

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
AUGUST 29, 2024

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:30 p.m. in the Community Room of the Kenmore Branch Library. The following members of the Board answered the roll call: John Frola, Jr., Angela Neeley, Bernie Rochford, and Ray Weber. William Rich arrived at 4:34 p.m. James Casey and Joseph Ferrise were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Pat Manning, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, Melissa Walker, and Wendy Zarara.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the agenda as distributed. The motion was adopted without dissent. 24-80  
AGENDA

A representative from Congresswoman Emilia Sykes' office presented a proclamation to the Board of Trustees and Library staff, celebrating the Library's 150 years of service, and expressed appreciation for the Library. CONGRESSWOMAN  
SYKES  
PROCLAMATION

Mr. Rochford moved, seconded by Mr. Frola, to adopt the minutes of the July 25, 2024, meeting. The motion was adopted without dissent. 24-81  
JULY MINUTES

Ms. Neeley thanked the Kenmore Branch for hosting the meeting as well as all Library staff for their work. PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for July 2024. The Library received its annual updated certificate of estimated resources from the County. The Library's PLF receipts will come in approximately \$200,000 less than what was on the prior certificate. Ms. Scarpitti reported other revenues should help offset that amount, so at this time, there are no budget adjustments. However, more will be known after the final tax settlement in the fall. In July, more donations and gala ticket sales were posted in Fund 501. JULY 2024  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Rochford, to adopt the financial report for July 2024. The motion was adopted without dissent. 24-82  
ADOPTION OF  
FINANCIAL REPORT

Ms. Scarpitti presented the donor gift list. The Library received \$12,153.42 in monetary donations since the last meeting and one page of other donations. 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. 24-83  
ACCEPTANCE OF  
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for July 2024. The Library received \$79,385.81 of interest with approximately 63% credited to the general fund. Ms. Scarpitti noted the proceeds from the gala are moving through the account named "payroll" because that account is not being utilized for payroll processing anymore. Ms. Scarpitti also made a transfer between two accounts in July. JULY 2024  
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti next requested the Board declare a large gray desk as surplus property. The desk is old and does not match the Library's current design. **SURPLUS PROPERTY DISPOSAL**

Mr. Rich moved, seconded by Mr. Weber, to declare the large gray desk tagged #000081 surplus. The motion was adopted without dissent. **24-84  
DECLARATION OF  
SURPLUS PROPERTY**

Heather Otto, Human Resources Director, presented the Personnel Report and stated there were no changes to the report. Ms. Otto noted the employee who has been promoted is a McDowell Scholarship recipient. Ms. Otto also announced the retirement of Val Sherman, Collection Development Coordinator. **PERSONNEL REPORT**

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Beasley, Brooke	Shelver (Casual)	08/17/2024	Culture & AV
Carney, Lucy	Manager, Children's & Teen	08/16/2024	Main
Cox, Russell	Akron Police Officer	07/10/2024	Security
Cox, Clyde	Akron Police Officer	07/10/2024	Security
Graham, Noah	Shelver (Casual)	09/01/2024	Green
McCants, James	Technology Trainer	08/02/2024	Electronic Services
Mortimer, Jack	Public Service Assistant II	08/09/2024	Portage Lakes
Nicodemo, Luke	Public Service Assistant II	08/27/2024	Kenmore
Orrand, Michael	Akron Police Officer	07/10/2024	Security
Redman, Jill	Early Childhood Librarian	07/31/2024	Highland Square
Rogers, Sidney	Shelver (Casual)	08/16/2024	Kenmore
Shaw, Laura	Shelver (Casual)	07/24/2024	Highland Square
Slaby, Ava	Shelver (Casual)	08/01/2024	Fairlawn-Bath
Walsh, Anne	Public Service Assistant II	08/11/2024	North Hill
Wilson, Kaila	Public Service Assistant II	08/02/2024	Nordonia Hills

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Bendlak, Abigail	Shelver (Casual)	08/26/2024	Richfield

Carmany, Dylan	Akron Police Officer	07/30/2024	Security
Cox, Russell	Akron Police Officer	07/15/2024	Security
Earlenbaugh, Matthew	Facilities Contract Specialist	08/12/2024	Facilities Services
Lint, Sophie	Shelver (Casual)	08/26/2024	Children's & Teen

**SELECTIONS (Continued):**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Smith, Stacy	Shelver (Casual)	08/26/2024	Springfield-Lakemore
Taylor, Mya	Public Service Assistant II	08/26/2024	Mobile Services

**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>
Endris, Deborah	Public Service Assistant II (Full-time)	08/26/2024	Maple Valley
	Public Service Assistant II (Part-time)		Maple Valley
Skidmore, Michael	Librarian (Adult Services)	08/12/2024	BG&S
	Microbusiness Librarian		BG&S
Troyer, Seth	TechZone Assistant	08/26/2024	Electronic Services
	Public Service Assistant II		Maple Valley

