

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
JUNE 27, 2024

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:40 pm in the Community Room of the Odom Boulevard Branch Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, John Frola, Jr., Angela Neeley, William Rich, and Bernie Rochford. Ray Weber was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Andrea Cowgar, Michael Derr, Theresa Lindsey, Pat Manning, Ryan McCoy, Heather Otto, Sara Schwendeman, Dana Setting, Val Sherman, and Melissa Walker.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda as distributed. The motion was adopted without dissent. 24-61  
AGENDA

Akron Mayor Shammias Malik presented to the Board of Trustees and Library staff a proclamation celebrating the Library's 150 years of service, recounting the ways the Mayor has benefited from various Library programs in his adolescence. Mayor Malik thanked the Board and staff for their work and expressed looking forward to the continued partnership between the Library and the City of Akron. CITY OF AKRON  
MAYORAL  
PROCLAMATION

Mr. Rich moved, seconded by Mr. Rochford, to adopt the minutes of the May 30, 2024, meeting. The motion was adopted without dissent. 24-62  
MAY MINUTES

Ms. Neeley hopes to see everyone at the Sesquicentennial Gala on Saturday. Ms. Neeley thanked the staff for their work, especially for the work on the Gala. PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for May 2024. The Library received the first half Real Estate levy and first half Homestead and Rollback settlements from Summit and Portage counties. Ms. Scarpitti plans to investigate the fines and fees numbers in the upcoming month. Expenditures of note included the first half tax sharing payment to the Peninsula Library. MAY 2024 FINANCIAL  
REPORT

Mr. Rich moved, seconded by Mr. Frola, to adopt the financial report for May 2024. The motion was adopted without dissent. 24-63  
ADOPTION OF  
FINANCIAL REPORT

Ms. Scarpitti presented the list of donations and gifts. The Library received \$28,644 in monetary donations since the last Board meeting, of which approximately \$210.38 were credit card transaction fee payments from Gala ticket purchasers. Ms. Scarpitti noted that these transaction fees are marked as donations and brought the total of monetary donations to \$28,854.38. The Library also received one page of other donations. Ms. Scarpitti addressed a question regarding the grant received through Hudson Community Foundation for the Nordonia Hills Branch. DONOR/GIFT LIST

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

24-64  
ACCEPTANCE OF  
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for May 2024. The Library received \$80,045.53 of interest with approximately 62% credited to the general fund. One CD matured, and the principal of that CD is reflected in the 5/3 Securities Money Market. There were no changes to investments in May.

MAY 2024  
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti requested approval of a new appropriation of \$25,000 in Fund 280, the Minor Grants Fund. When permanent appropriations were first completed, the budget reflected \$34,461 in Fund 280, which is \$14,461 less than cash already receipted into the fund.

BUDGET  
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Frola, that appropriations in Fund 280, Minor Grants Fund, be increased by \$25,000. The motion was adopted without dissent.

24-65  
FUND 280  
APPROPRIATION  
INCREASE

Heather Otto, Human Resources Director, presented the Personnel Report and stated there were no changes to the report.

PERSONNEL REPORT

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

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Guarino, Thomas	Public Service Assistant II	06/17/2024	Fairlawn-Bath
Setting, Dana	Marketing & Communications Director	06/03/2024	Marketing
Simmons, Eleanor	Public Service Assistant II	06/03/2024	Fairlawn-Bath
Welch, Nicholas	Public Service Assistant II	06/17/2024	Kenmore

**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>
Johnson, Gregory	Security Officer Security Officer	06/24/2024	Security (FP) Security (MV)

## NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>06.17.19</u>	<u>06.19.20</u>	<u>06.15.21</u>	<u>06.22.22</u>	<u>06.20.23</u>	<u>06.20.24</u>
Full-Time Staff:	291	270	277	148	249	257	257	257
80 Hrs. Exempt:	--	--	--	47	44	42	43	43
75 Hrs. Non-Exempt:	--	--	--	101	205	215	214	214
Part-time/Job-Share Staff:	68	54	46	0	38	47	43	44
Casual Shelves:	86	73	78	0	48	65	57	63
Total number of Staff:	445	397	401	*148	335	369	357	364
Full-Time Equivalents:	339	307	302	*All other staff furloughed	273	291	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 Shelves (Casual) position.

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

24-66  
PERSONNEL  
REPORT

Pam Hickson-Stevenson, Executive Director, reviewed the design firm selection process. The Request for Qualifications was distributed and placed on the Library website. It has generated interest. Peter Schantz, Facilities Director, has begun conducting tours for members of design firms. Once the firms submit their Statements of Qualifications by the deadline, the Executive Director, Deputy Director, and Facilities Director will review the submissions in order to select three to five firms to interview. Ms. Hickson-Stevenson invited any interested member of the Board to participate in the interviews. She stated the interview team must participate all interviews. Mr. Frola shared his intent to participate.

EXECUTIVE  
DIRECTOR'S  
REPORT –  
DESIGN FIRM  
SELECTION  
PROCESS

Ms. Hickson-Stevenson announced current registration for the summer reading program has exceeded last year's total number. More than 50% of the registrants already have completed ten days of the program.

