

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR BOARD MEETING  
 JANUARY 26, 2023

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:41 pm in the Lolita K. Adair Board Room of Main Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, John Frola, Jr., Angela Neeley, William Rich, and Ray Weber. Bernie Rochford was absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Andrea Cowgar, Carla Davis, Mike Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Brett Neff, Heather Otto, Melissa Peeples, Pam Plumley, and Peter Schantz. Also present was a representative from the League of Women Voters.

Mr. Rich moved, seconded by Mr. Weber, to adopt the January 26, 2023 agenda as amended to move the Budget Adjustment immediately following the November Financial Report. The motion was adopted without dissent. 23-08  
 AGENDA

Mr. Rich moved, seconded by Mr. Casey, to approve the minutes of the December 15, 2022 meeting. The motion was adopted without dissent. 23-09  
 DECEMBER  
 BOARD MINUTES

Mr. Rich moved, seconded by Mr. Casey, to approve the minutes of the January 14, 2023 special meeting. The motion was adopted without dissent. 23-10  
 JANUARY SPECIAL  
 MEETING  
 MINUTES

Ms. Neeley thanked the Board for electing her and said she was looking forward to working with a great team and a great board. PRESIDENT'S  
 REMARKS

Michelle Scarpitti, Fiscal Officer, presented the executive summary and financial report for November 2022. The final Public Library Fund receipts were 4% greater than the July estimate from the State. The Library also received \$12,200 from the sale of a 2002 box truck. The money from the FirstEnergy grant for a new pop-up library electric truck (\$45,713) was also received. NOVEMBER 2022  
 FINANCIAL  
 REPORT

Mr. Weber moved, seconded by Mr. Rich, to adopt the financial report of November 2022. The motion was adopted without dissent. 23-11  
 ADOPTION OF  
 FINANCIAL  
 REPORT

Ms. Scarpitti then presented a request for a budget adjustment. She asked the Board to approve moving \$7,865 in the 101 fund from the line item 3320 to line item 3920 to cover additional inspection fees.

Mr. Rich moved, seconded by Mr. Ferrise, to transfer \$7,865 in the 101 fund from line item 3320 and to add the same to line item 3920. The motion was adopted without dissent. 23-12  
 BUDGET  
 ADJUSTMENT

Ms. Scarpitti reported that in December the Library received payments of \$9,700 for the sale of a 2002 box truck and \$2,825 for a 1999 Ford Explorer, both sold on Govdeals.com. The year-end cash balance for General Fund was DECEMBER 2022  
 FINANCIAL  
 REPORT

approximately \$12.4 million, less encumbrances, leaving a balance of \$11,028.

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

23-13  
ADOPTION OF  
FINANCIAL  
REPORT

Ms. Scarpitti emailed an updated donor list shortly before the meeting. The donation from FirstEnergy was omitted on the first list that was in the packet sent to the Board. Since the last meeting, the Library has received \$55,813 in monetary donations, and a page and a half of other donations.

DONOR/GIFT LIST

Mr. Weber moved, seconded by Mr. Rich, to accept the donations with outstanding appreciation. The motion was adopted without dissent.

23-14  
DONATIONS &  
GIFTS

Ms. Scarpitti presented the November investment report, which showed the Library received \$53,599.40 of interest, with approximately 63% of it credited to the General Fund. There was a transfer of money from the Huntington account to the Star Ohio account.

NOVEMBER 2022  
INVESTMENT  
REPORT

Ms. Scarpitti next presented the December investment report, which showed the Library earned \$62,639.37, again with approximately 63% of it credited to the General Fund. The money was transferred back from the Star Ohio account to the Huntington account after earning interest. One CD matured, and the money is included in the Fifth Third account.

DECEMBER 2022  
INVESTMENT  
REPORT

Ms. Scarpitti asked the Board to adopt the Resolution Authorizing Advances of Taxes from Summit and Portage County. The Board requests this authorization annually. It ensures the Library receives levy proceeds as they are available.

RESOLUTION TO  
AUTHORIZE  
ADVANCES ON  
TAXES

Mr. Rich moved, seconded by Mr. Casey, adoption of the Resolution. The motion was adopted without dissent.

23-15  
RESOLUTION

Ms. Scarpitti stated that there have been several change orders associated with the project to connect Main Library to Akron Energy Systems (AES) for provision of chilled water and steam. The Board of Trustees, in February 2022 voted to enter into agreements with AES. The budget for the entirety of the project included a 10% contingency equaling \$106,000, which was not connected to any particular contract. In August 2022, the Board approved a contract with Cline Mechanical to continue the installation of supply and return pipes into the Library's mechanical penthouse on the fourth floor, to provide an architectural feature to enclose the pipes, and to connect them to heating and cooling distribution piping in the building. The contract with Cline did not include a contingency. Ms. Scarpitti asked the Board to confirm if change orders up to the \$106,000 could be approved internally by administration or if the Board should approve the change orders. Mr. Frola stated he would like to have the change orders brought to the Trustees for approval so that the burden is on them as opposed to on the staff.

