

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
OCTOBER 30, 2025

President John Frola called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:45 p.m. in the Community Room of the Mogadore Branch Library. The following members of the Board answered the roll call: John Frola, T.K. Griffith, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. Joseph Ferrise was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Andrea Cowgar, Kimberlie DeBenedictis, Mike Derr, Tonya Gardella, Ryan McCoy, Heather Otto, Peter Schantz, Sara Schwendeman, and Melissa Walker. Amanda Smith of Kastner Westman & Wilkins LLC, Kristin Henry, Erica Ramsey and four guests were also in attendance.

Mr. Weber moved, seconded by Mr. Rich, to adopt the agenda with the following additions: under Financial Report, the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Fiscal Officer; and under New Business, Contract for Construction Manager At Risk Work. The motion was adopted without dissent.

25-98
AGENDA

Mr. Rich moved, seconded by Mr. Griffith, to adopt the minutes of the regular meeting on September 25, 2025. The motion was adopted without dissent.

25-99
SEPTEMBER
REGULAR MINUTES

Mr. Frola apologized for the delayed start due to a committee meeting running late. Mr. Frola reiterated Executive Director Pam Hickson-Stevenson's retirement at the end of the year and remarked on how nice the event was last week. Mr. Frola thanked Ms. Hickson-Stevenson and expressed hopes that her retirement is joyful.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for September 2025. The primary receipts were the Public Library Fund distribution and additional money from the second half Real Estate Tax Levy and Homestead and Rollback settlements. Expenditures included repairs and tax collection fees from the second half Real Estate settlement, which includes the charges from the May election. The Library also remitted the second half amount owed to Peninsula Library based on the tax sharing agreement. Regarding capital funds, the purchase of the new Springfield-Lakemore Branch building was completed.

SEPTEMBER 2025
FINANCIAL REPORT

Mr. Rich moved, seconded by Ms. Neeley, to adopt the financial report for September 2025. The motion was adopted without dissent.

25-100
ADOPTION OF
SEPTEMBER
FINANCIAL REPORT

Ms. Scarpitti reported the Library received \$4,127.21 in monetary donations and slightly over one page of other donations.

DONOR GIFT LIST

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

25-101
ACCEPTANCE OF
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for September 2025. The

Library received \$48,900.47 of interest with approximately 75.5% credited to the general fund. There were no changes to the investments in September.
[The investment report is appended to the minutes.]

SEPTEMBER 2025
INVESTMENT REPORT

Ms. Scarpitti next presented the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Fiscal Officer. This is completed annually and authorizes the County to give the Library its real estate tax revenue for the upcoming year.

SUMMIT COUNTY
BUDGET COMMISSION
RESOLUTION

Mr. Rich moved, seconded by Ms. Neeley, to adopt the Resolution. The motion was adopted without dissent.

25-102
ADOPTION OF
RESOLUTION

Heather Otto, Human Resources Director, presented the Personnel Report and stated there were no changes to the report since distribution. Ms. Otto highlighted the retirement of Darlene Gillespie after 28 years of service.

PERSONNEL REPORT

Mr. Rich moved, seconded by Mr. Griffith, to adopt the Personnel Report. The motion was adopted without dissent.

25-103
PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY **Personnel Report – October 2025**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Endris, Deborah	Public Service Assistant II (PT)	10/04/2025	Maple Valley
Glass, Bryan	APD Officer	10/01/2025	APD
Goodman, Ronald	Security Officer (FT)	09/25/2025	Security

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Beaty, Dajuan	Security Officer (PT)	10/20/2025	Security
Clarke, Andrew	Security and Safety Coordinator	10/20/2025	Security & Safety
Herold, Olivia	Public Service Assistant II (PT)	10/20/2025	Maple Valley
Kline, Rebecca	Accounting Assistant	11/10/2025	Business Office
McCord, Meredith	Public Service Assistant II (PT)	10/20/2025	Maple Valley
Salopek, Danielle	Librarian (Intermediate/Teen) (FT)	12/01/2025	Northwest Akron
Winters, Alexis	Librarian (Early Childhood) (JS)	10/20/2025	Ellet

