

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
JUNE 26, 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 Community Room of the Fairlawn-Bath Branch Library. The following members of the Board answered the roll call: John Frola, T.K. Griffith, Angela Neeley, William Rich, and Ray Weber. Joseph Ferrise and Bernie Rochford 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, Scott Schrade, Sara Schwendeman, and Dana Setting. Shannon Gramse, Angela Huber, Diana Marthey and representatives from SEIU were also in attendance.

Mr. Frola proposed that the agenda be amended so that Committee Reports would take place before the President's Remarks.	AMENDED AGENDA PROPOSAL
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Ms. Neeley moved, seconded by Mr. Weber, to adopt the agenda as amended. 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. Weber – Yes.	25-55 AGENDA
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Mr. Weber administered the Oath of Office to new trustee TK Griffith.	OATH OF OFFICE
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Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the regular meeting on May 29, 2025. The motion was adopted without dissent.	25-56 MAY REGULAR MINUTES
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Ms. Hickson-Stevenson read the report of the Buildings & Grounds Committee meeting on behalf of Mr. Weber.	BUILDING & GROUNDS COMMITTEE REPORT
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On Tuesday, June 24, 2025, the Buildings & Grounds Committee of the Akron-Summit County Public Library met in the Lolita K. Adair Board Room at Main Library. Committee Chair Ray Weber called the meeting to order at 4:05 p.m. In attendance were Buildings & Grounds Committee members John Frola, TK Griffith, and Bernie Rochford. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Peter Schantz, Michelle Scarpitti, and Sara Schwendeman also attended.

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

Pam Hickson-Stevenson, Executive Director, announced that despite administration's best efforts to avoid this step in the process, the Library Board will need to adopt a resolution regarding the issuance of a request for qualifications for a professional design firm to conduct design work for all the Library's projects. The request for qualifications document that was issued for the feasibility study did not contain the language allowing the Board to move to the next phase of work without conducting another RFQ process, despite a request from Library administrators. Legal counsel confirmed that an interview process is not necessary.

Mr. Rochford moved, seconded by Mr. Frola, to recommend Board adoption of the resolution to issue a request for qualifications for the purpose of engaging a professional design firm. Mr. Frola reminded the Committee of the amount of work Library administration did in the first round of the request for qualifications, including interviewing five firms. This motion was adopted without dissent and now comes as a recommendation to the Board.

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. Weber – Yes.

Ms. Hickson-Stevenson next requested the Committee recommend for Board adoption a resolution to issue a request for qualifications for the purpose of engaging a construction manager at risk firm for Main Library and Ellet, Nordonía Hills, and Tallmadge branches. The Library Facilities department does not have enough staff to address the volume of projects, so there is a need for a Construction Manager at Risk (CMR). Having a CMR is a collaborative relationship that helps deliver the projects efficiently. Peter Schantz, Facilities Director, will serve as the owner's representative.

Mr. Rochford moved, seconded by Mr. Frola, to recommend Board adoption of the resolution to issue a request for qualifications for the purpose of engaging a construction manager at risk firm. Mr. Rochford agreed it is a wise decision to acquire a CMR. The Committee briefly discussed the probability of breaking up the entire project into multiple phases, which may lead to hiring more than one CMR. The three branches that need new roofs—Ellet, Nordonía Hills, and Tallmadge—will be the first three branches to receive interior improvements and renovations. The motion was adopted without dissent and now comes as a recommendation to the Board.

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. Weber – Yes.

At 4:21 p.m., Mr. Rochford moved, seconded by Mr. Frola, to enter into executive session to consider the purchase of property. Mr. Weber asked for a roll call, which resulted in a unanimous decision as follows: Griffith, yes; Frola, yes; Rochford, yes; Weber, yes. The Committee returned to public session at 4:33 p.m.

Mr. Rochford moved, seconded by Mr. Frola, to recommend to the Board adoption of the purchase agreement for the Springfield-Lakemore Branch. Mr. Weber asked for a roll call vote, which resulted in a unanimous decision as follows: Griffith, yes; Frola, yes; Rochford, yes; Weber, yes. This motion now comes as a recommendation to the Board.

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. Weber – Yes.

