

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 SEPTEMBER 29, 2022

President Bernie Rochford called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:01 pm in the Community Room of the Ellet Branch Library. The following members of the Board answered the roll call: James Casey, Angela Neeley, William Rich, Bernie Rochford, and Ray Weber. John Frola was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Carolyn Bagley, Carrie Burrier, Andrea Cowgar, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Heather Otto, Pam Plumley, Peter Schantz, and Valerie Sherman.

Mr. Rich moved, seconded by Ms. Neeley, to adopt the September 29, 2022 agenda. The motion was adopted without dissent. 22-89  
AGENDA

Mr. Rich moved, seconded by Mr. Weber, to adopt the minutes of the August 25, 2022 regular Board Meeting. Mr. Casey abstained. The motion was adopted without dissent. 22-90  
AUGUST BOARD MINUTES

Mr. Rochford announced that a new Library Trustee has been appointed but was unable to attend this meeting. Mr. Joseph Ferrise will be joining the Board at the October meeting. Mr. Rochford thanked the Ellet Branch staff for hosting the meeting. PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for August 2022. Public Library Fund (PLF) revenues continue to exceed estimates. Additional advances on the second half Real Estate Tax Levy were received in August. The final distribution was received in September. There was a small negative in the 8710 account. The Library actually received a refund twice, realized what had happened, and returned the second one. Expenses incurred this month other than repairs were for legal professional services for bond counsel related to the PLF notes and the bulk magazine order placed annually. AUGUST 2022  
FINANCIAL REPORT

Mr. Rich moved, seconded by Mr. Weber, to adopt the financial report for September 2022. The motion was adopted without dissent. 22-91  
ADOPTION OF FINANCIAL REPORT

Ms. Scarpitti presented the donor/gift list for September 2022. The Library received no monetary donations, and approximately one and a quarter pages of other donations. DONOR/GIFT LIST

Mr. Rich moved, seconded by Ms. Neeley, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. 22-92  
DONATIONS, GIFTS

Ms. Scarpitti presented the investment report for August 2022. The interest totaled \$31,914.08 with approximately 78% credited to the General Fund. There were three new short term CDs purchased in August. Star Ohio funds totaling \$600,000 were transferred to Fifth Third to purchase the CDs with a better rate. INVESTMENT  
REPORT

[The investment reports are appended to the minutes.]

Heather Otto, Human Resources Director, presented the personnel report of September 2022. The report was accurate when published, but Lily Kayani has PERSONNEL  
REPORT

since rescinded her acceptance of a position.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report – September 2022**

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Dies, Kenneth	APD	08/29/2022	APD
Foster, Emma	Student Assistant	09/22/2022	BG & S
Harmon, Raniya	Student Assistant	09/17/2022	Firestone Park
Peacock, Ja'Mya	Student Assistant	09/16/2022	Odom
Sekerak, John	Student Assistant	09/24/2022	BG & S
Thammachack, Razeen	Student Assistant	08/19/2022	Culture & AV
Woodard, Madison	Student Assistant	09/11/2022	Ellet

**SELECTIONS:**

Baum, Carleigh	Public Service Assistant II	09/26/2022	Kenmore
Buck, McKayla	Student Assistant	09/12/2022	Green
Donato, Emili	Public Service Assistant II	09/26/2022	Maple Valley
Fox, Cameron	Public Service Assistant II	09/12/2022	Mobile Services
Jonicic, Djordje	Student Assistant	09/12/2022	BG & S
Knull, Grace	Student Assistant	09/12/2022	Ellet
Price, Susan	Public Service Assistant II	09/26/2022	Fairlawn Bath
Sharma, Ananya	Student Assistant	09/12/2022	BG & S

**CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:**

Gramse, Shannon	Public Service Assistant II Full Time		Fairlawn-Bath
	Public Service Assistant II Part Time	09/26/2022	Fairlawn-Bath

