AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING
JUNE 25, 2026

Vice President Bill Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:35 p.m. in the Community Room of the Portage Lakes Branch Library. The following members of the Board answered the roll call: Joseph Ferrise, William Rich, Bernie Rochford, and Ray Weber. John Frola, T.K. Griffith, and Angela Neeley were absent. Present from Library staff were Michelle Alleman, Michelle Scarpitti, Andrew Clarke, Andrea Cowgar, Michael Derr, Tonya Gardella, Ryan McCoy, Pat Manning, Heather Otto, Andrew Rockey, Sara Schwendeman, Greg Trask, and Melissa Walker. Three guests were also in attendance.

26-77
AGENDA

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

26-78
MAY REGULAR MINUTES

Mr. Weber moved, seconded by Mr. Ferrise, to adopt the minutes of the May 28, 2026, regular meeting. The motion was adopted without dissent with one abstention.

VICE PRESIDENT'S REMARKS

Mr. Rich thanked the Portage Lakes Branch staff for hosting the meeting.

MAY 2026 FINANCIAL REPORT

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for May 2026. Main revenue in May was the Public Library Fund distribution. A small payment was received from Portage County Real Estate Appraisal Fund's unexpended money. Expenditures included AED supplies, various repairs and software, and the fourth of five payments on outstanding PLF notes.

26-79
ADOPTION OF MAY FINANCIAL REPORT

Mr. Weber moved, seconded by Mr. Ferrise, to adopt the financial report for May 2026. The motion was adopted without dissent.

DONOR GIFT LIST

Ms. Scarpitti presented the donor gift list. The Library received $5,793.01 in monetary donations since the last meeting as well as one page of other donations.

26-80
ACCEPTANCE OF DONATIONS & GIFTS

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

MAY 2026 INVESTMENT REPORT

Ms. Scarpitti presented the investment report for May 2026. The Library received $28,838.99 of interest with approximately 55% credited to the general fund. There were no changes to the investments.

[The investment reports are appended to the minutes.]

BUDGET ADJUSTMENT

Ms. Scarpitti presented a budget adjustment, moving money from Fund 3310 Building & Site Repair to Fund 3920 Permits and Inspection Fees for inspections and testing.

Mr. Weber moved, seconded by Mr. Ferrise, to deduct $16,660 from Fund 3310 and move it to Fund 3920. The motion was adopted without dissent.

26-81
BUDGET ADJUSTMENT

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

26-82
ALTERNATIVE TAX BUDGET FORM

Ms. Scarpitti presented a request for disposal of property, announcing the Library's desire to trade in a 2010 Isuzu Diesel Truck for a new box truck.

SURPLUS PROPERTY REQUEST

Mr. Weber moved, seconded by Mr. Ferrise, to declare surplus the 2010 Isuzi Diesel Truck (VIN # JALC4W163A7001447). Ms. Alleman shared that the cost to replace the lift on the current truck would be substantial, making the purchase of a new truck a more economical option than repairing the existing vehicle. The motion was adopted without dissent.

26-83
SURPLUS PROPERTY REQUEST APPROVED

Heather Otto, Human Resources Director, presented the Personnel Report and stated there were no changes to the report since distribution. Ms. Otto announced minor changes to the report, including a footnote related to filling vacancies with reassigned staff during branch closures due to capital projects. Mr. Rochford requested the removal of the numbers from 2009 within the report.

PERSONNEL REPORT

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

26-84
PERSONNEL REPORT

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – June 2026

RESIGNATIONS:

Employee	Classification	Date	Agency
Elliott, Michael	Public Service Assistant (Substitute)	05/31/2026	Public Services Office
Grmek, Mary	Public Service Assistant (Substitute)	06/07/2026	Public Services Office
Gustovich, Valerie	Public Service Assistant II	06/24/2026	Kenmore
Herold, Olivia	Public Service Assistant II	06/15/2026	Maple Valley
Kist, Jacqueline	Shelver (Casual)	06/17/2026	Northwest Akron
Trammel, Jake	Public Service Assistant (Substitute)	06/07/2026	Public Services Office

SELECTIONS:

Employee	Classification	Date	Agency

Labib, Christina	Collection Development Coordinator	06/29/2026	Collection Dev.
Sarver, Felisia	Accounting Assistant	06/15/2026	Business Office

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

Employee	**Classification**	**Date**	**Agency**
Acevedo, Julimari	Public Services Assistant II (PT) Public Services Assistant II (FT)	 06/15/2026	BG&S BG&S
Stump, Thomas	Shipping and Receiving Assistant Shelver (FT)	 06/01/2026	Circulation Culture & AV

PROMOTION:

Employee	**Classification**	**Date**	**Agency**
Baldesare, Cassandra	Public Services Assistant II Facilities Services Assistant	 06/15/2026	Tallmadge Facilities Services

NUMBER OF EMPLOYEES[1]

	06.16.09	06.09.10	06.17.19	06.19.20	06.15.21	06.22.22	06.20.23	06.20.24	06.19.25	06.17.26[4]
Full-Time Staff:	291	270	277	148	249	257	257	257	261	248
80 Hrs. Exempt:	--	--	--	47	44	42	43	43	42	41
75 Hrs. Non-Exempt:	--	--	--	101	205	215	214	214	219	207
Part-time/Job-Share Staff:	68	54	46	0	38	47	43	44	35	34
Casual Shelvers[2]:	86	73	78	0	48	65	57	63	58	49
Total number of Staff:	445	397	401	148[3]	335	369	357	364	354	331
Full-Time Equivalents:	339	307	302	148[3]	273	291	286	286	285	271

NOTES:

1. 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.
2. 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.
3. All other staff were furloughed due to the COVID-19 pandemic.
4. Some vacant positions filled were through employee reassignments when branches closed as part of the Building Our Future capital improvement project.