**INTERIM APPOINTMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Labriola, Mary	Interim Collection Development Coord.	08/12/2024	Collection Development

**PROMOTION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Dolezal, Madeleine	Public Service Assistant II	08/12/2024	BG&S
	Public Service Assistant III		Highland Square

**RETIREMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Sherman, Valerie	Collection Development Coordinator	11/30/2024	Collection Development

*Val Sherman Employment History:*

- Student Assistant – North (03/25/1991 – 11/03/1991)
- Library Assistant I – Mogadore (11/04/1991 – 03/06/1994)
- Library Assistant I – Main Circulation (03/07/1994 – 06/09/1996)
- Librarian II – Philosophy, Language & Education (06/10/1996 – 01/03/1999)
- Librarian – Science & Technology (01/04/1999 – 02/20/2005)
- Manager – Science & Technology (02/21/2005 – 07/29/2012)
- Collection Development Coordinator – Collection Development (07/30/2012 – 11/30/2024)

## NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>08.16.19</u>	<u>08.23.20</u>	<u>08.13.21</u>	<u>08.22.23</u>	<u>08.20.24</u>
Full-Time Staff:	291	270	271	258	254	260	255
80 Hrs. Exempt:	–	–	–	–	45	42	42
75 Hrs. Non-Exempt:	–	–	–	–	209	218	213
Part-time/Job-Share Staff:	68	54	49	41	37	39	42
Student Assistants:	86	73	76	61	46	62	55
Total Number of Staff:	445	397	396	360	337	361	352
Full-Time Equivalents	339	307	307	288	277	286	283

### 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. Rochford, to adopt the personnel report.  
Ms. Otto addressed a question regarding the term “casual shelver,” explaining it is a status designation of hours worked. Instituting “casual shelver” instead of “student assistant” has expanded the hiring pool for the position as well as allowed retention of students in that position. The motion was adopted without dissent.

24-85  
PERSONNEL  
REPORT

Pam Hickson-Stevenson, Executive Director, reported this year’s summer reading program had the highest number of registrants found in written record, even higher than pre-pandemic years. Nearly 7,000 participants read for at least 30 days during the two-month program. Survey results showed an overwhelmingly positive response. Some patrons did not care for the reading app, so the paper form will continue as an option to ensure inclusivity. Publicity efforts this year included a contract with WKYC, which involved ads and an interview of the Library’s Deputy Director on the morning show, *Good Company*.

EXECUTIVE  
DIRECTOR’S  
REPORT – SUMMER  
READING  
PROGRAM

Ms. Hickson-Stevenson addressed a question regarding the Library offering programs to improve reading skills. While there is currently no particular approach to assist adults in improving reading skills, it is a great idea to be researched and something that can be explored by the new Adult Services Coordinator, once hired. The Library has a long-standing partnership with Project Learn for those at a very low reading level or those who cannot read. The Library’s Early Childhood Librarians promote how to develop early literacy skills, starting with infants, and both model and teach behaviors with parents in preschool story time programs. A favorite children’s program is Paws for Reading where children may read aloud to a visiting therapy dog without judgement or correction.

PROGRAMS TO  
IMPROVE READING  
SKILLS

Ms. Hickson-Stevenson announced Mr. Rochford will soon be serving on the Ohio Library Council Board after the recent Board of Directors election.

OHIO LIBRARY  
COUNCIL BOARD

Mr. Rich presented a report from the Marketing Communications & Library Services Committee.

REPORT OF  
MARKETING  
COMMUNICATIONS  
& LIBRARY  
SERVICES  
COMMITTEE

*On Wednesday, August 21, 2024, the Marketing Communications & Library Services Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bill Rich called the meeting to order at 4:06 pm. Also in attendance was committee member Angie Neeley. Joseph Ferrise was absent. Library staff members Pam Hickson-Stevenson, Michelle Alleman, and Sara Schwendeman also attended.*

*Ms. Neeley moved to adopt the agenda as distributed. Without objection, the agenda was adopted.*

*Mr. Rich again provided recommended stylistic changes that were not reflected in the revised Collection Development Policy.*

*Ms. Neeley moved to recommend to the Board adoption of the amended Collection Development Policy. The motion was adopted without dissent and now comes as a recommendation to the Board.*

Mr. Rich reported now in the policy is the third option for appealing a decision of a reconsideration request, which the Board of Trustees preferred at July's meeting. Also at the July meeting, Mr. Ferrise had urged there be a requirement for the Board to be notified of any request for reconsideration. To provide context, Mr. Ferrise had explained he made that suggestion while discussing appeal option one as his favored choice. The Board Trustees, however, decided to move forward with option three, which involves a substantive review by the Board, so that suggestion may no longer be necessary. There are no concerns that the Executive Director would fail to report to the Board should there be a request for reconsideration. The Trustees agreed to not include that requirement in the policy at this time.