**NUMBER OF STAFF MEMBERS**

	<b>06.16.09</b>	<b>06.09.10</b>	<b>09.19.19</b>	<b>09.14.20</b>	<b>09.15.21</b>	<b>09.25.22</b>
Full-Time Staff:	291	270	273	258	252	248
80 Hrs. Exempt:	--	--	--	--	43	43
75 Hrs. Non-Exempt:	--	--	--	--	209	205
Part-time/Job-Share Staff:	68	54	46	47	38	43
Student Assistants:	86	73	72	59	39	59
Total Number of Staff:	445	397	391	364	329	350
Full-Time Equivalents	339	307	305	290	273	279

**NOTE:** These numbers cannot be compared from month to month for the following reason: the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately prior to or after the date the personnel action is effective.

Mr. Rich moved, seconded by Mr. Weber, to adopt the September personnel report with the amendment as noted. The motion was adopted without dissent.

22-93  
PERSONNEL  
REPORT

Ms. Hickson-Stevenson, Executive Director, called attention to her report regarding the Akron Public Schools summer camp program. It was an exciting development for the Library, as Library staff had worked for years to make connections for summer involvement with the Library. The schools believed in the Library's ability to have a positive impact on the children and their families and to encourage use of the Library. Equally wonderful was the way the Library staff pulled the program together in very short order.

EXECUTIVE  
DIRECTOR'S  
REPORT

She also reported on the electronic billboards advertising Library Card Sign-Up Month. Carla Davis worked with Lamar Advertising to feature pictures of children with a library card message and the Library's logo.

LIBRARY CARD  
SIGN-UP MONTH

Ms. Weber read the report of the Buildings and Grounds Committee meeting.

BUILDINGS &  
GROUNDS  
COMMITTEE  
MEETING REPORT

*Akron-Summit County Public Library Board of Trustees  
Report of Buildings & Grounds Committee Meeting  
Thursday, September 29, 2022*

*The Buildings and Grounds Committee met in the Community Room of the Ellet Branch Library on Thursday, September 29. Committee Chair Ray Weber called the meeting to order at 3:41 pm with committee members Bernie Rochford and James Casey present. Also attending were staff members Pam Hickson-Stevenson, Michelle Scarpitti, Heather Otto, and Peter Schantz.*

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

*Peter Schantz, Facilities Director, reviewed the bid package for Portage Lakes and North Hill mechanical system replacements. He also gave an update on other work occurring around the system. Committee members discussed the bid proposal from Cline Mechanical at a cost of \$548,800, along with a \$10,000 contingency, for a total of \$558,800. Mr. Rochford move to recommend to the Board acceptance of the bid proposal from Cline Mechanical for a total of \$558,800. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

Mr. Rochford explained the bid was \$100,000 lower than the next lowest bid and that Cline has done many large jobs locally. The Committee's recommendation to accept the bid of \$558,800 from Cline Mechanical was adopted without dissent.

22-94  
CLINE  
MECHANICAL BID  
FOR PORTAGE  
LAKES & NORTH  
HILL

*With no further business and no objections from Committee members, Mr. Weber adjourned the meeting at 3:54 pm.*

*Pam Hickson-Stevenson, Executive Director*

Mr. Rich read the report of the Marketing Communications and Library Services Committee Meeting:

*Akron-Summit County Public Library Board of Trustees  
Report of Marketing Communications and Library Services Committee Meeting  
Wednesday, September 7, 2022 4:00 pm  
Lolita K. Adair Board Room, Main Library*

MARKETING  
COMMUNICATIONS  
& LIBRARY  
SERVICES  
COMMITTEE  
MEETING REPORT

*The Marketing Communications and Library Services Committee met on Wednesday, September 7, 2022, in the Lolita K. Adair Board Room at Main Library. Bill Rich called the meeting to order at 4:03 pm with committee member Bernie Rochford present. Also attending were Library staff members Pam Hickson-Stevenson, Carla Davis, Michael Derr and Barb White.*

