

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR BOARD MEETING
 DECEMBER 11, 2025

Secretary Bernie Rochford 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 Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: Joseph Ferrise, T.K. Griffith, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. John Frola was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Kaitlin Booth, Andrew Clarke, Andrea Cowgar, Mike Derr, Tonya Gardella, Ryan McCoy, Pat Manning, KT Mockensturm, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, and Melissa Walker. Two guests were also in attendance.

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| <p>Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda. Pam Hickson-Stevenson, Executive Director, distributed the Personnel Report and announced Heather Otto, HR Director, will be presenting that report. She also requested an addition to the Executive Session agenda item to include discussion on the employment of a public employee. Mr. Rich recommended changing the order, moving Public Participation and For the Good of the Order before Executive Session. The motion was adopted without dissent.</p> | <p>25-108
AGENDA</p> |
| <p>Mr. Weber moved, seconded by Mr. Ferrise, to adopt the minutes of the regular meeting on October 30, 2025. The motion was adopted without dissent.</p> | <p>25-109
OCTOBER REGULAR
MINUTES</p> |
| <p>On behalf of the Board Trustees, Mr. Rochford thanked Ms. Hickson-Stevenson for her service as Executive Director and as Deputy Director and for her commitment to the community and staff. She has been a pleasure to work with.</p> | <p>PRESIDENT'S
REMARKS</p> |
| <p>Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for October 2025. The Public Library Fund (PLF) distribution was the main revenue source. This will be the case for November as well. The December PLF amount was released, and it appears to be lower than expected by approximately \$326,500. Expenditures included various repairs, HVAC maintenance, and software subscriptions.</p> | <p>OCTOBER 2025
FINANCIAL REPORT</p> |
| <p>Mr. Neeley moved, seconded by Mr. Ferrise, to adopt the financial report for October 2025. The motion was adopted without dissent.</p> | <p>25-110
ADOPTION OF
OCTOBER FINANCIAL
REPORT</p> |
| <p>Ms. Scarpitti reported the Library received \$32,883.53 in monetary donations for October and some of November and one page of other donations.</p> | <p>DONOR GIFT LIST</p> |
| <p>Mr. Rich moved, seconded by Mr. Weber, the acceptance of donations and gifts with great appreciation. The motion was adopted without dissent.</p> | <p>25-111
ACCEPTANCE OF
DONATIONS & GIFTS</p> |
| <p>Ms. Scarpitti presented the investment report for October 2025. The Library received \$48,482.89 of interest with approximately 74.5% credited to the general fund. There were no changes to the investments in October.</p> | <p>OCTOBER 2025
INVESTMENT REPORT</p> |

[The investment report is appended to the minutes.]

PERSONNEL REPORT

Ms. Otto presented the Personnel Report and stated there were no changes to the report. Ms. Otto highlighted three retirements: David Black (30 years), Veena Sharma (14 years), Pam Hickson-Stevenson (19 years).

25-112

Mr. Rich moved, seconded by Ms. Neeley, to adopt the Personnel Report. PERSONNEL REPORT
The motion was adopted without dissent.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – November – December 2025

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Clark, Aveline	Shelver (Casual)	10/30/2025	Goodyear
Evans, Daudi-Amir	Shelver (Casual)	11/13/2025	CL&T
Smith, Levi	Shelver (Casual)	10/30/2025	Mogadore

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Arsena, Megan	Shelver (Casual)	12/01/2025	Ellet
Boston, Cateresa	Shelver (Casual)	12/01/2025	Tallmadge
Ehret, Breanna	Substitute Public Service Assistant	12/01/2025	PSO

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Brewster, Jacob	Public Svc. Assistant II Floater (FT)	11/10/2025	PSO
	Public Service Assistant II (FT)		Culture & AV
Richardson, Teria	Librarian Intermediate/Teen (FT)	11/17/2025	Maple Valley
	Librarian Intermediate/Teen (FT)		Goodyear

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Knott, Ella	Substitute Public Service Assistant	12/01/2025	PSO
	Public Service Assistant II (FT)		Norton