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Ozbolt, Mary	Public Service Assistant II (FT)		Norton
	Public Service Assistant II (FT)	10/20/2025	BG&S

Schrode, Cameron	Integrated Library System Specialist	Info. Tech.
	Integrated Library System Specialist 10/06/2025	Tech. Services

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Turley, Breanna	Public Service Assistant II (FT)		BG&S
	HR & Public Service Assistant II	10/06/2025	Human Resources

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Gillespie, Darlene	Clerical Assistant	09/30/2025	Culture & AV

Gillespie, Darlene Employment History:

- Shelver – Philosophy, Religion & Education (01/06/1997 – 12/20/1998)
- Support Services Clerk – Circulation (12/21/1998 – 12/15/2002)
- Materials Processor – Technical Services (12/16/2002 – 04/09/2004)
- Materials Processor – Technical Services (06/27/2005 – 09/27/2009)
- Support Services Clerk – Culture & AV (09/28/2009 – 12/19/2021)
- Clerical Assistant – Culture & AV (12/20/2021 – 09/30/2025)

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>10.15.19</u>	<u>10.15.20</u>	<u>10.15.21</u>	<u>10.19.22</u>	<u>10.17.23</u>	<u>10.21.24</u>	<u>10.24.25</u>
Full-Time Staff:	291	270	275	254	252	248	252	254	253
80 Hrs. Exempt:	--	--	--	44	43	42	42	43	43
75 Hrs. Non-Exempt:	--	--	--	210	209	206	210	211	210
Part-time/Job-Share Staff:	68	54	45	44	40	45	42	43	39
Shelver (Casual):	86	73	76	56	38	54	63	59	52
Total Number of Staff:	445	397	396	354	330	347	357	356	344
Full-Time Equivalents:	339	307	308	284	274	278	280	283	279

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.

Pam Hickson-Stevenson, Executive Director, highlighted that under New Business, the Board of Trustees would be asked to approve the Summit County Library Trustees Council percentage distribution for 2026. The formula used to create the percentage distribution was agreed upon decades ago by the Summit County libraries and makes for a smooth division of public library funds from the State of Ohio. Mr. Frola represented the Board Trustees at the meeting.

Ms. Hickson-Stevenson stated Staff Development Day will take place on November 7 for Library staff training and celebration of years of service. This will be Ms. Hickson-Stevenson’s last Staff Development Day and last State of the Library presentation to the staff.

EXECUTIVE
DIRECTOR’S
REPORT – NEW
BUSINESS ITEM

STAFF
DEVELOPMENT
DAY
WORK PLAN

Ms. Hickson-Stevenson announced the quarterly Work Plan update was distributed. The fourth quarter update will not be presented until the January Board meeting. With the changes in leadership happening soon, there will not be a new Work Plan for next year; instead, items not completed on the current plan will carry over with the possibility of additions. Ms. Hickson-Stevenson encouraged engagement in a strategic planning process in 2027.

UPDATE

Ms. Hickson-Stevenson next announced House Bill 137 was voted out of the Local Government Committee of the House of Representatives. The bill, if enacted, would permit the taxing authority of any Ohio public library to approve or reject a public library's request to go on the ballot.

HOUSE BILL 137

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

REPORT OF THE
PERSONNEL
COMMITTEE

On Thursday, October 30, 2025, the Personnel Committee met in the Community Room at the Mogadore Branch Library. Committee Chair Bernie Rochford called the meeting to order at 3:31 p.m. In attendance were Committee members John Frola and William Rich. Library Trustees TK Griffith and Angela Neeley also were in attendance as well as Library staff members Pam Hickson-Stevenson, Michelle Alleman, and Heather Otto. Also attending was Amanda Smith from Kastner Westman & Wilkins, LLC.

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

Mr. Rich moved to go into Executive Session at 3:32 p.m. for the purpose of considering the employment of a public employee and to prepare for negotiations with Library employees concerning compensation and terms of employment. A roll call vote was initiated, which resulted in a unanimous decision as follows: Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Frola – Yes.