CHANGE ORDERS

Peter Schantz, Facilities Director, listed the change orders and their costs.

1. Installed galvanized steel pipe hangers in lieu of stainless steel for a savings of \$5,233.
2. Installed new concrete pads at the feet of two columns, an increase of \$3,119.
3. Purchased spare panels for bottom section of column enclosures, an increase of \$2,795.
4. Installed additional chilled water pipe supports on vertical chilled pipes, changing from plastic to steel in order to support the weight and expansion of the pipes, an increase of \$33,775.

23-16  
 APPROVAL OF  
 CHANGE ORDERS

Mr. Rich moved, seconded by Mr. Frola, approval of the listed change orders submitted by Cline Mechanical. The motion was adopted without dissent.

Ms. Scarpitti next discussed the outstanding 2018 advance from the General Fund to the Employee Flexible Spending Account (FSA) fund. The Board is permitted to approve transfers of money between funds and able to advance funds. Employees can have pre-tax dollars set aside in their FSAs to pay medical expenses, parking and transportation expenses, and dependent care expenses. The dollars go into Fund 701 and remain there until claims are made. The fund was set up as prefunded. Occasionally, the fund may be in a deficit situation due to covering expenses that have not yet been funded. In 2018, Ms. Scarpitti requested to transfer money from another account to help cover a deficit. She remarked that every year there has been a discussion on whether it should be left there, be paid back, or become a permanent transfer so that there is not an outstanding transfer between funds. Mr. Rich suggested she make a proposal at a future meeting for consideration.

FUND 701  
 FSA FUND

Ms. Scarpitti reported on progress regarding obtaining funds from a decedent's checking account on which the Library had been named an account holder. She made contact with the bank, provided the required information and paperwork, and set a meeting with the bank to close the account and transfer the funds to the Library.

TRANSFER OF  
 CHECKING  
 ACCOUNT FUNDS  
 TO LIBRARY  
 ACCOUNT

Ms. Otto, Human Resources Director, presented the personnel report for December and January. She stated there were no changes and no retirements.

PERSONNEL  
 REPORT

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**Personnel Report – January 2023**

**RESIGNATIONS:**

| <b><u>Employee</u></b> | <b><u>Classification</u></b>        | <b><u>Date</u></b> | <b><u>Agency</u></b> |
|------------------------|-------------------------------------|--------------------|----------------------|
| Bethune, Lee           | APD Officer                         | 12/06/2022         | Security             |
| Cargill, Corey         | TechZone Assistant                  | 01/16/2023         | Electronic Services  |
| Elkalifa, Nadia        | Substitute Public Service Assistant | 12/31/2022         | Public Services      |

|   |  |            |  |
|---|--|------------|--|
| Hitchcock, Macara   | Substitute Public Service Assistant  | 01/10/2023 | Public Services                                  |
| Humes, Cathryn  | Public Service Assistant II  | 12/31/2022 | Fairlawn-Bath                                    |
| Neal, Daphnie   | Librarian Intermediate/Teen  | 12/29/2022 | Odom   |
| Olszewski, Michael  | Substitute Librarian   | 11/20/2022 | Public Services                                  |
| Primm, Michael  | Security Officer   | 01/14/2023 | Security   |
| Snyder, Clarissa  | Student Assistant  | 01/14/2023 | Fairlawn Bath                                    |
| Tomaro, Michael   | Security Officer   | 12/08/2022 | Security   |
| Walker, Ricky   | Security Officer   | 12/08/2022 | Security   |
| Weese, Julie  | Public Service Assistant II  | 12/31/2022 | Maple Valley                                     |
| <b><u>SELECTIONS:</u></b>                                 |  |            |  |
| Bennett, Michael  | Security Officer   | 01/17/2023 | Security   |
| Donohue, James  | APD Supervisor   | 12/09/2022 | Security   |
| Moses, Grace  | Student Assistant  | 01/03/2023 | Richfield  |
| Polles, John  | Marketing Assistant  | 01/17/2023 | Marketing Communications                         |
| Sam, Crystal  | Student Assistant  | 01/17/2023 | Kenmore  |
| Sobieraj, Josie   | Student Assistant  | 01/30/2023 | Richfield  |
| Sosenko, Jeremy   | APD Officer  | 01/12/2023 | Security   |
| <b><u>PROMOTION:</u></b>                                  |  |            |  |
| Fisher, Michael   | System Support Specialist<br>Systems Support Administrator                         | 01/02/2023 | Information Technology<br>Information Technology |
| Howell, Jennifer  | Events Assistant<br>Events Supervisor  | 01/02/2023 | Events<br>Events                                 |
| Smith, Emily  | Public Services Assistant II – Full Time<br>Librarian Intermediate/Teen            | 01/02/2023 | Green<br>Goodyear                                |
| <b><u>CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:</u></b> |  |            |  |
| Dukenbaev, Askat  | Public Service Assistant II – Part Time<br>Public Service Assistant II – Full Time | 12/19/2022 | Goodyear<br>Goodyear                             |
| Jackson, Johnetta   | Public Service Assistant II – Part time<br>Public Service Assistant II – Part time | 12/15/2022 | Odom<br>Maple Valley                             |