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Black, David	Librarian (Adult Services)	12/31/2025	Mobile Services

Black, David Employment History:

- Librarian Early Childhood – Mobile Services (07/10/1995 – 05/20/2001)
- Librarian Adult Services – Mobile Services (05/21/2001 – 12/31/2025)

RETIREMENT (Continued):

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hickson-Stevenson, Pamela	Executive Director	12/31/2025	Administration

Hickson-Stevenson, Pamela Employment History:

- Deputy Director – Administration (5/22/2006 – 3/31/2018)
- Executive Director – Administration (4/1/2018 – 12/31/2025)

Sharma, Veena	Payroll Assistant	01/25/2026	Business Office
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Sharma, Veena Employment History:

- Payroll Assistant – Business Office (10/31/2011 – 01/25/2026)

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>12.05.19</u>	<u>12.04.20</u>	<u>11.15.21</u>	<u>12.08.22</u>	<u>12.06.23</u>	<u>12.02.24</u>	<u>12.04.25</u>
Full-Time Staff:	291	270	270	249	249	250	252	254	256
80 Hrs. Exempt	--	--	--	43	43	42	42	44	42
75 Hrs. Non-Exempt	--	--	--	206	206	208	210	210	214
Part-time/Job-Share Staff:	68	54	48	41	41	47	41	40	39
Shelver (Casual):	86	73	82	53	41	55	63	59	50
Total Number of Staff:	445	397	400	343	331	352	356	353	345
Full-Time Equivalents	339	307	307	276	273	281	279	281	282

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.

Ms. Hickson-Stevenson thanked the current and previous Board Trustees and expressed what a pleasure it has been to work with each of them, explaining a hallmark of this Board is their respect for each other and for staff, their cordiality, humor, and commitment to doing what is best for the Library and the community. She commented on the challenges in the coming years with funding and property tax unknowns but also spoke about the excitement of the capital campaign for each Library building. Ms. Hickson-Stevenson announced she will always be a supporter of this Library and community.

EXECUTIVE
DIRECTOR’S
REPORT

Ms. Hickson-Stevenson announced the upcoming Dr. Martin Luther King Jr. Lecture on January 18. The speaker is Dr. Jelani Cobb, a Peabody Award-winning journalist. She invited the Trustees to attend.

MLK LECTURE

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

REPORT OF THE
JOINT FINANCE &
PERSONNEL

On Thursday, December 4, 2025, the Finance and Personnel Committees of the Akron-Summit County Public Library met in the Lolita K. Adair Board Room at Main Library. Personnel Committee Chair Bernie Rochford called the meeting to order at 4:02 p.m. Also in attendance were Finance Committee Chair Angela Neeley and Personnel Committee members Bill Rich and Ray Weber. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, and Michelle Scarpitti also attended. Also present was Amanda Smith with KWW.

COMMITTEE

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

Michelle Scarpitti, Fiscal Officer, presented two recommended changes to the Library’s Investment Policy, which has not been amended since 2013. The proposed changes are to Section IV Investment Instruments and to Section X Distribution of Interest. The first change would reword policy language to permit investments as stated and allowed in current amended wording in Ohio Revised Code Section 135.14. The second change would update the policy language to remove two funds that no longer exist and to add the recently established Development Fund.

INVESTMENT
POLICY CHANGES

Ms. Neeley moved to recommend to the full board adoption of the policy amendments as presented. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

The motion to adopt the Investment Policy amendments was adopted without dissent.

25-113
ADOPTION OF
AMENDED
INVESTMENT
POLICY

At 4:17 pm, Mr. Rich moved to go into executive session to prepare for negotiations with library employees concerning their compensation. A roll call vote followed: Ms. Neeley - yes, Mr. Rochford - yes, Mr. Rich - yes, and Mr. Weber – yes. The motion was adopted without dissent.

The Board returned to public session at 5:06 pm.

