

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
SEPTEMBER 26, 2024

Vice President William Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:31 p.m. in the Community Room of the Maple Valley Branch Library. The following members of the Board answered the roll call: James Casey, John Frola, Jr., William Rich, Bernie Rochford, and Ray Weber. Angela Neeley and Joseph Ferrise were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Carrie Burrier, Tonya Gardella, Ryan McCoy, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, Melissa Walker, and Tonya Wright.

Mr. Frola moved, seconded by Mr. Weber, to adopt the agenda as distributed. The motion was adopted without dissent.	24-90 AGENDA
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Mr. Frola moved, seconded by Mr. Rochford, to adopt the minutes of the August 29, 2024, meeting as amended. Mr. Casey abstained. The motion was adopted without dissent.	24-91 AUGUST MINUTES
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Mr. Rich thanked the Maple Valley Branch staff for hosting the meeting.	VICE PRESIDENT'S REMARKS
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Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for August 2024. In August, the Library received the 2 <sup>nd</sup> Half Real Estate settlement from Portage County and an additional advance from Summit County. The final Summit County Real Estate settlement was received in September. The updated general fund revenue estimate was received. The original estimate provided a gauge to help evaluate whether the shortfall in the Public Library Fund (PLF) would be covered by other revenues or if the Library would need budget adjustments. Even with the updated estimate, it is believed the Library will remain net positive. Common expenditures took place in August.	AUGUST 2024 FINANCIAL REPORT
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Mr. Frola moved, seconded by Mr. Weber, to adopt the financial report for August 2024. The motion was adopted without dissent.	24-92 ADOPTION OF FINANCIAL REPORT
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Ms. Scarpitti presented the donor gift list. The Library received \$5,223 in monetary donations since the last meeting and one page of other donations.	DONOR GIFT LIST
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Mr. Weber moved, seconded by Mr. Frola, the acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent.	24-93 ACCEPTANCE OF DONATIONS & GIFTS
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Ms. Scarpitti presented the investment report for August 2024. The Library received \$79,367.36 of interest with approximately 61% credited to the general fund. There were no changes to the investments other than a transfer Ms. Scarpitti made from the Star Ohio account to the Library's main account.	AUGUST 2024 INVESTMENT REPORT
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[The investment reports are appended to the minutes.]

Heather Otto, Human Resources Director, presented the Personnel Report PERSONNEL REPORT and stated there were no changes to the report. Ms. Otto highlighted the retirements of three staff, all with over twenty years of service to the Library.

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Jason, Nicole	Substitute PSA II	08/23/2024	Public Services
Jones, Tyler	Substitute PSA II	08/19/2024	Public Services
Kucalaba, Emma	Shelver (Casual)	08/02/2024	Tallmadge
Savoie, Anne-Marie	Librarian Early Childhood	09/30/2024	Children's & Teen

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Allard, Ashley	Public Service Assistant II	09/09/2024	Nordonia Hills
Fox, Rachel	Shelver (Casual)	09/09/2024	Portage Lakes

**PROMOTION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Acevedo, Julimari	Shelver (Casual)	09/09/2024	BG&S
	Public Service Assistant II		BG&S
Baum, Carleigh	Public Service Assistant III	08/12/2024	Mobile Services
	Librarian (Mobile Services)		Mobile Services
Gardella, Tonya	Branch Manager	09/30/2024	Goodyear
	Adult Services Coordinator		Administration

**RETIREMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Burns, Robert	Public Service Assistant II	10/31/2024	Ellet

*Robert Burns Employment History:*

- Student Assistant – Community Relations (10/01/1988 – 07/14/1989)
- Shelver (Floater) – MLO (07/15/1989 – 11/26/1989)
- Substitute Public Service Assistant – Support Staff (11/27/1989 – 11/14/1992)
- Switchboard – PSCO (11/15/1992 - 05/01/1994)
- PSCO – Main Circulation (05/02/1994 – 04/30/1995)
- Library Assistant – Mobile Services (05/01/1995 – 08/26/2001)
- Public Service Assistant II – Mobile Services (08/27/2001 – 03/23/2003)
- Public Service Assistant II – Ellet (03/23/2003 – 10/31/2024)

**RETIREMENT (Continued):**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Burrier, Carolyn	Youth Services Coordinator	02/28/2025	Youth Services

*Carolyn Burrier Employment History:*

- Youth Services Coordinator – Youth Services (10/11/1999 – 02/28/2025)

Huston, Susan	Librarian Intermediate/Teen	10/31/2024	Nordonia Hills
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*Susan Huston Employment History:*

- Library Assistant II – Maple Valley (06/13/1994 – 09/17/1995)
- Librarian Early Childhood – Mobile Services (09/18/1995 – 09/18/2005)
- Librarian Intermediate/Teen – Nordonia Hills (09/19/2005 – 10/31/2024)

**NUMBER OF EMPLOYEES**

<b><u>Staff</u></b>	<b><u>06.16.09</u></b>	<b><u>06.09.10</u></b>	<b><u>09.19.19</u></b>	<b><u>09.14.20</u></b>	<b><u>09.15.21</u></b>	<b><u>09.25.22</u></b>	<b><u>09.20.23</u></b>	<b><u>09.18.24</u></b>
Full-Time:	291	270	273	258	252	248	252	255
80 Hrs. Exempt:	--	--	--	--	43	43	42	42
75 Hrs. Non-Exempt:	--	--	--	--	209	205	210	213
Part-time/Job-Share:	68	54	46	47	38	43	41	44
Shelver (Casual):	86	73	72	59	39	59	62	55
Total Number of Staff:	445	397	391	364	329	350	355	354
Full-Time Equivalents:	339	307	305	290	273	279	279	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.