*Mr. Rochford moved to adopt the agenda. The motion was adopted without dissent.*

*Mr. Rich reviewed the addition to the Customer Behavior Guidelines of a statement regarding photographing and recording by customers in Library facilities. The statement authorizes staff to warn customers engaged in such activity only if the activity invades the privacy of persons, customer or staff, in the Library, or disrupts or interferes with the operations or functions of the Library.*

*Mr. Rochford moved to recommend to the Board adoption of the amended Customer Behavior Guidelines. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

22-95  
CUSTOMER  
BEHAVIOR  
GUIDELINES

With no questions or discussion, the Committee's recommendation to accept the amended Customer Behavior Guidelines was adopted without dissent.

*Mr. Derr reviewed the Gift Acceptance and Solicitation Policy. Members of the Committee discussed the wording of the first paragraph and agreed to delete the second sentence and change the wording of the third sentence in the first paragraph and replace them with "Gifts and any restrictions must be consistent with the Library's mission, vision, and core values. Accordingly, the Library reserves the right to decline a gift." In the third section, the phrase "Examples include the following:" will be added at the end of that section's first sentence. Members agreed to change the fourth bullet point of the fourth section to "The donor may be required to indemnify the Library against liability resulting from the donation."*

*Mr. Rochford moved to recommend to the Board adoption of the amended Gift Acceptance and Solicitation Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

22-96  
GIFT ACCEPTANCE  
AND  
SOLICITATION  
POLICY

With no questions or discussion, the Committee's recommendation to accept the amended Gift Acceptance and Solicitation Policy was adopted without dissent.

*Mr. Derr next reviewed the Sponsorship/Partnership Policy. Members of the Committee agreed the following changes were needed:*

- Use the word “respect” in place of “protect” in the fourth bullet point of the Sponsorship section
- Use the words “not undermine” in place of the word “ensure” in the fifth bullet point of the Sponsorship section
- Replace the word “department” with the word “Director” in the second paragraph of the Recognition and Acknowledgment section.
- Add language to the Friends of the Library section that explains these groups are independent of the Library
- Replace the forward slash in the name of the policy with the word “and”

*Mr. Rochford moved to recommend to the Board adoption of the amended Sponsorship and Partnership Policy. The motion was adopted without dissent, and this now comes as a recommendation to the Board.*

With no questions or discussion, the Committee’s recommendation to accept the amended Sponsorship and Partnership Policy was adopted without dissent.

22-97  
SPONSORSHIP/  
PARTNERSHIP  
POLICY

*With no further business and no objections from Committee members, Mr. Rich adjourned the meeting at 4:53 pm.*

*Pam Hickson-Stevenson, Executive Director*

There was no new business.

NEW BUSINESS

Ms. Hickson-Stevenson introduced Brian Burch, the Ellet Branch Manager, who was unable to attend the meeting but recorded a video for the Board. Brian said he was glad the branch could host the meeting this month. He was sorry not to be at the meeting because he was attending the Ohio Library Council Convention and Expo as a Program Committee member. The Ellet Branch staff has been working with Hyre and Lions Parks and the Ellet Community Center to better serve the community. Key players were Laurie VonGunten, who created a storywalk, and Michael Derr, whose creative grant proposal helped them earn grant funding from the City of Akron. Additionally, Ellet Branch is the next location to offer original art in collaboration with the Akron Art Museum. The kickoff will be October 11.

REPORT FROM  
ADMINISTRATIVE  
STAFF

Mr. Rochford announced there were no requests for public participation.

PUBLIC  
PARTICIPATION

Mr. Rochford commented on the recent issues in the Highland Square area, also on the good press for the Firestone Park Branch.

FOR THE  
GOOD OF THE  
ORDER

With no further business and no objections, Mr. Rochford adjourned the meeting at 4:37 pm.

ADJOURNMENT

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President

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Secretary

