

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 FEBRUARY 26, 2026

President John Frola called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:33 p.m. in the Lolita K. Adair Board Room of the Main Library. The following members of the Board answered the roll call: John Frola, William Rich, Bernie Rochford, and Ray Weber. T.K. Griffith arrived at 5:06 p.m. Joseph Ferrise and Angela Neeley were absent. Present from Library staff were Michelle Alleman, Michelle Scarpitti, Mike Bianchi, Kaitlin Booth, Andrew Clarke, Andrea Cowgar, Mike Derr, Tonya Gardella, Pat Manning, Ryan McCoy, KT Mockensturm, Heather Otto, Andrew Rockey, Sara Schwendeman, Dana Setting, and Melissa Walker.

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| Mr. Rich moved, seconded by Mr. Weber, to adopt the agenda as distributed. The motion was adopted without dissent.  | 26-21<br>AGENDA                                     |
| Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the January 29, 2026 organizational meeting. The motion was adopted without dissent.   | 26-22<br>JANUARY<br>ORGANIZATIONAL<br>MINUTES       |
| Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the January 29, 2026 regular meeting. The motion was adopted without dissent.  | 26-23<br>JANUARY REGULAR<br>MINUTES                 |
| Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the February 2, 2026 special meeting with two revisions: adding “to omit the Executive Session” in relation to adopting the agenda as well as adding “that” and “appointment” to clarify the sentence regarding the effective date of Ms. Alleman’s appointment to Executive Director. The motion was adopted as amended.              | 26-24<br>FEBRUARY SPECIAL<br>MINUTES                |
| Mr. Frola commended the Library staff on their hard work.   | PRESIDENT’S<br>REMARKS                              |
| Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for January 2026. Main revenue in January was the Public Library Fund distribution. Expenditures included the annual workers’ compensation premium as well as various building repairs and renewal of databases. Ms. Scarpitti highlighted that several new line items were added to the expenditures sheet. | JANUARY 2026<br>FINANCIAL REPORT                    |
| Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for January 2026. The motion was adopted without dissent.  | 26-25<br>ADOPTION OF<br>JANUARY FINANCIAL<br>REPORT |
| Ms. Scarpitti presented the donor gift list. The Library received \$28,038.25 in monetary donations since the last meeting and a half page 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.   | 26-26<br>ACCEPTANCE OF<br>DONATIONS & GIFTS         |
| Ms. Scarpitti presented the investment report for January 2026. The Library   | JANUARY 2026  |

received \$33,465.84 of interest with approximately 67% credited to the general fund. Ms. Scarpitti announced that a representative from Redtree Investment Group will be at the March meeting per an expressed interest from Board Trustees. 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 Mary Tanner, a long-term employee with over 30 years of service. PERSONNEL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the personnel report. The motion was adopted without dissent. 26-27 PERSONNEL REPORT

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – February 2026**

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Holmes, Desmon	Public Service Assistant II (FT)	02/23/2026	Maple Valley
Ickes, Jessica	Public Service Assistant II (FT)	02/09/2026	Firestone Park

**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>
Marzick, Zachary	Public Service Assistant III Intermediate/Teen Librarian	12/13/2025	Richfield Richfield

**PROMOTION:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Ross, Jessica	Early Childhood Librarian Branch Library Manager	02/09/2026	Odom Odom

**RETIREMENT:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Tanner, Mary	Intermediate/Teen Librarian	02/27/2026	Green

*Mary Tanner's Employment History:*

- Student Assistant – Fine Arts (11/10/1986 – 08/05/1988)
- Student Assistant – Maple Valley (08/29/1994 – 10/15/1996)
- Library Assistant I – Main Circulation (10/16/1996 – 06/22/1997)
- Library Assistant I – Mogadore (06/23/1997 – 07/04/1999)
- Senior Public Service Assistant – Green (07/05/1999 – 08/27/2000)
- Intermediate/Teen Librarian – Green (08/28/2000 – 02/27/2026)

**NUMBER OF EMPLOYEES**

	<u>06.16.0</u>	<u>02.20.19</u>	<u>02.17.20</u>	<u>02.16.21</u>	<u>02.15.22</u>	<u>02.05.23</u>	<u>02.21.24</u>	<u>02.18.25</u>	<u>02.16.26</u>
	<u>9</u>								
Full-Time Staff:	291	272	268	249	254	251	256	254	249
80 Hrs. Exempt:	--	--	--	44	41	43	43	44	41
75 Hrs. Non-Exempt:	--	--	--	205	213	208	213	210	208
Part-time/Job-Share Staff:	68	48	44	37	43	40	42	37	37
Shelvers (Casual):	86	75	80	50	43	52	58	57	50
Total number of Staff:	445	395	392	336	340	343	356	348	336
Full-Time Equivalents:	339	306	302	273	280	277	284	279	274

**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.

Michelle Alleman, Executive Director, announced that introductory meetings are being scheduled with different legislators, County Executive, local mayors, foundations and currently has a speaking engagement with the Richfield Chamber. Last week, Ms. Alleman was invited and honored at ATHENA event to celebrate established women leaders.

