

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
JULY 31, 2025

President John Frola 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 Community Room of the Ellet Branch Library. The following members of the Board answered the roll call: Joseph Ferrise, John Frola, T.K. Griffith, William Rich, Bernie Rochford, and Ray Weber. Angela Neeley was 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, Melissa Walker, and Jessica Watkins. Staff member Diana Marthey and representatives from SEIU were also in attendance.

Mr. Rich moved, seconded by Mr. Griffith, to adopt the agenda with one correction, the elimination of Trustee Oath of Office. The motion was adopted without dissent. 25-70
AGENDA

Mr. Rich moved, seconded by Mr. Griffith, to adopt the minutes of the regular meeting on June 26, 2025. The motion was adopted with one abstention. 25-71
JUNE REGULAR
MINUTES

Mr. Frola thanked staff for their efforts and acknowledged the level of activity around the system. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for June 2025. She explained one negative dollar amount under fines and fees was a result of working with the reconciliation and closing procedures for the new cash registers. Expenditures included building repairs and special tax assessment bills. JUNE 2025
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for June 2025. The motion was adopted without dissent. 25-72
ADOPTION OF JUNE
FINANCIAL REPORT

Ms. Scarpitti reported the Library received \$8,104 in monetary donations and one and a half pages of other donations. DONOR GIFT LIST

Mr. Weber moved, seconded by Mr. Rich, the acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 25-73
ACCEPTANCE OF
DONATIONS & GIFTS

Ms. Scarpitti presented a budget adjustment for consideration to move \$3 million in Line Item 8900 Contingency to Line Item 9810 Advances. The advance was approved at the June Board meeting and will be recorded from Fund 101 to Fund 403, the new Bond Improvement Fund. BUDGET
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Rochford, that Line Item 8900 be reduced by \$3 million and that same amount be added to Line Item 9810. The motion was adopted without dissent. 25-74
APPROVAL OF
BUDGET
ADJUSTMENT

Ms. Scarpitti next presented a second budget adjustment to approve new appropriations in Fund 403 thereby allowing expenditures to be made. SECOND BUDGET
ADJUSTMENT

Mr. Rich moved, seconded by Mr. Ferrise, that \$3 million be appropriated to Fund 403, Bond Improvement Fund. The motion was adopted without dissent.	25-75 APPROVAL OF SECOND BUDGET ADJUSTMENT
Ms. Scarpitti presented the investment report for June 2025. The Library received \$55,358.53 of interest with approximately 69% credited to the general fund. There were no changes to the investments in June.	JUNE 2025 INVESTMENT REPORT
[The investment report is appended to the minutes.]	
Ms. Scarpitti reported that there will likely be more budget adjustments coming with the anticipated changes in the new State budget. She anticipates receiving an updated certificate of estimated resources sometime in August.	UPDATED STATE BUDGET AND ADJUSTMENTS
Heather Otto, HR Director, presented the Personnel Report and stated there were no changes to the report since distribution.	PERSONNEL REPORT
Mr. Rich moved, seconded by Mr. Griffith, to adopt the personnel report. The motion was adopted without dissent.	25-76 PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2025

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Drozek, Stanley	Akron Police Officer	07/14/2025	Security
Leiter, Rebecca	Shelver (Casual)	07/05/2025	Ellet
Pasko, Terry	Security Manager	10/06/2025	Security
Polles, John	Digital Marketing Specialist	06/30/2025	Marketing & Communications
Richardson, Carol	Public Service Assistant II	07/25/2025	Goodyear
Richardson, Daimon	Security Officer	07/02/2025	Security
Sharma, Ananya	Shelver (Casual)	07/20/2025	BG&S
Spicer, Elli	Shelver (Casual)	07/24/2025	Children's & Teen
Spitale, Emily	Youth Services Assistant	07/04/2025	Youth Services

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bunce, Becky	Bookmobile Driver	07/14/2025	Mobile Services
Clark, Aveline	Shelver (Casual)	07/14/2025	Goodyear
Janigian, Eva	Public Service Assistant II	06/30/2025	Circulation
Knott, Ella	Substitute PSA II	06/30/2025	Public Services

Macaluso, Maria	Shelver (Casual)	07/14/2025	Nordonia Hills
Ridgill, Monicka	Shelver (Casual)	07/14/2025	Maple Valley
Svozil, Casey	Shelver (Casual)	06/30/2025	Nordonia Hills
Trammell, Jake	Substitute PSA II	06/30/2025	Public Services