25-57
RESOLUTION FOR RFQ
TO ENGAGE A
PROFESSIONAL
DESIGN FIRM

25-58
RESOLUTION FOR RFQ
TO ENGAGE A
CONSTRUCTION
MANAGER AT RISK

25-59
PURCHASE
AGREEMENT FOR
SPRINGFIELD-
LAKEMORE BRANCH

Ms. Hickson-Stevenson presented an updated art rendering from the Akron Community Foundation proposal for a wall mural at Main Library near the drive-up window. Akron Community Foundation has committed \$10,000 to the Library for hosting the mural. The mural includes a QR code that sends people to the Foundation's website. Ms. Hickson-Stevenson will request the Library logo be added as well as a QR code for the Library's website. Akron Community Foundation wishes to install the mural before the end of the year.

It was agreed by the trustees that no formal Board action is required relating to the Akron Community Foundation's proposed wall mural at Main Library. WALL MURAL

Having reached the end of the agenda, Mr. Weber adjourned the meeting at 4:42 p.m.

Pam Hickson-Stevenson, Executive Director

Ms. Hickson-Stevenson read the report of the Finance Committee meeting on behalf of Ms. Neeley. FINANCE COMMITTEE REPORT

On Thursday, June 26, 2025, the Finance Committee of the Akron-Summit County Public Library met in the Community Room at Fairlawn-Bath Branch Library. Finance Committee Chair Angela Neeley called the meeting to order at 3:32 p.m. Also in attendance were Finance Committee members T.K. Griffith and John Frola. Joe Ferrise was absent. Library staff members Pam Hickson-Stevenson, Michelle Alleman, Michelle Scarpitti, Peter Schantz, Scott Schrade, and Sara Schwendeman also attended.

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

Michelle Scarpitti, Fiscal Officer, presented three separate capital resolutions drafted by bond counsel that cover the following matters: declaring the Library's intention to sell bonds in the aggregate principal amount of \$160,000,000, creating the 403 Fund to record the bond and revenue activity, and temporarily advancing cash from the General Fund to the new 403 Fund to pay expenses prior to receiving the proceeds from the bond sales. Any monies advanced from the General Fund will be reimbursed later.

Ms. Scarpitti reported bond counsel informed her that she is permitted to form the bond financing team without issuing a request for proposals. Ms. Scarpitti contacted other public libraries to gain information on how they selected the bond financing team. Several public libraries did not use a formal RFP. The bond financing team at those libraries includes bond counsel and the underwriter. A municipal advisor is an optional service provider. The Library has been contacted by organizations interested in its business for the upcoming bond issuance. The committee members discussed whether a municipal advisor is necessary as it appeared to overlap with the underwriter's role. A municipal advisor was not used by the Library before. Ms. Scarpitti provided information on potential costs for an underwriter. The committee members agreed that a municipal advisor would be an unnecessary cost.

Mr. Frola moved to recommend Board adoption of the Resolution of Official Intent Authorizing Issuing Bonds or Bond Anticipation Notes. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

25-60
RESOLUTION OF
OFFICIAL INTENT
AUTHORIZING
ISSUING BONDS

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. Weber – Yes.

Mr. Frola moved to recommend Board adoption of the Resolution Creating the 403 Fund, the Bond Improvement Fund, to Record the Activity of the Bond Revenue and Related Capital Expenses. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Ms. Scarpitti confirmed the new 403 Fund would record the activity of bond revenue and related capital expenses.

25-61
RESOLUTION
CREATING 403 FUND,
THE BOND
IMPROVEMENT FUND

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. Weber – Yes.

Mr. Frola moved to recommend Board adoption of the Resolution to Authorize Temporarily Advancing Cash from General Fund to Fund 403, the Bond Improvement Fund, to Pay Expenses Prior to Receiving the Bond Sale Proceeds. The motion was adopted without dissent.

Mr. Frola moved to amend the motion relating to the cash advancement from the General Fund to put a cap on the cash advancement in the amount of \$3,000,000. The amended motion was adopted without dissent, and this now comes as a recommendation to the Board.

25-62
RESOLUTION TO
AUTHORIZE
TEMPORARILY
ADVANCING CASH TO
403 FUND

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. Weber – Yes.

Having reached the end of the agenda, Ms. Neeley adjourned the meeting at 3:55 pm.

Pam Hickson-Stevenson, Executive Director

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

PERSONNEL
COMMITTEE REPORT

On Tuesday, June 10, 2025, the Personnel Committee met in Meeting Room 1 at Main Library. Committee Chair Bernie Rochford called the meeting to order at 11:03 a.m. Also in attendance were Committee members John Frola, William Rich, and Ray Weber. Library staff members Pam Hickson-Stevenson and Heather Otto also attended.

Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda as distributed.

The motion was adopted without dissent.

Ms. Hickson-Stevenson presented her updated employment agreement.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the proposed employment agreement with the needed changes in dates. The motion was adopted without dissent and now comes as a recommendation to the Board.