EXECUTIVE  
DIRECTOR’S  
REPORT

A new webpage has been created within the Library’s website called Building Our Future to provide updates on capital improvement projects. March 14, 2026, is the last date Tallmadge Branch Library will be open for its 6-month roof project and 8-month interior renovations.

NEW WEBPAGE  
FOR CAPITAL  
UPDATES

Ms. Alleman announced the U.S. State Department ordered non-profit libraries to stop processing U.S. passports, but this does not affect our Library system. Ms. Alleman completed an attestation of the Library’s status that was approved last month.

U.S. PASSPORTS

Ms. Alleman read the report of the Buildings and Grounds Committee on behalf of Mr. Weber.

REPORT OF THE  
BUILDINGS &  
GROUNDS  
COMMITTEE

*On Thursday, February 26, 2026, the Buildings & Grounds Committee of the Akron-Summit County Public Library met in the Lolita K. Adair Boardroom at Main Library. Committee Chair Ray Weber called the meeting to order at 2:00 p.m. In attendance were Buildings & Grounds Committee members John Frola, TK Griffith, and Bernie Rochford. Library staff members Michelle Alleman, Andrew Rocky, Michelle Scarpitti, Sara Schwendeman also attended.*

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

*Mr. Frola announced that changes have transpired in the last several hours. Ms. Alleman explained that the Board approved going out to bid for the three roofs at the December meeting. Ms. Scarpitti sought clarification a month ago about the law change that RFQs can now be distributed electronically. Ms. Scarpitti learned late Tuesday evening from legal counsel that the law change does not include public libraries. Due to this, the Library needs to rebid these three roof projects. Mr. Weber asked if the Library would look for new or additional legal counsel. Ms. Alleman is exploring. Mr. Rochford questioned what the impact will be on the companies who sent bids in the first time. Mr. Frola announced the bidding documents state that all bids can be rejected. With this new schedule, Library Admin should be able to bring new bids to the Board Trustees in March. A Special Board meeting could be called if needed.*

*Mr. Frola moved, seconded by Mr. Griffith, to reject the Branch Roof Replacement bids on Ellet, Nordonia Hills, and Tallmadge Branch Libraries, due to a failure to comply with notification requirements. The motion passed without dissent and now comes as a recommendation to the Board.*

The Board Trustees expressed concerns over both the misinformation and the delayed timing of legal counsel informing Library Administration about the bids needing to be placed in a legal ad instead of just the Library's website. Andrew Rockey, Facilities Project Specialist, is working on a bid schedule that will delay the Library two weeks but believes it is manageable. No changes will be made to the closing date for the Tallmadge Branch. Ms. Alleman confirmed the Tallmadge Branch will be closed until Summer of 2027. The roof replacement will take 6-months to complete. The roof will need to be completely removed from the building. Then, the Branch will undergo its 8-month interior design renovations. Library Administration does not anticipate any other branches being closed for this longer length of time for capital improvements.

The motion passed without dissent.

26-28  
REJECTION OF  
BRANCH ROOF  
BIDS

*Mr. Frola moved, seconded by Mr. Rochford, to rebid Ellet, Nordonia Hills, Tallmadge Branch Roof Projects. The motion passed without dissent and now comes as a recommendation to the Board.*

The motion passed without dissent.

26-29  
REBID ELLET,  
NORDONIA  
HILLS,  
TALLMADGE  
BRANCH ROOF  
PROJECTS

*Related to issuing an RFQ for Owner's Representative, Ms. Alleman announced there are no specific advertising requirements for an Owner's Representative. Given the number of projects coming up, the Facilities Director position being currently open, and working with multiple vendors, Library Administration would like to seek out an Owner's Representative to help with the scope of the work. Andrew Rockey, Facilities Project Specialist, reviewed some of*

*the highlights of the RFQ and explained how an Owner's Representative helps with contract administration and other documentation plus inspection services and some construction oversight, including the flow of schedules. At times the cost for an Owner's Representative is a percentage but sometimes it is an hourly rate. The RFQ is written as such to be able to add additional branches if wanted.*

*Mr. Frola moved, seconded by Mr. Griffith, to go out for Request for Qualifications for an Owner's Representative for the Library's construction projects. The motion passed without dissent and now comes as a recommendation to the Board.*

Ms. Alleman clarified the RFQ is written for the first three branches with language to allow the Library to expand the scope to additional branches if the Library decides to continue the Owner's Representative services. Mr. Frola announced there have been discussions about the potential need to supplement oversight and assistance, so sending out the RFQ is a proactive measure.