Mr. Rochford moved, seconded by Mr. Frola, to adopt the personnel report. 24-94  
The Board of Trustees congratulated and thanked the retirees for their service. PERSONNEL  
REPORT

Pam Hickson-Stevenson, Executive Director, reported it has been six months since the Library has gone fine free and referred to an update included in her written report. Ms. Hickson-Stevenson thanked Ryan McCoy, Technology Director, and Cameron Schrode, ILS Specialist, for collecting the following statistics. In the first six months of fine-free borrowing, there were 2,618 customers who began using their library cards again after having been blocked from use before March 1, 2024, which is when the Library went fine free. Ms. Hickson-Stevenson is pleased to see that number of people are borrowing again. These returning patrons made up 3.5% of the active customers during this period. Ms. Hickson-Stevenson believes this illustrates why it was recommended to go fine free, which was to

EXECUTIVE  
DIRECTOR'S  
REPORT

FINE FREE UPDATE

rebuild relationships with customers who were previously blocked due to overdue fines. Overall, total circulation during the last six months has been up, and this correlates both to becoming fine-free and to increases in digital circulation. Ms. Hickson-Stevenson addressed questions regarding returned items, clarifying that the Library still sends bills for items not returned after a certain period of time. If an item is not returned by the final deadline, the item is considered lost. The customer is billed, and their library card is blocked.

Ms. Hickson-Stevenson introduced Tonya Gardella, the new Adult Services Coordinator beginning September 30, 2024. Ms. Hickson-Stevenson reviewed Ms. Gardella’s work history and experience, including expanding the Library’s services to developmentally disabled adults.

INTRODUCTION OF  
ADULT SERVICES  
COORDINATOR

Ms. Hickson-Stevenson reported the campaign committee for Summit County Children Services (SCCS) is requesting the Board endorse the Summit County Children Services’ levy that is on the ballot in November. A history of previous Library endorsements was included in the meeting packet. SCCS is specifically requesting the endorsement, placement of yard signs and campaign literature in Library buildings. The SCCS levy is a renewal. Mr. Rich confirmed the Board has approved endorsements for SCCS along with permitting yard signs and literature in the past.

NEW BUSINESS

ENDORSEMENT  
REQUEST FROM  
SCCS

Mr. Casey moved, seconded by Mr. Frola, to endorse the Summit County Children Services levy. It was confirmed the levy is a renewal. The motion was adopted without dissent.

24-95  
APPROVAL TO  
ENDORSE SCCS  
LEVY

Ms. Hickson-Stevenson reported the campaign committee for Akron Public Schools (APS) is requesting Board endorsement, placement of campaign literature, and placement of yard signs at Library locations within the City of Akron. APS will be asking voters to approve a continuing \$7.6 mil operating levy and a 35-year \$1.3 mill bond issue that will be used primarily to build a new North High School. While different issues, one a bond issue and the other an operating levy, they are on the same ballot item.

ENDORSEMENT  
REQUEST FROM  
APS

Mr. Rochford moved, seconded by Mr. Frola, to endorse the Akron Public Schools levy. The motion was adopted without dissent.

24-96  
APPROVAL TO  
ENDORSE APS  
LEVY

Ms. Hickson-Stevenson introduced Tonya Wright, Maple Valley Branch Library Manager. Ms. Wright reported on the Branch’s successful tutoring program, the Maple Valley Reading Connection. It is in its third year with ten community and staff volunteers tutoring students Monday through Friday from October to April. Ms. Wright thanked Ms. Neeley for providing snacks for the program. A collection that is exclusive to the Branch is its Bibliotherapy collection that addresses different issues such as stress, bullying, racism, homelessness, and learning challenges. The Branch’s Librarians hold a book club at Buchtel CLC along with virtual author events for Schumacher CLC. Project Ujima, which is one of the Branch’s

ADMINISTRATIVE  
TEAM REPORT

community engagement partners, hosted thirty African American authors to share works and book signings. Ms. Wright thanked the branch staff for all their work.

There was no public participation.

PUBLIC  
PARTICIPATION

Mr. Rochford announced he attended the 20<sup>th</sup> anniversary party for the Fairlawn-Bath Branch Library. It was a fun event with a band and refreshments.

FOR THE GOOD OF  
THE ORDER

With no further business, Mr. Rich adjourned the meeting at 4:59 p.m.

ADJOURNMENT

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Vice President

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Secretary