25-63
ADOPTION OF
UPDATED
EMPLOYMENT
AGREEMENT

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. Weber – Yes.

Ms. Hickson-Stevenson next shared her thoughts on aspects of the search process for the next Executive Director that the Committee and the full Board may want to consider. Committee members discussed options such as engaging with a search firm, whether or not to conduct a robust national search, and the role of the Personnel Committee as the Search Committee. Heather Otto was asked for her thoughts on her role in the search process and how she would envision working with a search firm. She identified several activities for a search firm to manage such as providing an initial screening of applicants, checking references, and sitting in on any candidate interviews that might involve Library staff. The Committee members asked her to develop a scope of work and to contact a search firm to seek information regarding the firm's services. Committee members also discussed the Search Committee's role and up to what point the Search Committee would be engaged and when the activities would involve the entire Board.

Mr. Weber moved, seconded by Mr. Rich, to propose to the full Board that the Personnel Committee serve as the Search Committee and narrow down applicants to a group of finalists (3 to 5) before involving the entire Board, with an understanding that Board members not on the Personnel Committee would be invited to attend all interview sessions. The motion was adopted without dissent and now comes as a recommendation to the Board.

25-64
PERSONNEL
COMMITTEE TO
SERVE AS SEARCH
COMMITTEE

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. Weber – Yes.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 12:59 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Frola thanked Ms. Hickson-Stevenson and Library staff for all their work done since the levy passed. Mr. Frola also thanked the Fairlawn-Bath staff for hosting the meeting.

PRESIDENT'S
REMARKS

Ms. Neeley left the meeting due to another commitment.

Michelle Scarpitti, Fiscal Officer, presented the executive summary and

MAY 2025
FINANCIAL REPORT

financial report for May 2025. In May, the Library received the first half real estate homestead and rollback settlement and a refund from AT&T for incorrect billing. Expenditures included several annual renewals and the first half real estate tax settlement to Peninsula Library due to a sharing agreement.

25-65
ADOPTION OF MAY
FINANCIAL REPORT

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

Ms. Scarpitti reported the Library received \$625 in monetary donations and just over one page of other donations.

DONOR GIFT LIST

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

25-66
ACCEPTANCE OF
DONATIONS & GIFTS

Ms. Scarpitti presented the investment report for May 2025. The Library received \$50,160.78 of interest with approximately 70% credited to the general fund. The only change to investments was a transfer of cash between the Star Ohio and Huntington Main accounts.

MAY 2025
INVESTMENT REPORT

[The investment report is appended to the minutes.]

Ms. Scarpitti announced the Alternative Tax Budget form is an annual requirement of Summit County and is used as a starting point for the County to provide certificates of estimated resources for the coming year.

ALTERNATIVE TAX
BUDGET FORM

Mr. Rich moved, seconded by Mr. Weber, approval of the Alternative Tax Budget form. The motion was adopted without dissent.

25-67
ALTERNATIVE TAX
BUDGET FORM

Ms. Scarpitti requested the Board to review and declare a list of items previously distributed as surplus.

SURPLUS ITEMS

Mr. Rich moved, seconded by Mr. Weber, the following items to be declared surplus and disposed of accordingly: 1 Canon Microfilm Scanner (Tag #001262), 2 Typewriters (Tag #000039 and one with no tag), Lot of filing cabinets (Tag #00040 and several with no tags), and Lot of miscellaneous scrap items as pictured in the report (no tags). The motion was adopted without dissent.

25-68
DECLARATION OF
SURPLUS ITEMS

Heather Otto, HR Director, presented the Personnel Report and stated there were no changes to the report since distribution. Ms. Otto highlighted the retirement of June Thomas, a former McDowell Scholar, who was with the Library for 12 years as well as Mie Mie Sann, Technology Trainer, who was with the Library for 31 years. The Library is thankful for their service.