SUMMER READING  
REGISTRATION

Regarding the design firm selection authorization, Mr. Rich made known the need of the Trustees to add authorization for the Executive Director to move to the second choice if the contract negotiations were not successful.

EXECUTIVE  
DIRECTOR  
AUTHORIZATION

Mr. Rich moved, seconded by Mr. Rochford, the Board authorize the Executive Director (in addition to all previous authorizations in the resolution approved at the previous Board meeting) to negotiate with the design firm ranked second most qualified if unable to reach an agreement with the design firm ranked as the most qualified. The motion was adopted without dissent.

24-67  
EXECUTIVE  
DIRECTOR  
AUTHORIZATION  
IN DESIGN FIRM  
CONTRACT  
NEGOTIATIONS

Ms. Hickson-Stevenson read a report on the Personnel Committee meeting on behalf of Mr. Rochford.

REPORT OF  
PERSONNEL  
COMMITTEE  
MEETING

*The Personnel Committee of the Akron-Summit County Library Board of Trustees met on Thursday, June 27, at 4 p.m. in the Odom Boulevard Branch Community Room. Committee Chair Bernie Rochford called the meeting to order at 4:03 pm. A roll call indicated all members were present with the exception of Mr. Weber. Mr. John Frola, Jr. also was present. In addition, Library staff members Pam Hickson-Stevenson, Michelle Alleman, and Heather Otto were present.*

*Ms. Neeley moved to adopt the agenda with a slightly different order, beginning with the stipend for spousal health insurance then moving to the diversity report and finally going into Executive Session. The motion was adopted without dissent.*

*Ms. Otto presented information regarding an increase in the previous amount approved by the Board of Trustees for the spousal health insurance stipend. The original amount was \$250 but because the Board expressed an interest in ensuring staff received approximately actually \$250, the recommendation was to increase the amount to \$300 per month. Mr. Rich moved to recommend to the Board to adjust the spousal stipend from \$250 per month to \$300 per month. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

SPOUSAL HEALTH  
INSURANCE  
STIPEND INCREASE

With clarification that the increase is an attempt to compensate for the taxability of the stipend, the motion was adopted without dissent.

24-68  
APPROVAL OF  
SPOUSAL HEALTH  
INSURANCE  
STIPEND INCREASE

*Ms. Otto presented information about the annual Library Diversity Report and commented that the Administration is aware the Library is not going in the direction desired and offered to answer questions. Mr. Rochford commented on the difficulty of managing legal issues when responsibility for hiring is more dispersed. Ms. Neeley talked about the importance of setting the tone for diversity from the top and looking at training being mandatory to help increase knowledge of and commitment to diversity practices. No action was required.*

ANNUAL LIBRARY  
DIVERSITY  
REPORT

*Next, Mr. Rich moved to enter Executive Session to consider the compensation of ASCPL public employees at 4:16 p.m. This motion was adopted unanimously by a roll call vote. The Committee returned to regular session at 4:37 p.m.*

EXECUTIVE  
SESSION -  
COMPENSATION  
OF ASCPL PUBLIC  
EMPLOYEES

*Mr. Rich moved to award a 2.5% increase to Pam Hickson-Stevenson and Michelle Scarpitti, retroactive to the first pay of January, and a 1.5% increase, retroactive to the first pay of April in line with what the Library staff received. This motion was adopted without dissent and now comes as a recommendation to the Board.*

24-69  
APPROVAL OF  
COMPENSATION  
OF ASCPL PUBLIC  
EMPLOYEES

The motion was adopted without dissent.

*Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 4:39 p.m.*

*Pam Hickson-Stevenson, Executive Director*

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson introduced Theresa Lindsey, Manager of the Odom Boulevard Branch. Ms. Lindsey encouraged everyone to explore the Branch's unique artwork. She distributed artwork flyers created for the sesquicentennial anniversary to supplement the Library's anniversary passport program, which gives brief details on the artworks and artists. The Odom Boulevard Branch was one of the first branches to join the Akron Art Library lending program that enables customers to borrow artwork for one month. In addressing a Trustee question, Ms. Lindsey stated Miller South students participate in after-school programming at the Branch. The students have performed concerts at the Branch as well.

ADMINISTRATIVE  
TEAM REPORT

Ms. Hickson-Stevenson introduced Dana Setting, new Marketing Communications Director and shared her background and experience.

INTRODUCTION OF  
NEW MARKETING  
COMMUNICATIONS  
DIRECTOR

There was no oral public participation. Ms. Neeley announced receiving a written public participation report that she will share with the Board Trustees.

PUBLIC  
PARTICIPATION

Ms. Hickson-Stevenson announced the Library has received approximately \$80,000 in gala sponsorships. Many people in the community have expressed their excitement about attending. People have begun bidding on the silent auction items. Ms. Hickson-Stevenson reviewed the program details for the gala. A temporary art installation is on display at Main Library from local artist Lizzi Aronhalt who painted each Library location. Those paintings will be displayed at Main for several more months and then will be given to their corresponding Library location for public display. The Library commissioned Ms. Aronhalt and April Couch to complete artworks for the Library anniversary. All of the comments and proclamations have been very heartwarming and affirming.

FOR THE GOOD OF  
THE ORDER

With no further business, Ms. Neeley adjourned the meeting at 5:18 p.m.

ADJOURNMENT

---

President

---

Secretary