

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
MARCH 27, 2025

President John Frola 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 Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, John Frola, Angela Neeley, Bernie Rochford, and Ray Weber. William Rich arrived at 4:43 p.m. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Mike Bianchi, Kaitlin Booth, Mike Derr, Tonya Gardella, Pat Manning, Ryan McCoy, KT Mockensturm, Heather Otto, Peter Schantz, Sara Schwendeman, Dana Setting, and Melissa Walker. Guests from Bostwick Design Partnership were also in attendance.

Mr. Ferrise moved, seconded by Mr. Weber, to adopt the agenda as distributed. The motion was adopted without dissent.

25-24  
AGENDA

Architects from Bostwick Design Partnership presented a final draft of the report on the space usage feasibility study. They thanked the Library Steering Committee, the staff, and the community members who participated and informed the content of the report. Driving factors behind this study are facility age and evolving community needs. The architects received nearly 8,000 public responses. Many of the study responses included statements about the wonderful Library staff, the clean facilities, and the desire to have additional workspaces, study rooms, and creation spaces. The report reviews the process and timeline of the study, the public comment draft, lists of recommendations for each location when funding is available, and potential costs. Next steps are to finalize the report for the Board at the April Board meeting. Any final comments the Trustees might have may be sent to Ms. Hickson-Stevenson, Executive Director.

SPACE USAGE  
FEASIBILITY STUDY  
DRAFT REPORT

Mr. Rochford moved, seconded by Mr. Weber, to adopt the minutes of the regular meeting on February 27, 2025. The motion was adopted with abstentions by Mr. Casey and Mr. Rochford.

25-25  
FEBRUARY REGULAR  
MINUTES

Mr. Frola complimented the Bostwick Design Partnership presentation. Mr. Frola asked for Trustee donations of money to support the levy campaign.

PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for February 2025. The Library received the Real Estate Tax advances and the Public Library Fund. Expenditures included renewals and repairs.

FEBRUARY 2025  
FINANCIAL REPORT

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

25-26  
ADOPTION OF  
FEBRUARY  
FINANCIAL REPORT

Ms. Scarpitti presented the donor gift list. Since the last meeting, the Library received \$10 in monetary donations and approximately one page of other donations.

DONOR GIFT LIST

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

25-27  
ACCEPTANCE OF  
DONATIONS & GIFTS

Ms. Scarpitti reported corrected December 2024 and January 2025 reports due to a clerical error. Ms. Scarpitti presented the investment report for February 2025. The Library received \$51,488.47 of interest with approximately 60% credited to the general fund. There were no changes to the February investments.

FEBRUARY 2025  
INVESTMENT REPORT

[The investment reports are appended to the minutes.]

Ms. Otto presented the Personnel Report and stated there were no changes to the report since distribution. Ms. Otto highlighted the retirement of Lynn Turkington, Accounting Assistant.

PERSONNEL REPORT

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

25-28  
PERSONNEL REPORT

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

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Farrar, Mark	Akron Police Officer	02/20/2025	Security
Kepp, Emmaline	Public Service Assistant II	03/13/2025	BGS
Norton, Kristen	Sub Public Service Assistant II	02/18/2025	Public Services
Otto, Annabelle	Shelver (Casual)	03/21/2025	Children's & Teen
Sam, Crystal	Shelver (Casual)	03/04/2025	Ellet
Sejba, Anne	Shelver (Casual)	03/29/2025	Fairlawn-Bath
Starks, Karlton	Akron Police Officer	02/20/2025	Security
Sveda, Jennifer	Asst. Coordinator Youth Services	03/07/2025	Youth Services
Templeton, Larry	Akron Police Officer	02/20/2025	Security

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Aaron, Alasia	Public Service Assistant II	03/10/2024	BGS
Decatur-Benally, Alexandra	Shelver (Casual)	02/24/2025	Children's & Teen
Dorton, Jaqueline (Jackie)	Administrative Assistant	02/24/2025	Public Services
Gatten, Raida	Librarian-Adult Services	03/24.2025	BG&S
Gilbert, Caden	Shelver (Casual)	02/24/2025	Odom
Gulley, Tonya	Substitute PSA II	02/24/2025	Substitutes
Kepp, Emmaline	Public Service Assistant II	02/24/2025	BG&S

**PROMOTION:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chaplin, Kelly	Librarian Int/Teen Asst. Coordinator, Youth Services	03/24/2025	Children's & Teen Youth Services
Croston, Amanda	Shelver Librarian Adult Services	03/10/2025	Culture & AV Culture & AV

#### **RETIREMENT:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Turkington Lynn	Accounting Assistant	03/07/2025	Business Office

#### *Lynn Turkington Employment History:*

- Accounting Assistant – Business Office (04/08/2018 – 03/07/2025)