EXECUTIVE DIRECTOR'S REPORT

Michelle Alleman, Executive Director, reported that Summer Reading is in full swing and is going well. Library Administration is currently receiving internal applications for the McDowell Scholarship. The Library is close to the Guaranteed Maximum Price for Ellet, Tallmadge, and Nordonia Hills Branches and plans to bid soon. Nordonia Hills' Town Hall is scheduled for August 1.

GUESTS FROM

Andrew Rockey, Facilities Director, introduced guests from Mansuetto

MANSUETTO ROOFING AND CONSTRUCTION RESOURCES, INC.

Roofing and Construction Resources, Inc., attending the meeting at the Board's request to address concerns related to last month's incident of roof work starting at the Tallmadge Branch without a permit being issued. Both companies agreed the issue was a result of miscommunication within the Mansuetto office. The permit was resolved within 24 hours once discovered. Everything is in line for all three roof projects. After all questions were addressed, Mr. Rockey announced that moving forward, the Library will see each permit before work begins.

NEW BUSINESS – RFQ FOR STRATEGIC PLANNING

Ms. Alleman announced that strategic planning was a goal on the 2025 Work Plan but not yet accomplished and presented an RFQ for Strategic Planning Consultant Services. There is a budget line item earmarked for this. Mr. Rochford stated the process for the feasibility study included feedback from staff, customers, and stakeholders and wondered if a truncated version of strategic planning might be better. Ms. Alleman agreed that a scaled-back version could happen and believes strategic planning would help inform programming and services as renovated locations reopen.

26-85 APPROVAL RFQ FOR STRATEGIC PLANNING

Mr. Weber moved, seconded by Mr. Ferrise, to approve the RFQ for Strategic Planning Consultant Services. The motion was adopted without dissent.

STRUCTURAL ENGINEERING

Mr. Rockey presented a resolution for structural engineering at Nordonia Hills Branch Library to modify the entrance, so customers are led straight to circulation.

26-86 RESOLUTION FOR STRUCTURAL ENGINEERING

Mr. Weber moved, seconded by Mr. Ferrise, to approve the Resolution Authorizing Bostwick Amendment 05 for Structural Engineering at Nordonia Hills Branch Library. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Ferrise – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes.

DESIGN PROCUREMENT FOR PHASE 2 ROOFS

Mr. Rockey next presented a resolution for design procurement for Phase 2 roof replacement projects at Mogadore, Portage Lakes, and Goodyear Branches.

26-87 RESOLUTION AUTHORIZING DESIGN PROCUREMENT FOR PHASE 2 ROOFS

Mr. Weber moved, seconded by Mr. Ferrise, to approve the Resolution Authorizing Design Professional Procurement for the Phase 2 Library Branches Roof Replacement Projects. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Ferrise – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes.

Mr. Rich suggested moving the agenda item requiring Executive Session to the end in the interest of time. The Board Trustees agreed.

ADMINISTRATIVE TEAM REPORT

Greg Trask, Portage Lakes Branch Manager, highlighted the community partnerships Branch staff regularly collaborate with such as New Franklin Police Department, Summit Soil and Water Conservation, JFS, and Tudor House. Mr. Trask also reported on the collection maintenance efforts resulting in much needed space at the Branch.

There was no public participation. PUBLIC PARTICIPATION

There was nothing for the good of the order. FOR THE GOOD OF THE ORDER

At 5:18 p.m., Mr. Weber moved, seconded by Mr. Ferrise, to go into Executive Session to review details relative to the security arrangements of the Cybersecurity Policy. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Ferrise – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes. The Board Trustees invited Ms. Alleman, Ms. Scarpitti, and Ryan McCoy, Technology Director, to stay. 26-88 EXECUTIVE SESSION

At 5:34 p.m., the Board of Trustees returned to public session. RETURN TO PUBLIC SESSION

Mr. Weber moved, seconded by Mr. Ferrise, to adopt the Cybersecurity Policy. A roll call vote was held, which resulted in a unanimous decision as follows: Mr. Ferrise – Yes; Mr. Rich – Yes; Mr. Rochford – Yes; Mr. Weber – Yes. 26-89 RESOLUTION ADOPTING CYBERSECURITY POLICY

With no further business, Mr. Rich adjourned the meeting at 5:39 p.m. ADJOURNMENT

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Vice President

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Secretary