

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST BOARD MEETING
AUGUST 31, 2023

President Angela Neeley called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:33 pm in the Community Room of the Highland Square Branch Library. The following members of the Board answered the roll call: James Casey, Joseph Ferrise, Angela Neeley, Bernie Rochford, and Ray Weber. John Frola and William Rich were absent. Present from Library staff were Pamela Hickson-Stevenson, Michelle Scarpitti, Michelle Alleman, Fred Baerkircher, Carrie Burrier, Andrea Cowgar, Carla Davis, Michael Derr, Cheryl Engel, Pat Manning, Ryan McCoy, Heather Otto, Peter Schantz, and Val Sherman.

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| Mr. Rochford moved, seconded by Mr. Casey, to adopt the August 31, 2023, agenda. The motion was adopted without dissent. | 23-78 AGENDA |
| Mr. Rochford moved, seconded by Mr. Weber, to adopt the minutes of the regular meeting of July 27, 2023. The motion was adopted without dissent. | 23-79 JULY BOARD MEETING MINUTES |
| Ms. Neeley thanked the Highland Square Branch Library staff for hosting the meeting. She also thanked Ms. Hickson-Stevenson, Executive Director, and the employees for their ongoing work. | PRESIDENT'S REMARKS |
| Michelle Scarpitti, Fiscal Officer, presented the July financial report. She highlighted a few expenses from the General Fund including those in the area of building and site repair and of software licenses. | JULY FINANCIAL REPORT |
| Mr. Casey moved, seconded by Mr. Rochford, to adopt the July financial report. The motion was adopted without dissent. | 23-80 JULY FINANCIAL REPORT |
| Ms. Scarpitti stated that since the last meeting, the Library received \$150.00 in monetary donations and approximately one page of other donations. | DONOR/GIFT LIST |
| Mr. Weber moved, seconded by Mr. Casey, acceptance of the donations and gifts with great appreciation. The motion was adopted without dissent. | 23-81 DONATIONS AND GIFTS |
| Ms. Scarpitti presented the June investment report, which showed the Library received \$72,147.11 in interest with approximately 71% credited to the General Fund. There were no changes to the investments in July. | JULY 2023 INVESTMENT REPORT |
| [The investment report is appended to the minutes] | |
| Ms. Scarpitti reported that she is planning to bring two items to the Board for approval in September. One is the creation of a Development Fund to track proceeds from fundraising events. The other is the creation of a Small Grants Fund to track grants of less than \$10,000 more clearly. | |
| Heather Otto, Human Resources Director, presented the personnel report for August and stated there were no changes to the report since it was sent to the Board. | PERSONNEL REPORT |

She highlighted the retirement of Pamela Plumley, who has been the Executive Administrative Assistant since 2018.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – August 2023

RESIGNATIONS:

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|-------------------------|------------------------------|--------------------|----------------------|
| Brown, Brandon | Security Officer | 08/11/2023 | Security |
| Carmen, Grace | Student Assistant | 08/04/2023 | Portage Lakes |
| Culp, Lailah | Student Assistant | 08/05/2023 | Children’s & Teen |
| Miller, Bennett | Student Assistant | 08/22/2023 | Green |
| Neff, Brett | Downtown Services Manager | 09/15/2023 | Administration |
| Schimmoeller, Katherine | Student Assistant | 08/18/2023 | Nordonia Hills |
| Welser, Richard | Akron Police Officer | 08/03/2023 | Security |

SELECTIONS:

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|------------------------|------------------------------|--------------------|----------------------|
| Christopher, Henry | Technical Services Assistant | 08/14/2023 | Technical Services |
| Coker-Mathis, Cyeda | Shelver | 08/14/2023 | Maple Valley |
| Davis, Griffin | Student Assistant | 08/14/2023 | Portage Lakes |
| Estelle, Rue | Public Service Assistant II | 08/14/2023 | Highland Square |
| Elliot, Simi | Public Service Assistant II | 08/14/2023 | Firestone Park |
| Finley, John | Events Assistant | 08/28/2023 | Events |
| Fischer, Kamari | Shelver | 08/14/2023 | Maple Valley |
| Lor, Mai See | Public Service Assistant II | 08/14/2023 | Firestone Park |
| Mainville-Davis, Joan | Materials Processor | 08/14/2023 | Technical Services |
| Verrilla, Marlo | Public Service Assistant II | 08/14/2023 | Mogadore |

CHANGE OF CLASSIFICATION (STATUS)/TRANSFER:

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|------------------------|----------------------------------|--------------------|----------------------|
| Weaver, Chad | Public Service Assistant II (FT) | | Fairlawn Bath |
| | Public Service Assistant II (PT) | 08/28/2023 | Fairlawn Bath |

PROMOTION:

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|-----------------------|---|-------------|--|
| Persons, Michelle | Public Service Assistant II Librarian | 08/14/2023 | Special Collections Special Collections |
| Vazquez-Cox, Brittany | Public Service Assistant II Public Service Assistant III | 08/28/2023 | Circulation Children's & Teen |