The motion passed without dissent.

*Ms. Alleman reported the Library has Independence Construction as a Construction Manager for Main Library and first three branches. Due to timing of the Springfield-Lakemore lease, the Library needs to begin work for that branch. The contract with Bostwick Design Partnership states the Library will use CMAR as the delivery method. Mr. Frola explained that issuing an RFQ for a two-year period allows timing for the next phases to be completed in an appropriate manner. A Construction Manager at Risk guarantees a maximum price, and if they cannot deliver that, they are the ones at risk for loss.*

*Mr. Frola moved, seconded by Mr. Griffith, to issue a Request for Qualifications for the purpose of engaging a Construction Manager at Risk for a 2-year period covering the remainder of Library properties. The motion passed without dissent and now comes as a recommendation to the Board.*

Mr. Frola clarified the first Construction Manager RFQ only included Main Library and the first three branches. This next RFQ is addressing a 2-year period to allow for flexibility in timing for the upcoming phases as necessary. The motion passed without dissent.

*Ms. Alleman next provided an update on the Mogadore Branch. She explained there was a water line break due to frozen pipes that was not discovered until the next day. Facilities quickly responded and sent out a team to do remediation. Ms. Alleman stopped by the Branch as well. The electric was not damaged. The day after, it was discovered that pages of the books were beginning to curl due to humidity, which led to the decision to close a second week. At the end, about 850 items were lost from the collection. Insurance claims are in. Mogadore is in phase 2 for the capital projects. The Library will look to remediate issues with frozen water lines in mechanical and book drop rooms during the upcoming capital renovations.*

26-30  
RFQ FOR AN  
OWNER'S  
REPRESENTATIVE

26-31  
RFQ FOR  
CONSTRUCTION  
MANAGER AT  
RISK FOR 2- YEAR  
PERIOD

*Ms. Alleman stated given the foreseeable construction work, possibility of change orders, and meeting schedules, Library Administration thought a discussion about this would be prudent. The Library is currently following what is outlined in the Ohio Revised Code regarding procurement and bidding procedures. Trustees announced they feel comfortable with what is outlined in the Ohio Revised Code and to continue following current practice.*

*Related to Mr. Rockey's memo about change orders, he reported construction change orders go through its own process and how construction cannot continue if there is a current change order that is waiting approval. Library Admin is seeking how the committee would like to handle smaller change orders and presented the following option:*

- *at 50% of contingency is expended, a mandatory meeting is held;*
- *at 75% of approved contingency spent, the governing body must approve any additional change orders and approvals beyond staff authority;*
- *hold bi-monthly meetings to review all approved change orders that took place to keep the Board informed of trends, cost impacts, and schedule risks;*
- *continue goal to keep change orders within normal approval authority when possible (below an 8% threshold) while still allowing emergency meetings for major critical-path issues that cannot wait.*

*Having reached the end of the agenda, Mr. Weber adjourned the meeting at 3:00 p.m.*

*Michelle Alleman, Executive Director*

*Ms. Alleman read the report of the Finance Committee.*

REPORT OF THE  
FINANCE  
COMMITTEE

*On Monday, February 23, 2026, the Finance Committee of the Akron-Summit County Public Library met in the Lolita K. Adair Boardroom at Main Library. Finance Committee member John Frola called the meeting to order at 4:30 p.m. Also in attendance was Finance Committee member Joe Ferrise and Board Trustee Bernie Rochford. Angela Neeley and T.K. Griffith were absent. Library staff members Michelle Scarpitti and Sara Schwendeman were also in attendance as well as Michelle Hillstrom of Stifel.*

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

*Michelle Scarpitti, Fiscal Officer, announced that the Library has begun planning for selling bonds. There are several options for the bond sales, and Library Administration would like Board Trustee guidance. Ms. Scarpitti and Ms. Hillstrom reviewed the options, explaining the pros and cons of each scenario. Ms. Hillstrom of Stifel also provided a table displaying the estimated financial differences.*

*Scenario One includes selling the whole \$160 million at one time as taxable bonds. With taxable bonds, there are no time limits on spending nor restrictions on*

*investment earnings. However, the bonds will sell at a higher interest rate, but it is important to note that the higher interest rate will still be collectible within the approved 1.0 mill levy and the interest rate is projected to be less than 1% higher than tax exempt bonds.*

*Scenario Two is to sell the whole \$160 million and split the issue between taxable and tax-exempt bonds. While the tax-exempt portion would sell at a lower interest rate, there will be spending deadlines and restrictions on investment earnings for this portion.*