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Krukemeyer, Abigail	Librarian (Intermediate/Teen)		Richfield
	Librarian (Intermediate/Teen)	07/07/2025	North Hill

PROMOTION:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Dorton, Jaqueline	Administrative Assistant		Public Services
	Youth Services Assistant	07/14/2025	Youth Services
Marzick, Zachary	Public Service Assistant II		Tallmadge
	Public Service Assistant III (I/T)	07/28/2025	Richfield

NUMBER OF EMPLOYEES

	<u>07.16.09</u>	<u>07.09.10</u>	<u>07.15.19</u>	<u>07.22.20</u>	<u>07.15.21</u>	<u>07.20.22</u>	<u>07.21.23</u>	<u>07.18.24</u>	<u>07.21.25</u>
Full-Time Staff:	291	270	274	238	249	254	256	257	258
80 Hrs. Exempt:	—	—	—	—	43	43	42	43	43
75 Hrs. Non-Exempt:	—	—	—	—	206	211	214	214	215
Part-time/Job-Share Staff:	68	54	46	38	39	44	39	45	36
Shelvers (Casual):	86	73	78	66	48	55	63	62	59
Total number of Staff:	445	307	308	342	336	353	358	364	353
Full-Time Equivalents:	339	307	308	*All other staff furloughed	274	283	282	287	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.

Pam Hickson-Stevenson, Executive Director, announced the second quarter data for the 2025 Work Plan is in the packet that was distributed previously. Ms. Hickson-Stevenson is very pleased to report continued progress on goals and tasks and highlighted migrating to a new integrated library system (ILS). This system is provided by ByWater Solutions who is a vendor of the products Koha and Aspen. Koha is the platform for the foundation of cataloging and circulation. Aspen is the discovery layer, which is how members of the public can search the catalog. The

EXECUTIVE
DIRECTOR’S
REPORT

Q2 DATA FOR 2025
WORK PLAN

new ILS is less expensive than the current ILS, which is provided by Innovative Interfaces. Migration work has begun, and the Library anticipates going live in January.

The Library's registration numbers for the Summer Reading Program have already exceeded last year so growth continues. This is encouraging as numbers continue to rise after the pandemic.

2025 SUMMER
READING
PROGRAM

Ms. Hickson-Stevenson commented on the pictures of the new bookmobile were in her report. She thanked Michelle Alleman, Mike Bianchi, Dana Setting, and Erin Carracher, Manager of Mobile Services, for their efforts. The design on the outside of the bookmobile features Paws, the Akron skyline, a blimp, the Signal Tree, and more. The bookmobile is currently experiencing some electrical issues which are expected to be resolved soon.

NEW BOOKMOBILE

Ms. Hickson-Stevenson read the report of the Buildings & Grounds Committee meeting on behalf of Mr. Weber.

BUILDINGS &
GROUNDS
COMMITTEE
REPORT

On Thursday, July 31, 2025, the Buildings & Grounds Committee of the Akron-Summit County Public Library met in the Community Room of the Ellet Branch Library. Committee Chair Ray Weber called the meeting to order at 3:03 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, Sara Schwendeman and two guests also attended.

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

Peter Schantz, Facilities Director, reported the progress of the most recent HVAC project. He announced that following Board approval in April, the Facilities Services team solicited single bid contracts to replace HVAC mechanical systems at Green, North Hill, Richfield, and Tallmadge Branches. The solicitation of bids was published in the Akron Beacon Journal. SA Comunale is the low bidder at \$1,046,350 to complete the work at all four branches. Library Administration is requesting approval of the low bid from SA Comunale at \$1,046,350, as well as a 10% contingency of \$105,000 for a total cost of \$1,151,350.

Mr. Griffith moved, seconded by Mr. Frola, to recommend Board approval of the low bid from SA Comunale at \$1,046,350, as well as a 10% contingency of \$105,000 for a total cost of \$1,151,350. It was confirmed that the funds for this will not come out of the new bond fund, Fund 403, but will come out of Fund 401 as initially planned. Discussion took place on whether to use money from the new Fund 403, instead, and the benefits of having money in Fund 401 that could be utilized for operations given concerns regarding library funding. If this is the preferred method, Ms. Scarpitti, Fiscal Officer, will ask the Library's bond counsel to write up a second resolution for this action.

This motion was adopted without dissent and now comes as a recommendation to the Board.

The motion was adopted without dissent.