#### **NUMBER OF EMPLOYEES**

	<u>06.16.09</u>	<u>06.09.10</u>	<u>03.18.19</u>	<u>03.20.20</u>	<u>03.15.21</u>	<u>03.15.22</u>	<u>03.22.23</u>	<u>03.20.24</u>	<u>03.17.25</u>
Full-Time Staff:	291	270	273	267	253	250	255	258	254
80 Hrs. Exempt	--	--	--	--	43	40	43	42	43
75 Hrs. Non-Exempt	--	--	--	--	210	210	212	216	211
Part-time/Job-Share:	68	54	50	45	37	47	43	43	38
Shelvers (Casual):	86	73	73	79	51	46	56	58	56
Total number of Staff:	445	397	396	391	341	343	354	359	348
Full-Time Equivalents:	339	307	308	302	277	278	284	287	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.

<u>Employee</u>	<u>Classification</u>	<u>Event</u>	<u>Date</u>	<u>Agency</u>
Nakoneczny, Ryan	Shelver (Casual)	Termination of Employment (Introductory Employment Period)	02/28/2025	Green

Ms. Hickson-Stevenson announced the Northeast Ohio Library Trustees' Dinner will take place May 8. Some Trustees stated their intent to attend.

EXECUTIVE  
DIRECTOR'S  
REPORT

Ms. Hickson-Stevenson reported she attended a meeting of the Peninsula Library & Historical Society Board of Trustees to discuss the bond issue and Peninsula Library. The meeting went well with no concerns from their Board and with some stating they use services from the Akron-Summit County Public Library. The Director of the Peninsula Library drafted a statement for the local newspaper to be transparent with their community.

PENINSULA  
LIBRARY

Next, Ms. Hickson-Stevenson announced the Akron History Center will open on Saturday, April 5, and thanked Library Staff Mary Plazo and Caitlin Conley

AKRON HISTORY  
CENTER AND

for their diligence and contribution. On the same day, Billy Mills, Olympic Gold Medalist, will be speaking at Main Library. This year is the 100<sup>th</sup> anniversary of the Library's Summer Reading Program.

## LIBRARY EVENTS

Ms. Hickson-Stevenson read a report of the Finance Committee meeting on behalf of Ms. Neeley.

## REPORT OF THE FINANCE COMMITTEE

*On Thursday, March 27, 2025, the Finance Committee of the Akron-Summit County Public Library met at Main Library. Finance Committee Chair Angela Neeley called the meeting to order at 4:04 p.m. Also in attendance were Finance Committee members Jim Casey and John Frola. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Michael Derr, and Michelle Scarpitti also attended.*

*Mr. Casey moved, seconded by Mr. Frola, to adopt the agenda as distributed. The motion was adopted without dissent.*

*Michelle Scarpitti, Fiscal Officer, presented and reviewed the 2025 draft permanent budget worksheets and appropriations. She discussed revenue projections and anticipated expenses. Trustees asked questions regarding Ohio Imagination Library, strategic planning, and collections of materials.*

*Mr. Casey moved to recommend Board adoption of the 2025 Permanent Appropriations. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

25-29

## ADOPTION OF THE 2025 PERMANENT APPROPRIATIONS

Mr. Frola announced that while there is a line item for Ohio Imagination Library in the appropriations, no decision has been made. He also stated the Board is expecting to vote on the Library becoming the local program partner for Summit County. The motion was adopted without dissent.

*Ms. Hickson-Stevenson presented the new Endowment Fund Dispersal Policy, which outlines the process for dispersing monies from the endowment fund managed by the Akron Community Foundation.*

*Mr. Casey moved to recommend Board approval of the Endowment Fund Dispersal Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

25-30

## ADOPTION OF THE ENDOWMENT FUND DISPERSAL POLICY

It was clarified that the policy mirrors Akron Community Foundation requirements per the agreement with the Akron Community Foundation. The motion was adopted without dissent.

*Having reached the end of the agenda, Ms. Neeley adjourned the meeting at 4:19 pm.*

*Pam Hickson-Stevenson, Executive Director*

## REPORT OF THE PERSONNEL COMMITTEE

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

*On Wednesday, March 26, 2025, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bernie Rochford called*

*the meeting to order at 4:01 p.m. Also in attendance were Committee members John Frola, Bill Rich, and Ray Weber. Board Trustee Angela Neeley was present. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Heather Otto, and Michelle Scarpitti also attended.*

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

*Ms. Otto presented revisions to Policy 1.3, Employment Classifications to reflect recent changes to the Salary Schedule. Additionally, information about hours worked for positions that were previously split between two Employee Handbook sections are now combined within this single policy.*