*Scenario Three is to sell the bonds in several tranches with each tranche being issued as tax-exempt bonds in amounts that will fund up to three years of spending needs. This scenario would bring additional cost to the Library because the Library would have to complete multiple sales. There would also be spending deadlines and restrictions on investment earnings. Ms. Hillstrom noted investors may find this investment opportunity less favorable.*

*A schedule for selling the bonds was distributed. The goal is to sell by the end of May and have the funds mid-June. For each scenario, the estimated annual debt service does not exceed 1 mill, which was the estimated maximum in the ballot language. All money from both the sale of the bonds and the related investment earnings will go to Fund 403, the Bond Improvement Fund. Redtree Investment Group is the company the Library is working with for investments. The money coming in from property tax collection is going to go into the Bond Retirement Fund, Fund 301, which pays the semi-annual interest and annual principal costs.*

*The Trustees expressed concern over the restrictions and time limits from the tax-exempt bonds. Given the scope of the building projects, it does make sense to go taxable only as it earns more interest, and there are no restrictions involved. This also allows for more contingency monies in case the Library finds problems once the construction is underway.*

*Mr. Ferrise requested Redtree Investment Group attend an upcoming Board meeting to present on how it approaches investing Library monies.*

*Mr. Ferrise moved, seconded by Mr. Frola, to recommend the Board adopt Scenario One for the bond sale structure as presented by Stifel. The motion was adopted without dissent and now comes as a recommendation to the Board.*

*Mr. Frola added the debt service difference between the scenarios was incredibly small in comparison. The motion was passed without dissent.*

*Having reached the end of the agenda, Mr. Frola adjourned the meeting at 5:26 pm.*

*Mr. Rochford read the report of the Personnel Committee.*

*On Thursday, February 26, 2026, the Personnel Committee met in the Lolita K. Adair Boardroom at Main Library. Committee Chair Bernie Rochford called the*

26-32  
ADOPT BOND  
SALE SCENARIO  
ONE

REPORT OF THE  
PERSONNEL  
COMMITTEE

meeting to order at 4:00 p.m. Also in attendance were Committee members William Rich, Ray Weber and John Frola. Library staff members Michelle Alleman, Heather Otto, Michelle Scarpitti, and Sara Schwendeman also attended.

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

Mr. Rich moved, seconded by Mr. Frola, to go into Executive Session at 4:01 p.m. to consider the employment and compensation of a public employee. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Frola – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes.

The Personnel Committee returned to public session at 4:28 p.m.

Mr. Rich moved, seconded by Mr. Frola, that the Personnel Committee recommend to the Board approval of Ms. Alleman’s employment contract agreement as presented most recently with a change in salary to be \$6,461.54 biweekly pay, and as amended in Section 12.0 related to accrued holiday leave. The motion was approved without dissent and now comes as a recommendation to the Board.

The motion was adopted without dissent.

26-33  
EXECUTIVE  
DIRECTOR  
CONTRACT

Mr. Rochford reported that Ms. Scarpitti did not receive the last approved raises the staff received; this was an oversight. Mr. Weber moved, seconded by Mr. Frola, that Ms. Scarpitti receive a 2% COLA raise backdated to the first pay in January. The motion was approved without dissent and now comes as a recommendation to the Board.

The motion was adopted without dissent.

26-34  
RAISE FOR  
FISCAL OFFICER

The committee next discussed the contract for the Fiscal Officer. The Board Trustees historically has not had a contract for the Fiscal Officer, and this will be reviewed in the future.

With no further business, Mr. Rochford adjourned the meeting at 4:30 p.m.

There was no new business.

NEW BUSINESS

Michael Derr, Development Director, presented highlights of the Development Department in 2025 including grants awarded, increase of Summer Reading sponsorships, Trivia Night Fundraiser stats, Endowment Fund history and current market value along with a breakdown of 2025 giving. Mr. Derr finished his presentation with his goals for 2026 involving grant opportunities, potential naming rights associated with design renovations. April 1 is Library Giving Day, and the next Trivia Night will be October 9.

ADMINISTRATIVE  
TEAM REPORT

There was no public participation.

PUBLIC  
PARTICIPATION

Mr. Frola announced he requested from Library Administration a monthly update on capital projects to begin with a target date for the March meetings.

FOR THE GOOD  
OF THE ORDER

At 5:20 p.m. Mr. Rich moved, seconded by Mr. Weber, to go into Executive Session to prepare for negotiations with Library employees concerning their compensation and terms and conditions of employment. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Frola – Yes; Mr. Griffith – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes. The Board Trustees invited Ms. Otto, Ms. Alleman, and Ms. Scarpitti to stay.

26-35  
EXECUTIVE  
SESSION

The Board of Trustees returned to public session at 5:56 p.m.

RETURN TO  
PUBLIC SESSION

With no further business, Mr. Frola adjourned the meeting at 5:57 p.m.

ADJOURNMENT

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President

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Secretary