some background on a resolution developed by the construction attorney used by the Library. That resolution addresses the RFQ process and indicates official approval from the Board to move forward with the RFQ process. After answering questions and discussion regarding the role of the Executive Director in the process, Mr. Rochford moved, seconded by Mr. Ferrise, to recommend to the Board adoption of the resolution regarding the RFQ process and feasibility study, and this now comes as a recommendation to the Board.

RESOLUTION FOR
RFQ PROCESS AND
FEASIBILITY
STUDY

24-51

The Board members discussed and offered edits to the resolution. Mr. Rochford moved, seconded by Mr. Rich, to accept the amendments to the resolution by unanimous consent.

AMEND THE
RESOLUTION

24-52

The recommendation to adopt the resolution as amended was adopted without dissent.

APPROVAL OF
RESOLUTION FOR
RFQ PROCESS AND
FEASIBILITY
STUDY AS
AMENDED

Having reached the end of the agenda, Mr. Weber adjourned the meeting at 4:30 p.m.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford read the report of the May 21, 2024, Personnel Committee meeting.

REPORT OF
PERSONNEL
COMMITTEE

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
REPORT OF PERSONNEL COMMITTEE MEETING
MAY 21, 2024**

On Tuesday, May 21, 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 4:01 pm. Also in attendance were Committee members William Rich and Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, Michelle Scarpitti, and Robyn Shondel also attended as did Karen Nist of AUI.

Mr. Rich moved, seconded by Mr. Weber, 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 health insurance, reviewing two options for keeping SummaCare's health insurance: one with a 35% increase and the other with a spousal carve-out. Committee members engaged in much discussion of the options

and asked numerous questions about the options and about their effect on enrolled employees. Mr. Rochford recommended adjusting percentages on the first chart related to the spousal carve-out with rates at 12% for the Select Plan, 10% for the Preferred Plan, and 8% for the Connect Plan and including both the wellness discount and smoker surcharge.

Mr. Rich suggested reviewing a salary range model used by the University of Akron. He explained that the portion of health insurance premiums was graduated with employees on the lower end of the pay scale paying less and those on the higher end paying more. Mr. Rochford also requested that staff apply the tiered salary range to the first option presented. The Personnel Committee will meet on Tuesday, May 28, 2024, at 4:00 p.m. to review additional information that Ms. Otto and Ms. Scarpitti will prepare.

Ms. Otto next reviewed the pros and cons of staying with Principal versus other carriers for the ancillary benefits the Library offers. Those benefits include dental, vision, and Library-provided life insurance. Principal proposed an increase to the dental and vision coverage of 5% each. There was no increase to the Library-provided life insurance. Mr. Rich moved to recommend to the Board to stay with Principal for ancillary benefits as proposed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-53
PRINCIPAL
ANCILLARY
BENEFITS

The motion to stay with Principal for ancillary benefits was adopted without dissent.

Ms. Otto explained that the Library offers three voluntary Flexible Spending Account (FSA) options through Northwest Group Services, which has provided FSA services with no known issues. The three types offered are for health care, dependent care, and parking and transportation. The IRS has updated employee FSA contribution limits for 2024 with health care going to \$3,200 per year and parking and transportation going to \$315 per month. There was no increase to contribution limits for dependent care FSAs. Mr. Rich moved to recommend to the Board to increase the FSA contribution limits as proposed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-54
INCREASE FSA
CONTRIBUTION
LIMITS

The motion to increase the FSA contribution limits as proposed was adopted without dissent.

Ms. Otto reviewed proposed changes to the Travel Policy in the Employee Handbook. Notable recommendations included an allowance to tip drivers up to 15% of the cost of fare and updating the meals reimbursement rates to the U.S. General Services Administration benchmarks along with some wording revisions, particularly adding information that the Library may pay directly for an employee's travel-related expenses in addition to reimbursing for the expenses. Mr. Weber moved, seconded by Mr. Rich, to recommend Board adoption of the amended Travel Policy with the second paragraph amended to two separate paragraphs. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The motion to adopt the amended Travel Policy was adopted without dissent.

24-55
TRAVEL POLICY

The Committee members reviewed job descriptions for two new positions: Adult Services Coordinator and Facilities Contracts Specialist. The Adult Services Coordinator would be a corollary position to the Library's current Youth Services Coordinator and would function similarly; for example, the Adult Services Coordinator would oversee the development and implementation of system-wide adult services and programming and would play a role in onboarding Adult Services Librarians. The Facilities Contracts Specialist would focus on the multiple service contracts the Library has with external vendors and collaborate with service providers and Library employees to improve the quality, timeliness, value, and communication involved with the contracts. Ms. Otto stated that money had been budgeted for the addition of these positions in 2024.

Mr. Rich moved to recommend to the Board the creation of the Adult Services Coordinator position as described in the job description. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-56
ADULT SERVICES
COORDINATOR
POSITION

The motion to create the Adult Services Coordinator position as described in the job description was adopted without dissent.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board the creation of the Facilities Contracts Specialist position as described in the job description. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-57
FACILITIES
CONTRACTS
SPECIALIST
POSITION

The motion to create the Facilities Contracts Specialist position as described in the job description was adopted without dissent.

The Committee members next reviewed a new compensation model for Sunday working hours. Employees who are required to work Sundays have expressed repeated dissatisfaction regarding working Sundays without additional compensation. Ms. Otto explained that a Sunday hours task force made up of a cross-section of employees reviewed a number of ideas and factors related to scheduling for Sundays. Administration recommended a shift differential of \$5.00 per full hour, which would offer a financial incentive to employees who work Sundays while also controlling Library costs and address employee dissatisfaction.