Mr. Rich moved to recommend the Board of Trustees authorize the Executive Director to implement a cost-of-living increase of approximately 2.0% to all employees (excluding APD officers who are paid the rates established by the Chief’s Directive 2025-CD-101 and Shelves who will be paid \$11.00 in accordance with the Ohio minimum wage effective January 1, 2026), effective on the first pay date of January 2026 and a step increase of approximately 1.5% to eligible employees effective on the first pay date of April 2026. That would result in a total increase of approximately 3.5% to eligible employees. Employees eligible for a longevity stipend will receive a 1.5% longevity stipend, paid as a lump sum, on the first pay date of April 2026. With respect to bargaining unit employees, the implementation of these increases will be subject to acceptance of the increases by SEIU following discussion by the Library’s bargaining team with SEIU. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

COLA & STEP
INCREASES;
LONGEVITY
STIPEND

25-114

<p>The motion related to the COLA and Step increases plus longevity stipend was adopted without dissent.</p>	<p>APPROVAL OF COLA & STEP INCREASES; LONGEVITY STIPEND</p>
<p><i>Ms. Scarpitti presented the 2026 temporary budget worksheets and reviewed the funds and accounts.</i></p>	
<p><i>Mr. Weber moved to recommend Board approval of the 2026 temporary appropriations. The motion was adopted without dissent and now comes as a recommendation to the Board.</i></p>	<p>2026 TEMPORARY APPROPRIATIONS</p>
<p>The motion to approve the 2026 temporary appropriations was adopted without dissent.</p>	<p>25-115 APPROVAL OF 2026 TEMPORARY APPROPRIATIONS</p>
<p><i>Having reached the end of the agenda, Mr. Rochford declared the meeting adjourned at 5:34 pm.</i></p>	
<p><i>Pam Hickson-Stevenson, Executive Director</i></p>	
<p>Ms. Hickson-Stevenson announced information was provided by Peter Schantz, Facilities Director, regarding the roof needs at Nordonia Hills, Ellet, and Tallmadge Branches. These three branches are the first branches to be improved in the capital needs work. The plan is to go out to bid in January with the hope to begin in April.</p>	<p>NEW BUSINESS – PERMISSION TO BID 3 BRANCH ROOF PROJECTS</p>
<p>Mr. Rich moved, seconded by Ms. Neeley, to grant permission as requested. The motion was adopted without dissent.</p>	<p>25-116 PERMISSION GRANTED TO BID ON ROOF PROJECT</p>
<p>Deputy Director Michelle Alleman, Collection Development Coordinator Kaitlin Booth, and Technical Services Coordinator Melissa Walker presented to the Board an update on the Integrated Library System migration. The Library has contracted with ByWater Solutions for its Koha and Aspen systems. Topics included the savings to the Library from the new system, the difference between the ILS and the discovery layer, the amount of work the migration team completed, staff training, the flexibility of the new system and its ease of use for staff, an explanation plus preview of what the patrons will see including new features not found in the current system, and next steps.</p>	<p>ADMINISTRATIVE TEAM REPORT</p>
<p>There was no public participation.</p>	<p>PUBLIC PARTICIPATION FOR THE GOOD OF THE ORDER</p>
<p>Mr. Rochford announced the Library Trivia Night was wonderful and suggested the idea that, for a fee, attendees c rent a librarian to help with trivia.</p>	
<p>Mr. Rich moved, seconded by Mr. Ferrise, to go into Executive Session at 5:11 p.m. to prepare for negotiations with Library employees concerning their compensation and terms and conditions of employment and to discuss the employment of a public employee. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Ferrise – Yes; Mr. Griffith – Yes; Ms. Neeley – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes. The Board of</p>	<p>25-117 EXECUTIVE SESSION</p>

Trustees requested Ms. Hickson-Stevenson, Ms. Alleman, Ms. Scarpitti and Ms. Otto to remain.

The Board of Trustees returned to public session at 6:34 p.m.

With no further business, Mr. Rochford adjourned the meeting at 6:35 p.m.

ADJOURNMENT

President

Secretary