RETIREMENTS:

| <u>Employee</u> | <u>Classification</u> | <u>Date</u> | <u>Agency</u> |
|--|------------------------------------|-------------|----------------|
| Plumley, Pamela | Executive Administrative Assistant | 08/29/23 | Administration |
| 05/14/18 – 08/29/23 – Executive Administrative Assistant | | | |

NUMBER OF EMPLOYEES

| | <u>06.16.09</u> | <u>06.09.10</u> | <u>08.16.19</u> | <u>08.23.20</u> | <u>08.13.21</u> | <u>08.22.23</u> |
|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Full-Time Staff: | 291 | 270 | 271 | 258 | 254 | 260 |
| 80 Hrs. Exempt: | – | – | – | – | 45 | 42 |
| 75 Hrs. Non-Exempt: | – | – | – | – | 209 | 218 |
| Part-time/Job-Share Staff: | 68 | 54 | 49 | 41 | 37 | 39 |
| Student Assistants: | 86 | 73 | 76 | 61 | 46 | 62 |
| Total Number of Staff: | 445 | 397 | 396 | 360 | 337 | 361 |
| Full-Time Equivalent | 339 | 307 | 307 | 288 | 277 | 286 |

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. Casey moved, seconded by Mr. Ferrise, to adopt the personnel report. 23-82
The motion was adopted without dissent. PERSONNEL REPORT

Pamela Hickson-Stevenson, Executive Director, stated there might be a change to the date of the first Main Event: Many Voices program for the fall season. EXECUTIVE DIRECTOR'S REPORT
Additionally, she drew attention to information about the Library's Little Art Show being held at a number of locations and the ReelAbilities Film Festival, which the Library has hosted for a number of years in partnership with other community organizations. COMMITTEE REPORTS

Mr. Ferrise presented the report of the Marketing Communications & Library Services Committee meeting. MARKETING COMMUNICATIONS & LIBRARY SERVICES COMMITTEE REPORT

*Report of Marketing Communications & Library Services
Committee Meeting
Tuesday, August 22, 2023 12:00 pm*

The Marketing Communications and Library Services Committee met Tuesday, August 22, 2023, in the Lolita K. Adair Board Room at Main Library. William Rich called the meeting to order at 4:09 pm, with committee member Joe

Ferrise present. Also attending were Library staff members Pam Hickson-Stevenson, Carla Davis, Michelle Alleman and Terry Pasko.

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

Mr. Rich provided an overview of the work he did to amend the Customer Behavior Policy. He removed sanctions for different issues. After consulting with Terry Pasko, Security Manager, Mr. Rich is working on an internal document for enforcement guidance. He explained the current form of the policy is an enumeration of prohibited conduct. He formulated prohibitions in general terms and added examples. After discussion, those in attendance agreed the statement about infringing copyrights should be deleted. Also after discussion, Mr. Pasko stated he would ask for the creation of a general email address (such as securitymanager@akronlibrary.org) to be included in the policy.

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

After discussion, the Committee's recommendation to adopt the amended Customer Behavior Policy was adopted without dissent.

23-83
AMENDED
CUSTOMER
BEHAVIOR POLICY

Carla Davis, Marketing Communications Director, presented the Distribution of Non-Library Materials Policy as amended per the request of Committee members at their April meeting. Meeting attendees discussed additional changes in the Terms of Use and General Prohibitions sections.

Mr. Ferrise moved to recommend to the Board adoption of the proposed changes to the Distribution of Non-Library Materials Policy with additional amendments as discussed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

With no discussion, the Committee's recommendation to adopt the amended Distribution of Non-Library Materials Policy was adopted without dissent.

23-84
AMENDED
DISTRIBUTION OF
NON-LIBRARY
MATERIALS
POLICY

Michelle Alleman, Deputy Director, reviewed recommended amendments to the Collection Development Policy. Those amendments included

- removing the table of contents, sections that called out specific collections or explained formats;*
- removing sections regarding youth, AV, school libraries, and donation of local authors' materials;*
- updating the section regarding responsibility for the collection to reflect the Executive Director is responsible for the collection within the framework of policies approved by the Board;*
- changing form return address to CD Coordinator;*
- reordering sections;*

- *adding a statement that materials will stay on the shelves in the event of a reconsideration;*
- *adding a limit of two per month for Requests for Reconsideration; and*
- *removing the appeal to Board.*

Mr. Rich recommended changing the limit of two per month for Requests for Reconsideration to one per quarter. He pointed out that multiple people filing two Requests per month would overwhelm staff capacity to study and respond to the documents.

Meeting attendees also discussed the need to clarify that once a Request was handled, another Request for Reconsideration about the same material should be answered with information from the previous response and should not be reviewed again.