The Personnel Committee returned to public session at 4:37 p.m.

Mr. Frola moved to recommend to the full board the appointment of Michelle Alleman, Deputy Director, as the interim Executive Director, effective January 1, 2026, with a 30% increase to her salary for the duration of her service as Interim Executive Director. The motion passed without dissent and now comes as a recommendation to the Board.

APPOINTMENT OF
INTERIM
EXECUTIVE
DIRECTOR

The motion to appoint Michelle Alleman, Deputy Director, as the interim Executive Director, effective January 1, 2026, with a 30% increase to her salary for the duration of her service as Interim Executive Director, was adopted without dissent.

25-104
ADOPTION OF
APPOINTMENT OF
INTERIM
EXECUTIVE
DIRECTOR

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 4:38 pm.

Pam Hickson-Stevenson, Executive Director

NEW BUSINESS –

Ms. Hickson-Stevenson reported the percentage distribution for Akron-Summit County Public Library in 2026 was determined to be 65.02030%.	2026 PERCENTAGE DISTRIBUTION
Mr. Rich moved, seconded by Ms. Neeley, to adopt the percentage. Mr. Rochford expressed gratitude for the Blasingame formula. The motion was adopted without dissent.	25-105 ADOPTION OF 2026 PERCENTAGE
Ms. Hickson-Stevenson stated the contract was previously distributed to hire the Construction Manager at Risk (CMAR) for the three initial branch projects which are Ellet, Nordonias Hills, and Tallmadge and also the Main Library project. These branches were selected first due to the significant need for roof replacement or repair. Additional construction manager contracts will be sought in the future for the remainder of the projects. The Ohio Revised Code process for selection of a CMAR was followed. After interviewing four construction firms, it is recommended to hire Independence Construction. Library Administration worked with Roetzel & Andress to draft the contract.	CONTRACT FOR CONSTRUCTION MANAGER AT RISK (CMAR)
Peter Schantz, Facilities Director, explained this delivery method hires the Construction Manager at Risk close to the time the architectural firm is hired, which allows for the pre-construction team to work together to design to the budget, ensuring the project details and the timeline remains on track. This method provides more certainty of the project cost with a guaranteed maximum price (GMP). The phrase “at risk” means the construction firm assumes the cost of anything over the GMP.	25-106 APPROVAL OF THE CMAR CONTRACT
Mr. Rich moved, seconded by Mr. Weber, to approve the contract with Independence Construction as proposed. The motion was adopted without dissent.	ADMINISTRATIVE TEAM REPORT
Kimberlie DeBenedictis, Branch Manager of the Mogadore Branch, reported on the commitment branch staff have to the library and the community and highlighted two upcoming programs. The 12 th annual Veterans Recognition Dinner involves partnering with three community organizations. Branch staff will serve the meal. Also, the 10 th annual Christmas in the Village, features partnering with ten community organizations and providing free activities for all. Ms. DeBenedictis reported the Christmas event drew in 2,300 participants last year, a success that could not have taken place without the branch staff.	PUBLIC PARTICIPATION – DYLAN MCINTOSH
Dylan McIntosh, a representative of SEIU, addressed the Board of Trustees on the topic of unity.	FOR THE GOOD OF THE ORDER
Mr. Rochford announced he would be happy to sponsor a team of board members to participate in the upcoming Trivia Night fundraiser.	25-107 EXECUTIVE SESSION
Mr. Rich moved, seconded by Mr. Weber, to go into Executive Session at 5:15 p.m. to prepare for negotiations with Library employees concerning their compensation and terms and conditions of employment. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Frola – Yes; Mr. Griffith –	

Yes; Ms. Neeley – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes. The Board of Trustees requested Ms. Hickson-Stevenson, Ms. Alleman, Ms. Scarpitti, Ms. Otto, and Amanda Smith of Kastner Westman & Wilkins LLC to remain.

The Board of Trustees returned to public session at 6:25 p.m.

ADJOURNMENT

With no further business, Mr. Frola adjourned the meeting at 6:25 p.m.

President

Secretary