

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

Secretary Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:43 p.m. in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, Bernie Rochford and Ray Weber. John Frola, Jr. and Joseph Ferrise were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Kaitlin Booth, Andrea Cowgar, Mike Derr, Tonya Gardella, Pat Manning, Ryan McCoy, KT Mockensturm, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, and Melissa Walker.

Mr. Casey moved, seconded by Mr. Weber, to adopt the agenda as distributed. The motion was adopted without dissent. 25-05  
AGENDA

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the December 12, 2024, meeting as amended. The motion was adopted without dissent. 25-06  
DECEMBER REGULAR  
MEETING MINUTES

Mr. Rich moved, seconded by Mr. Casey, to adopt the minutes of the special December 20, 2024, meeting as amended. The motion was adopted without dissent. 25-07  
DECEMBER SPECIAL  
MEETING MINUTES

No remarks were made. PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for November 2024. The Library received an E-Rate reimbursement of \$46,911. There were some negative month-to-date amounts due to some clerical errors. NOVEMBER 2024  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for November 2024. The motion was adopted without dissent. 25-08  
ADOPTION OF  
NOVEMBER  
FINANCIAL REPORT

Ms. Scarpitti requested one November budget adjustment, increasing appropriations to Fund 701, the employee FSA fund, to accommodate the employee FSA payments over the estimated amounts through year-end. NOVEMBER BUDGET  
ADJUSTMENT

Mr. Rich moved, seconded by Ms. Neeley, to increase Fund 701, Employee FSA Fund, by the amount of \$20, 117. The motion was adopted without dissent. 25-09  
NOVEMBER BUDGET  
ADJUSTMENT

Ms. Scarpitti next presented the executive summary and financial report for December 2024. Month-to-date numbers included the planned cash transfers from the general fund to Funds 401 and 402. The Library paid the 2025 prospective premium for Workers' Compensation resulting in two annual premiums in 2024. The 2025 premium was paid to obtain the discount offered. The Library also paid the second half tax sharing agreement amount to Peninsula Library. Other expenses DECEMBER 2024  
FINANCIAL REPORT

included new cash registers for each location. Installation will take place and staff trained in the upcoming weeks.

25-10  
ADOPTION OF  
DECEMBER  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for December 2024. The motion was adopted without dissent.

Ms. Scarpitti requested December budget adjustments, transferring cash from the General Fund to two capital project funds as planned in the budget.

DECEMBER BUDGET  
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Weber, that \$1,000,000 be transferred from Fund 101 to Fund 401 and that \$100,000 be transferred from Fund 101 to Fund 402. The motion was adopted without dissent.

25-11  
DECEMBER BUDGET  
ADJUSTMENT

Mr. Rochford announced he read Workers' Compensation might reduce rates. Ms. Scarpitti said past rate reductions historically have provided a refund to the Library.

WORKERS'  
COMPENSATION  
RATES

Ms. Scarpitti presented the donor gift list. The Library received \$12,668.29 in monetary donations since the last meeting and one and a half pages of other donations.

DONOR GIFT LIST

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

25-12  
ACCEPTANCE OF  
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for November 2024. The Library received \$62,797.53 of interest with approximately 67% credited to the general fund. There were no changes to the November investments.

NOVEMBER 2024  
INVESTMENT REPORT

Ms. Scarpitti next presented the investment report for December 2024. The Library received \$59,298.49 of interest with approximately 62% credited to the general fund. Two new CDs, an 18-month and a 24-month, were secured.

DECEMBER 2024  
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Scarpitti asked the Board to adopt the Resolution Authorizing Advances of Taxes for Tax Year 2024, Payable in 2025. This authorizes Summit and Portage Counties to send the Library levy revenues as they are available.

RESOLUTION TO  
AUTHORIZE  
ADVANCEMENT OF  
TAXES

Mr. Rich moved, seconded by Mr. Casey, adoption of the Resolution Authorizing Advances of Taxes for Tax Year 2024, Payable in 2025. The motion was adopted without dissent.