Mr. Schantz next provided an update on the Springfield-Lakemore building. Mr. Schantz and two members of the Library's Facilities team completed a site visit. The building is in good condition with minimal issues. There is a building deficiency in the building corners due to bricks expanding over time. Mr. Schantz does not believe that there will be any issues converting the building into a Library branch.

Having reached the end of the agenda, Mr. Weber adjourned the meeting at 3:27 p.m.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford read the report of the Personnel Committee.

PERSONNEL
COMMITTEE
REPORT

On Thursday, July 17, 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 4:05 p.m. Also in attendance were Committee members John Frola, William Rich, and Ray Weber. Library Trustee Angela Neeley and 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. Otto reviewed the information she received from Organizational Architecture (OA) regarding the company's executive recruiting services. Committee members discussed the phases of service and agreed that not all of OA's standard phases would be needed. Ms. Otto will contact the company to obtain answers to questions and will share the information with the entire Board of Trustees.

Ms. Otto next reviewed a recommendation to change the job description and classification of the current Security Manager position. The incumbent has submitted his resignation, effective in October. Because this is a singular position, and as is done with any singular position, she conducted a job duties review. She researched similar job descriptions from other public libraries and saw many had models that featured a security leader who oversaw security and safety and that reported to the Deputy Director. She believes making similar changes would benefit the Library as follows.

- Because the topics of security and safety are prominent for employees, changing the reporting to the Deputy Director allows matters to be reviewed through a public service lens, though still with appropriate collaboration with Facilities Services.*
- The Library's security and safety functions and staff already have overlap, such as when developing policies and procedures. Combining those two*

functions (named “Security and Safety”) under one role allows that role to focus on administering and supervising those functions.

- *While the Facilities Services agency will still be involved in some work done by the combined Security and Safety agency, these changes allow the Facilities Services Director to focus on the Library’s facility operations and services, which is even more important as the system undergoes major renovations over the next six to eight years.*

She also explained that the Safety Manager job description would be deactivated after the incumbent’s last day.

Committee members agreed that this change to a Security and Safety Coordinator position with broader responsibilities and aligned with public service goals made sense.

Mr. Weber moved, seconded by Mr. Frola, to recommend the Board approve the classification and job description change, which would create a Security and Safety Coordinator position. The motion was adopted without dissent and now comes as a recommendation to the Board.

25-78
CLASSIFICATION
AND JOB
DESCRIPTION
CHANGE TO
CREATE SECURITY
& SAFETY
COORDINATOR
POSITION

The motion was adopted without dissent.

Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 5:00 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Frola requested discussion about Organizational Architecture (OA) and the company’s executive recruiting services. Ms. Otto stated she emailed the Trustees requested information and proposed costs, which included the revised version of its recruiting packet that included work done by the Library and OA. Mr. Rochford announced he read the proposal and confirmed it reflects what the Personnel Committee had requested of OA. It was questioned if another Personnel Committee meeting was needed to talk through the revised proposal. One concern was OA’s withdrawal of its provision to find another candidate if the person selected does not work out. This concern was weighed against the interest of time and the need to move forward with the process. The Trustees agreed they were comfortable with moving forward.

NEW BUSINESS

Mr. Rochford moved, seconded by Mr. Griffith, to accept the OA proposal as presented by the HR Director. The motion was adopted without dissent.

25-79
ACCEPTANCE OF
OA PROPOSAL FOR
EXECUTIVE
RECRUITING

Jessica Watkins, Branch Manager of the Ellet Branch Library, welcomed the attendees to the Branch and presented the work the Ellet Branch staff are involved in such as a story walk at Hyre Park, readers advisory, research skills and display responsibilities, customer service skills, book clubs, story times, preparing to complete the MLIS degree, and providing multiple teen programs including the

ADMINISTRATIVE
TEAM REPORT

Battle of Books trivia contest, which Library teens won this year. Ms. Watkins thanked the Trustees for their work.

Brendan Betz, a representative of SEIU, addressed the Board of Trustees on utilitarianism and the unionization of ASCPL's workforce.

PUBLIC
PARTICIPATION –
BRENDAN BETZ

Ms. Hickson-Stevenson announced the Summit County Libraries Legislative Breakfast would take place on August 6 at the Cuyahoga Falls Public Library.

FOR THE GOOD OF
THE ORDER

With no further business, Mr. Frola adjourned the meeting at 5:05 p.m.

ADJOURNMENT

President

Secretary