PERSONNEL REPORT

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

25-69
PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – June 2025

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Fox, Cameron	Bookmobile Driver	06/19/2025	Mobile Services
Gilbert, Caden	Shelver (Casual)	05/27/2025	Odom
Leipold, Abigail	Shelver (Casual)	06/20/2025	Tallmadge

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hudson, Govan	Shelver (Casual)	06/02/2025	Fairlawn-Bath
Jones, Deandra	Public Service Assistant II	07/14/2025	North Hill
Rocco, Lauren	Shelver (Casual)	06/04/2025	Kenmore

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Hunt, Caitlyn	Public Service Assistant II (PT)	06/02/2025	Circulation
	Public Service Assistant II (FT)		Circulation
Turley, Breanna	Public Service Assistant II (PT)	06/02/2025	BGS
	Public Service Assistant II (FT)		BGS

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Redman, Hilary	Librarian Intermediate/Teen	06/30/2025	North Hill
	Branch Manager		Northwest Akron

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Sann, Mie Mie	Technology Trainer	07/31/2025	Electronic Services

Mie Mie Sann Employment History:

- Librarian – Business, Language & Government (01/24/1994 – 07/01/2001)
- Librarian – Magazines & Newspapers (07/02/2001 – 06/12/2005)
- Technology Trainer – Electronic Services (06/13/2005 – 07/31/2025)

Thomas, June	Librarian (Early Childhood)	06/30/2025	Firestone Park
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June Thomas Employment History:

- Public Service Assistant II – Children’s Library (01/23/2013 – 07/26/2015)
- Public Service Assistant II – Goodyear Branch (07/27/2015 – 01/02/2017)
- Librarian (Early Childhood) – Children’s Library (01/03/2017 – 08/20/2017)
- Librarian (Intermediate/Teen) – Goodyear Branch (08/21/2017 – 12/20/2020)

- Librarian (Early Childhood) – Firestone Park Branch (12/21/2020 – 06/30/2025)

NUMBER OF EMPLOYEES

	<u>06.16.09</u>	<u>06.09.10</u>	<u>06.17.19</u>	<u>06.19.20</u>	<u>06.15.21</u>	<u>06.22.22</u>	<u>06.20.23</u>	<u>06.20.24</u>	<u>06.19.25</u>
Full-Time Staff:	291	270	277	148	249	257	257	257	261
80 Hrs. Exempt:	--	--	--	47	44	42	43	43	42
75 Hrs. Non-Exempt:	--	--	--	101	205	215	214	214	219
Part-time/Job-Share Staff:	68	54	46	0	38	47	43	44	35
Casual Shelves:	86	73	78	0	48	65	57	63	58
Total number of Staff:	445	397	401	*148	335	369	357	364	354
Full-Time Equivalents:	339	307	302	*All other staff furloughed	273	291	286	286	285

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, announced the Ohio Senate made no changes in the State budget that would benefit public libraries and actually reduced the funding more. It budget has been adopted by both chambers. Governor DeWine will be asked to exercise his veto power on the language regarding the placement of Library materials. Because of the way the Senate wrote the public library funding provision, there is no way to address the decrease in library funding without Gov. DeWine entirely removing funding for the State Library of Ohio. Library funding will need to be looked at the rest of this year and next year. Approximately \$370,000 will need to be reduced before the end of this calendar year.

EXECUTIVE
DIRECTOR’S
REPORT – STATE
FUNDING

Ms. Hickson-Stevenson announced the Ohio Imagination Library program would cost the Library approximately \$20,000 per month or \$40,000 a month without the current State support. The community’s philanthropic organizations are not able to support the program in any significant way. She concluded that in light of receiving less state funding in the next biennium, it is not possible for the Library to commit to becoming the Summit County program partner for Ohio Imagination Library.

OHIO
IMAGINATION
LIBRARY

There was no new business.

NEW BUSINESS

Scott Schrade, Branch Manager of the Fairlawn-Bath Branch Library, presented how the branch is a vital asset to the community with 1,600 customers registered for Summer Reading, an average of 330 visits a day, and branch staff hosting multiple programs at Copley Middle and High Schools, Arrowhead School, and in conjunction with University of Akron. Mr. Schrade praised the staff and how

ADMINISTRATIVE
TEAM REPORT

essential they are in branch functions. He invited all attendees to visit the updated reading garden.

Janee Owens-Williams, a union organizer with SEIU, addressed the Board of Trustees with comments of support for unionization.

Dylan McIntosh, a representative of SEIU, addressed the Board of Trustees on improving working people's lives and achieving greater social and economic justice.

Dean Young addressed the Board of Trustees, expressing gratitude for the Library Board and staff efforts in securing a stand-alone building for the Springfield-Lakemore Branch Library.

Mr. Griffith stated he looks forward to learning and supporting the Library. As an educator for 32 years, he is a proponent of children's literacy.

With no further business, Mr. Frola adjourned the meeting at 5:30 p.m.

PUBLIC
PARTICIPATION –
JANEE OWENS-
WILLIAMS, DYLAN
MCINTOSH, DEAN
YOUNG

FOR THE GOOD OF
THE ORDER

ADJOURNMENT

President

Secretary