25-13  
RESOLUTION TO  
AUTHORIZE TAX  
ADVANCES

Ms. Scarpitti next requested the Board declare a broken chair, multiple spinner racks, and three printer/fax/copiers as surplus. Ms. Scarpitti distributed the list of items ahead of the meeting.

DECLARATION OF  
SURPLUS PROPERTY

Mr. Rich moved, seconded by Mr. Weber, to declare as surplus broken chair, tag #100719, various spinner racks with tag numbers listed in the report, and three printer/fax/copiers with serial numbers listed in the report. The motion was adopted without dissent.

25-14  
DECLARATION OF  
SURPLUS PROPERTY

Ms. Otto presented the Personnel Report and stated there were no changes to the report since distribution. Ms. Otto highlighted promotions including two employees who were McDowell Scholars and the retirements of Deb Papa and Linda Harrison. PERSONNEL REPORT

Mr. Rich moved, seconded by Mr. Casey, to adopt the personnel report. The motion was adopted without dissent. 25-15  
PERSONNEL REPORT

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Borland, Katy	Shelver (Casual)	12/17/2024	Highland Square
Colbert, Emma	Shelver (Casual)	12/26/2024	Ellet
Haywood, Deshani	Shelver (Casual)	12/13/2024	BG&S
Johnson, Gregory	Security Officer	12/18/2024	Security
Keith III, Nathan	TechZone Assistant	01/31/2025	Electronic Services
Labib, Christina (Ris)	Librarian (Adult Services)	01/03/2025	BG&S
Lewis, Kayleigh	Shelver (Casual)	08/30/2024	Ellet
Soleymani, Saeed	Shelver (Casual)	12/10/2024	Nordonia Hills

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Carr, Addison	Shelver (Casual)	01/13/2025	Ellet
Leiter, Rebecca	Shelver (Casual)	01/13/2025	Ellet
Sveda, Jennifer	Asst. Coordinator, Youth Services	01/27/2025	Youth Services Office
Wright, Anne	Shelver (Casual)	12/16/2024	BG&S

**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>
Barratt-McCartney, Victor	Public Service Assistant II (FT)	01/27/2025	Fairlawn-Bath
	Public Service Assistant II (PT)		Odom
Mihailovich, Alexander	Public Service Assistant II (PT)	12/30/2024	BG&S
	Public Service Assistant II (FT)		Culture & AV
Patrick, Valerie	Librarian Intermediate/Teen	12/30/2024	Odom
	Librarian Intermediate/Teen		Nordonia Hills
Rosato, Miranda	Public Service Assistant II (PT)	01/27/2025	Mogadore
	Public Service Assistant II (FT)		Mogadore

**PROMOTION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Acklin, Michael	Shelver Public Service Assistant II	12/30/2024	Children's & Teen Children's & Teen
Brewer, Wyatt	TechZone Assistant Technology Trainer	12/30/2024	Electronic Services Electronic Services
Dolezal, Madeleine	Public Service Assistant III Librarian (Early Childhood)	12/16/2024	Highland Square Highland Square
Fulkman, Benjamin	Public Service Assistant III Librarian (Adult Services)	12/16/2024	Culture & AV Culture & AV

**RETIREMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Papa, Deborah	Librarian	12/31/2024	Culture & AV

*Deborah Papa Employment History:*

- Librarian II – East Branch (11/01/1988 – 02/24/1991)
- Librarian II – Fine Arts & Recreation (02/25/1991 – 03/06/1994)
- Librarian II – Philosophy, Religion & Education (03/07/1994 – 10/02/2005)
- Librarian – History & Humanities (10/03/2005 – 09/30/2012)
- Librarian (Adult Services) – Culture & AV (10/01/2012 – 12/31/2024)

Steinbeak (Harrison), Linda	Administrative Assistant	12/31/2024	Public Services
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*Linda Harrison Employment History:*

- Shelver – Fine Arts (03/31/1997 – 11/11/1998)
- Clerical Assistant - Fine Arts (11/12/1998 – 06/03/2001)
- Clerical Assistant – Pop Culture (06/04/2001 – 08/31/2008)
- Administrative Assistant – GMO (09/01/2008 – 09/13/2009)
- Administrative Assistant – Public Services Office (09/14/2009 – 12/31/2024)