**NUMBER OF EMPLOYEES**

|                            | <u>06.16.09</u> | <u>06.09.10</u> | <u>01.15.19</u> | <u>01.15.20</u> | <u>01.15.21</u> | <u>01.18.22</u> | <u>01.16.23</u> |
|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Full-Time Staff:           | 291             | 270             | 276             | 272             | 248             | 255             | 250             |
| 80 Hrs. Exempt             |                 |                 |                 |                 | 44              | 42              | 43              |
| 75 Hrs. Non-Exempt         |                 |                 |                 |                 | 204             | 213             | 207             |
| Part-time/Job-Share Staff: | 68              | 54              | 48              | 44              | 39              | 40              | 43              |
| Student Assistants:        | 86              | 73              | 76              | 79              | 51              | 46              | 52              |
| Total number of Staff:     | 445             | 397             | 400             | 395             | 338             | 341             | 345             |
| Full-Time Equivalents:     | 339             | 307             | 30              | 305             | 274             | 279             | 278             |

**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. Frola, adoption of the personnel report. 23-17  
The motion was adopted without dissent. PERSONNEL REPORT

Pamela Hickson-Stevenson, Executive Director, stated that the strategic plan update is the last one for the plan adopted by the Board in 2018. It took longer to complete because of the COVID-19 pandemic. She stated she is tremendously proud of the progress all the staff made in achieving the goals established in the strategic plan. EXECUTIVE DIRECTOR’S REPORT

Ms. Hickson-Stevenson next discussed the 2023 work plan. The work plan will serve as a bridge until the next strategic planning process. With the need for capital funds, the 2024 Sesquicentennial, a capital issue on the ballot, and the expiration of the current operating levy in 2027, a planning process is in order. 2023 WORK PLAN

There were no Board committee reports. COMMITTEE REPORTS

Ms. Hickson-Stevenson requested the Board adopt a resolution declaring an emergency in order to begin more quickly an urgently needed repair for the Ellet Branch sewer line. Mr. Schantz explained that sewage back-ups at the branch have been an ongoing issue since 2016 and there have been at least 38 backups since 2018. The cause finally has been discovered. SA Comunale workers sent a camera down the line to check the entire system. There are flaws in the sewer line both within the confines of the building and under the lawn that do not allow an effective flow of sewage. This has caused frequent backups in the staff restroom and at times the public restrooms. Much time has been spent over the years trying to determine the root of backups. The backups predate the roundabout construction. The backups pose a severe health, sanitary, and safety concern for both staff and customers. The estimated cost for the repair is \$80,000. The contractor, SA Comunale, will have to cut through the branch floor, excavate, and concrete and level out the flaws. NEW BUSINESS

Ms. Hickson-Stevenson spoke with staff at the Ohio Library Council to

determine what constitutes an emergency. The parameters for declaring an emergency are unclear in the Ohio Revised Code, so the advice was to be as clear and specific as possible about the severity in the resolution.

Mr. Rich moved, seconded by Mr. Frola, to adopt, with some format changes, the emergency resolution for the repairs at the Ellet Branch. The motion was adopted without dissent. Ms. Hickson-Stevenson thanked the Board for assisting in this issue.

23-18  
ELLET SEWER  
PROJECT  
EMERGENCY

Michael Derr, Development Director, presented information about his work in the new position. He selected donor management software and combed through donation records and endowment fund reports to identify potential donors. He also researched contributors to the Library's levy campaigns. He has proposed revisions to Library fund development policies and thanked the Board for approving them. He secured grant funding for a Storywalk™ in Ellet, an entrepreneurial pitch competition planned by the Business Government & Science Division, a program about stories of exile, and a Summer Fun Enrichment Program in partnership with Stark County Library. Additionally, he has met with a number of Friends of the Library groups and coordinated the first Legislative Breakfast event for the seven Summit County public libraries. Finally, donations to the Library's endowment fund at the Akron Community Foundation have increased because of the first fall giving campaign. He currently is planning a spring giving campaign.

ADMINISTRATIVE  
TEAM REPORT

There were no requests for public participation.

PUBLIC  
PARTICIPATION

There were no comments for the good of the order.

FOR GOOD OF  
THE ORDER

With no further business, Ms. Neeley adjourned the meeting at 5:43 pm.

ADJOURNMENT

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President

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Secretary