*Mr. Rich moved, seconded by Mr. Weber, the Committee recommend Board adoption of the changes to Policy 1.3, Employment Classifications. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto reported a section titled “Prohibited Work Activities” was added to Policy 1.6, Minor Employees. This section reflects standards from the Ohio Revised Code Chapter 4109 prohibiting minors to complete tasks that are found hazardous or detrimental to their health and well-being.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 1.6, Minor Employees. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto reported changes to Policy 2.7, Rest Breaks and Areas that help clarify the policy in response to employee questions, particularly regarding breaks on Library premises and those at off-site locations.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 2.7, Rest Breaks and Rest Areas. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto presented changes to Policy 2.8, Meal Periods, to address questions from employees regarding different expectations for non-supervisory and supervisory positions.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 2.8, Meal Periods. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto presented revisions to Policy 3.1, Workday, Workweek, and Overtime. Information related to scheduling under Employment Classifications Policy 1.3 was moved to this policy. Language was added to help manage labor expenses, including managing overtime and required documentation when time exceeds employees’ scheduled hours.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 3.1, Workday, Workweek, and Overtime. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto reported changes to Policy 3.7, Substitute Time. Changes were made to reflect updates to the Salary Schedule and current practices.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 3.7, Substitute Time. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto reported changes were made to Policy 3.13, Other Benefits to reflect updates in the Salary Schedule as well as clarification requested by employees.*

*Mr. Rich moved the Committee recommend Board adoption of the changes to Policy 3.13, Other Benefits. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*Ms. Otto presented new Policy 3.18, Compensation Philosophy and Practices. This Policy was created based on recommendations from the 2022 Compensation and Classification Study conducted by Organizational Architecture. The policy includes information on Library practices to ensure transparency in how the Library handles pay-related decisions in matters such as annual increases and with hires, promotions, and demotions.*

*Mr. Rich moved the Committee recommend Board adoption of Policy 3.18, Compensation Philosophy and Practices. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

*The motions were adopted, as a group, without dissent.*

25-31  
ADOPTION OF  
PERSONNEL  
POLICIES

*The Committee members discussed Policy 4.8, Holiday Leave, and the possibility of allowing qualified veterans the day of Veterans Day off with pay in recognition of their service to the country. Five states currently have this allowance, and a summary of those state laws from SHRM was distributed prior to the meeting.*

*Next, the performance evaluations for the Executive Director and Fiscal Officer were discussed. The Committee members considered who should complete the evaluation forms and decided that the next formal evaluation process will be later in the year and not be tied to raises.*

*Mr. Rich moved recommendation of a 1.5% merit increase, to mirror the step increase eligible staff will receive, for the Executive Director and the Fiscal Officer effective the first pay of April. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

25-32  
1.5% MERIT  
INCREASE FOR  
EXECUTIVE  
DIRECTOR AND  
FISCAL OFFICER

*The motion was adopted without dissent.*

*Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 5:17 p.m.*

*Pam Hickson-Stevenson, Executive Director*

Ms. Hickson-Stevenson announced a representative of the campaign for Nordonias Schools, which will be on the ballot May 6, submitted a request to display a 4x4 yard sign at the Nordonias Hills Branch Library.	NEW BUSINESS 25-33 APPROVAL OF 4x4 YARD SIGN FOR NORDONIA SCHOOLS
Mr. Rochford moved, seconded by Mr. Rich, approval of a 4x4 yard sign at the Nordonias Hills Branch Library. The motion was adopted without dissent.	
Heather Otto, Human Resources Director, presented the results from the 2025 Employee Engagement Survey which were compared against averages from previous years. There was a 68% response rate. Open-ended responses include, but are not limited to security, training needs, pay-related themes, disconnect between staff and administration, and a perception that coworkers and/or supervisors are doing their job poorly. Ms. Otto presented current action steps being taken to address the responses such as HR office hours at all locations, exploring revisions to policies, and researching and providing security training.	ADMINISTRATIVE TEAM REPORT – HR DIRECTOR
There was no public participation.	PUBLIC PARTICIPATION
Mr. Frola announced Mr. Casey submitted a letter to the Summit County Court of Common Pleas explaining his decision not to seek reappointment to the Library Board of Trustees at the end of his term in May. Mr. Frola stated it has been a pleasure working with Mr. Casey, and it is a loss to the Board. Mr. Casey responded that he has enjoyed his work on the Board and with the Trustees.	FOR THE GOOD OF THE ORDER – JAMES CASEY
Mr. Rochford announced there was a great article in the Akron Beacon Journal on Mary Plazo, Special Collections Division Manager.	AKRON BEACON JOURNAL ARTICLE ON MARY PLAZO
Ms. Hickson-Stevenson distributed flyers for Week of the Young Child, which runs April 7 – April 12 this year. This event encourages early literacy skills for children.	WEEK OF THE YOUNG CHILD
With no further business, Mr. Frola adjourned the meeting at 5:45 p.m.	ADJOURNMENT

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President

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Secretary