Mr. Weber moved, seconded by Mr. Rich, to recommend to the Board the shift differential of an additional \$5.00 per hour for each full hour worked, capped at four hours as proposed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

24-58
SUNDAY SHIFT
DIFFERENTIAL

The motion to implement a shift differential of an additional \$5.00 per hour for each full hour worked, capped at four hours, as proposed was adopted without dissent.

Ms. Otto next reported on a recommendation to adjust the parking reimbursement for Main Library employees. There are no options for free parking

for those who work at Main Library. She reviewed various parking options and their related costs. The current parking stipend is \$35 a month and is prorated for those working less than full-time hours. In this year's Employee Engagement Survey, multiple Main Library employees responded with dissatisfaction about the parking expense and requested free parking in the ABM deck adjacent to the Library. The Library budget currently cannot absorb the additional amount to cover the full monthly cost of the ABM deck parking; however, the Library is proposing increasing the parking stipend for Main Library employees from \$35 to \$45 per month (prorated for employees who work less than full-time hours). This proposed amount will cover a larger share of the deck parking expense and cover a larger share or entire expense of parking at area surface lots.

Mr. Weber moved to recommend to the Board an increase in the monthly parking stipend for Main Library employees to \$45 per month (prorated for employees who work less than full-time hours). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The motion to increase the monthly parking stipend for Main Library employees to \$45 per month (prorated for employees who work less than full time hours) was adopted without dissent.

24-59
PARKING STIPEND
INCREASE

As stated previously, the Committee will meet again in May to continue a review of the health insurance benefits renewal in order 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 6:28 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford next read the report of the May 28, 2024, Personnel Committee meeting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
REPORT OF PERSONNEL COMMITTEE MEETING
MAY 28, 2024**

On Tuesday, May 28, 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 4:01 pm. Also in attendance were Committee members William Rich and Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, Michelle Scarpitti, and Robyn Shondel also attended.

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

Ms. Otto reviewed several different scenarios that she and Ms. Scarpitti developed using a graduated approach based on income to determine employees'

share of premium costs. It was acknowledged that none of the scenarios reduced the total cost of health insurance but, instead, reduced costs for employees (as compared to accepting SummaCare's proposed renewal with no changes) and continued the inclusion of spouses on the plan with a spousal surcharge. Ms. Otto also reviewed the options presented at the May 21 Committee meeting, which included accepting the proposed renewal with no changes and accepting the proposal with a spousal carveout.

Mr. Rich moved to recommend to the Board approval of the proposed plan to cease spousal coverage while maintaining the current cost share structure and, for twelve months beginning July 2024, provide up to \$250 per month to current employees with an affected spouse either in the form of reimbursements for costs incurred purchasing health insurance for the spouse if it is determined that such reimbursements are not subject to federal income taxation or, if it is determined that such reimbursements are taxable, a stipend of \$250 per month. The motion passed without dissent and now comes as a recommendation to the Board.

The motion to approve the proposed plan to cease spousal coverage while maintaining the current cost share structure and, for twelve months beginning July 2024, provide up to \$250 per month to current employees with an affected spouse either in the form of reimbursements for costs incurred purchasing health insurance for the spouse if it is determined that such reimbursements are not subject to federal income taxation or, if it is determined that such reimbursements are taxable, a stipend of \$250 per month was adopted without dissent.

24-60
CEASE SPOUSAL
COVERAGE IN
HEALTH BENEFITS
AND PROVIDE \$250
STIPEND FOR
AFFECTED
EMPLOYEES

The Board members acknowledged the painful decision of the spousal carve-out to staff as a hardship. There were no good alternatives in health insurance for the coming year, and, unfortunately, the cessation of spousal coverage was the most viable option to reduce costs. The Board members complimented the Library staff for their time, work, and discernment, laying groundwork for future options.

Ms. Scarpitti announced she has contacted multiple tax attorneys for opinions about reporting taxes related to the stipend. The stipend might also affect the subsidy for staff who go to the Health Insurance Marketplace for insurance. An option to waive the stipend may need to be added. Karen Nist and colleagues from AUI will be available to assist the Library staff with affected spouses.

Discussion of the performance evaluations for the Executive Director and the Fiscal Officer were postponed until the next Committee meeting.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 5:27 pm.

Pam Hickson-Stevenson, Executive Director

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson introduced Kristi Gerlach, Manager of Tallmadge Branch. In May, the Mayor of Tallmadge presented the Library with a proclamation for its 150 years of service. Ms. Gerlach shared the Tallmadge Branch will be receiving a 75-gallon aquarium for its children's library, donated by the Tallmadge Library Association members. Ms. Gerlach reviewed distinctive upcoming events and programs the Branch will be participating in such as Circle Fest, a ceiling tile art project installed in the children's section, and transforming the entire Branch into a family-friendly Halloween house with dance party. To celebrate the 150th anniversary of the Library, Adult Services Librarian Brian Salmon led an event about the history of Akron and Tallmadge. Ms. Gerlach expressed gratitude that their brick wall is fixed after a motorist crashed into it. Other improvements after the crash include the Davey Tree Company working with a local scout group on a landscaping project.

ADMINISTRATIVE
TEAM REPORT

There was no public participation.

PUBLIC
PARTICIPATION

Mr. Rochford encouraged everyone to buy tickets to the Sesquicentennial Gala.

FOR THE GOOD OF
THE ORDER

With no further business, Mr. Weber moved, seconded by Mr. Casey, to adjourn the meeting. Ms. Neeley adjourned the meeting at 5:40 pm.

ADJOURNMENT

President

Secretary