**NUMBER OF EMPLOYEES**

	<b><u>06.16.09</u></b>	<b><u>01.15.19</u></b>	<b><u>01.15.20</u></b>	<b><u>01.15.21</u></b>	<b><u>01.18.22</u></b>	<b><u>01.16.23</u></b>	<b><u>01.17.24</u></b>	<b><u>01.21.25</u></b>
Full-Time Staff:	291	276	272	248	255	250	257	254
80 Hrs. Exempt				44	42	43	43	44
75 Hrs. Non-Exempt				204	213	207	214	210
Part-time/Job-Share:	68	48	44	39	40	43	42	38
Shelvers (Casual):	86	76	79	51	46	52	60	55
Total number of Staff:	445	400	395	338	341	345	359	347
Full-Time Equivalents:	339	309	305	274	279	278	285	280

**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.

<p>Pam Hickson-Stevenson, Executive Director, called attention to the final update of the 2024 Work Plan. She expressed gratitude for all the work the Administrative Team members and staff did to accomplish a lengthy list of items. Items that were not completed have been included in the 2025 Work Plan. Ms. Hickson-Stevenson highlighted a new column in the 2025 Work Plan titled, “Ways Staff Can Connect.” It was added as a result of comments from some staff in the 2024 employee engagement survey that revealed they did not feel connected to the Work Plan. The additional column should highlight for staff ways they can be involved.</p>	<p>EXECUTIVE DIRECTOR’S REPORT</p> <p>2024 AND 2025 WORK PLANS</p>
<p>Ms. Hickson-Stevenson next presented the Public Comment Draft of the Space Usage Feasibility Study. This will be released to the public along with a brief survey people can complete if they have feedback. Ms. Hickson-Stevenson highlighted each section of the document, including key findings of the feasibility study and summary statements garnered from staff and community surveys. The use and condition of the buildings are the focuses of the study. Ms. Hickson-Stevenson confirmed most locations have outdoor reading gardens that will receive attention if the bond issue passes. The plan is to make the document available for two weeks. The results will then be compiled and reviewed.</p>	<p>PUBLIC COMMENT DRAFT OF SPACE USAGE FEASIBILITY STUDY</p>
<p>Ms. Hickson-Stevenson stated the Board retreat typically is held during the first part of the year. With the feasibility study and the levy campaign taking place in the first half of the year, she suggested late summer or fall might be more beneficial. The Trustees concurred.</p>	<p>BOARD RETREAT</p>
<p>Ms. Hickson-Stevenson asked if any Board member is interested in participating in an overarching campaign committee to please let her know.</p>	<p>CAMPAIGN COMMITTEE</p>
<p>Ms. Hickson-Stevenson presented the Certificate of Special Congressional Recognition the Library received from Congresswoman Emilia Sykes for the 40<sup>th</sup> anniversary of the Library’s MLK Lecture.</p>	<p>CONGRESSIONAL RECOGNITION</p>
<p>There was no new business.</p>	<p>NEW BUSINESS</p>
<p>There was no Administrative Team report.</p>	<p>ADMINISTRATIVE TEAM REPORT</p>
<p>There was no public participation.</p>	<p>PUBLIC PARTICIPATION</p>
<p>Ms. Hickson-Stevenson announced the Peninsula Library Director has reported that some customers have expressed unhappiness when learning that although Peninsula voters will have an opportunity to vote on the Akron-Summit County Public Library bond issue, the Peninsula Library would not receive any proceeds of the bond. The Peninsula Library Board has invited Ms. Hickson-Stevenson to an upcoming Board meeting to provide background and information on this unique situation. The Peninsula Library Trustees wish to learn more in order to communicate effectively with their community. Ms. Hickson-Stevenson will</p>	<p>FOR THE GOOD OF THE ORDER</p>

seek additional information regarding the situation so that the conversation can be as explanatory instructive as possible.

With no further business, Mr. Rochford adjourned the meeting at 5:29 p.m. ADJOURNMENT

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President

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Secretary