COLLECTION  
DEVELOPMENT  
POLICY

The Board next discussed various terms used in the policy and suggested corrections. The Trustees also conferred on language around materials harmful to juveniles. There are no present guidelines on what constitutes a designation of harmful to juveniles outside of judicial interpretations of statutory law. Also noted was what might be harmful to juveniles could be appropriate for adults. The Board of Trustees concurred to strike language around harmful to juveniles from the policy for now to give the Committee time to consider this area further and return to the Board with a recommendation.

24-86  
STRIKE PHRASE  
FROM POLICY

Mr. Rich moved, seconded by Mr. Rochford, to amend the proposed Collection Development Policy by striking the words "card holders and" from the second paragraph under the heading, "Procedure for Reconsideration of Library Materials." The motion was adopted without dissent.

24-87  
STRIKE SENTENCE

Mr. Rich moved, seconded by Mr. Rochford, to amend the proposed

Collection Development Policy by striking the sentence “The Library shall not purchase or retain materials within its collection that have been deemed obscene or harmful to juveniles by a local court of appropriate jurisdiction” from the second paragraph under the heading, “Use of the Collection By Persons Under the Age of 18.” The motion was adopted without dissent.

FROM POLICY

The recommendation to adopt the Collection Development Policy as amended was adopted without dissent.

24-88

ADOPTION OF  
COLLECTION  
DEVELOPMENT  
POLICY AS  
AMENDED

*At the next committee meeting, Ms. Hickson-Stevenson will have more information regarding the issues caused by some customers who bring a number of items into the Library that are safety hazards, e.g., wagons and multiple large bags.*

*Additionally, Ms. Hickson-Stevenson reported from time to time, there are issues with bed bugs showing up in Library materials. This happens most often with Mobile Services’ books by mail program, LEDS. There was a recent incident where a patron used the Barberton Public Library and was directed not to return until there was proof the home was clear of bed bugs. The patron then visited two ASCPL branches. There is no language within the Customer Behavior Policy addressing pests. When bed bugs are found in books, the current practice is to double bag the books and send them to the Safety Specialist who exterminates the bed bugs with equipment that uses high heat. At a future meeting, she will ask the committee to discuss amending the Customer Behavior Policy to address issues involving pests as well as actions such as the temporary suspension of services to patrons involved in these issues.*

*Ms. Hickson-Stevenson announced another topic for discussion at an upcoming committee meeting could be the potential need for a program policy.*

*Hearing no objection, Mr. Rich adjourned the meeting at 4:35 pm.*

*Pam Hickson-Stevenson, Executive Director*

Ms. Hickson-Stevenson stated the proposal and contract for the feasibility study included in the Board packet were negotiated with the assistance of Thomas Rosenberg, an attorney with Roetzel & Andress. Bostwick Design Partnership was selected from eight different architectural firms that submitted statements of qualifications, based on interviews of five of the firms. Mr. Frola, the Board’s representative in the interviews, commended the Library staff for all the work they did throughout the process and interviews. While Mr. Frola did not participate in the selection of the firm, he fully endorses the selection.

NEW BUSINESS –  
DESIGN FIRM  
CONTRACT AND  
PROPOSAL

Mr. Rich moved, seconded by Mr. Frola, to approve the Bostwick Design Partnership proposal and AIA contract. Questions regarding costs were addressed. The proposal includes all 19 Library locations. In addition to the imminent capital needs, this will be an opportunity to study what the Library can do to serve the public with buildings that suit their needs and wishes. This feasibility study will address space utilization and programming. Seeking staff and community feedback

24-89

DESIGN FIRM  
CONTRACT AND  
PROPOSAL

is built into the contract and is critically important. The motion was adopted without dissent.

Ms. Hickson-Stevenson introduced Wendy Zarara, Manager of the Kenmore Branch. Ms. Zarara stated what drew her to Kenmore was its resurgence of new business coming in along with the music and arts culture. With eight recording studios and two music venues on Kenmore Boulevard, the Kenmore Branch has emphasized bringing music into the Library by hosting concerts for local musicians, dance troupes, and school bands as well as being the only Library Branch to offer ukuleles to patrons. The Branch collaborates with Better Kenmore CDC as well as the Rialto Theatre, involving the Branch in community activities such as First Fridays. Kenmore Branch has a long-running virtual program about food in conjunction with Let's Grow Akron. Ms. Zarara invited everyone to walk around and enjoy the Branch and its new butterfly garden before they leave. Ms. Zarara thanked her team for their passion, creativity, and their love for the Library and the Kenmore community.

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, Ms. Neeley adjourned the meeting at 5:51 p.m.

ADJOURNMENT

---

President

---

Secretary