Mr. Ferrise moved to recommend to the Board adoption of the proposed changes to the Collection Development Policy with additional amendments as discussed. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

Board members discussed the proposed changes. Mr. Rochford asked if the proposed revision follows what the practices of public libraries and if other policies exclude Board members from an appeal process. He stated that it seemed as if cutting the Board members out of the process would be counter to the fact that they are appointed to oversee the Library. He also stated that this sentiment should not be taken as a negative reflection on the staff. He continued by saying that the Board’s involvement would serve to take pressure off the staff. Mr. Weber expressed agreement with Mr. Rochford’s statements. Mr. Ferrise reported that he had been concerned at the Committee meeting but was reassured when Ms. Hickson-Stevenson told him the Board would be informed of any requests for consideration. Ms. Neeley commented that she is not a degreed librarian, and she would not want to bring her own bias into the request for reconsideration process. Ms. Hickson-Stevenson suggested that the discussion of the amended policy could be tabled until administrators gather more information for the Board members to consider. Mr. Casey commented that the Board has no desire to micromanage but thinks it would be a good thing to postpone a decision.

Mr. Rochford stated a preference for more information and more time to consider the recommended change. Mr. Rochford moved, seconded by Mr. Weber, to table the recommendation until Library administrators provide more information about the change to the appeal process. The motion was adopted without dissent.

Ms. Alleman presented concepts that administrators are considering as they review the current Meeting Room Policy. Ideas that they are considering include removing the prohibition on Branch meeting room use by commercial entities and removing fees for meeting room use except in the case of before or after hours use and use that involves charging a fee or selling tickets. Mr. Rich and Mr. Ferrise indicated they are willing to consider those changes if meeting rooms are underutilized. Ms. Alleman will gather information about meeting room use around the system.

23-85
 TABLED
 DISCUSSION OF
 AMENDED
 COLLECTION
 DEVELOPMENT
 POLICY

With no further business, Mr. Rich adjourned the meeting at 5:46 pm.

Pam Hickson-Stevenson, Executive Director

Mr. Rochford presented the report of the Personnel Committee meeting.

*REPORT OF PERSONNEL COMMITTEE MEETING
AUGUST 22, 2023*

PERSONNEL
COMMITTEE
REPORT

On Tuesday, August 22, 2023, the Personnel Committee met in the Lolita K. Adair Board Room at Main Library. Committee Chair Bernie Rochford called the meeting to order at 9:10 am. In attendance were Committee members Bernie Rochford, William Rich, and Ray Weber, as were Library staff members Pam Hickson-Stevenson, Heather Otto, and Michelle Alleman.

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

Heather Otto, Human Resources Director, explained the rationale for a recommendation to reclassify current Student Assistants (SA) from the SA job description (Grade 1) to the Shelver job description (Grade 2). Since the Library reopened after the pandemic, recruiting for the SA role and keeping it filled has been more challenging for a variety of reasons. The requirement that a person be a student limits the pool of candidates and, because higher wages are available elsewhere (this role pays minimum wage), students are preferring jobs at fast food and retail establishments with higher starting wages. SAs hired since reopening in 2020 have averaged a year in age younger than those hired before the pandemic closure. Having a younger SA population requires scheduling limitations due to legally restricted hours for those in the 14-to-15 and 16-to-17 age brackets. Many of the younger students hired are starting their first job. Of those hired in 2022, 51% have left, with many citing an inability to maintain a school and work balance. The turnover causes issues in the affected agencies by putting a burden on existing staff, who must assume those tasks and on the Manager, who has to recruit, hire, and train replacements. Another element of the recommendation is that longer-term and valued SAs are required to leave employment once they have graduated because they no longer fulfill the student status requirement.

Ms. Otto explained that because of the great deal of overlap between the grades for SAs and Shelves, there would be no immediate effect on the budget. The future effect on the budget is that those who stay in the role longer will be eligible for a step increase sooner as shown in the Salary Schedule (provided they meet the performance standards to receive the increase). If the recommendation is approved, 62 incumbents in the SA position would move to Grade 2 and to a new step assignment that reflects the closest step to each incumbent's current pay without being less, which for all incumbent SAs moves them to step 1 of the new grade at the same rate of pay.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the proposed reclassification of Student Assistants to Shelves. The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-86
RECLASSIFICATION
OF STUDENT
ASSISTANTS TO
SHELVERS

With no discussion, the Committee's recommendation to adopt the proposed reclassification of Student Assistants to Shelves was adopted without dissent.

Ms. Otto provided an overview of the recommended changes to the Disability Accommodation Policy (1.7). Among the changes were added definitions, additional explanation regarding reasonable accommodations, an option for the Library to require an evaluation by a health care professional, a statement regarding the Library's non-accommodation of medical marijuana, and a statement about the prohibition of any form of retaliation.

Mr. Weber moved to recommend to the Board adoption of the amended Disability Accommodation Policy (1.7). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-87
AMENDED
DISABILITY
ACCOMMODATION
POLICY

With no discussion, the Committee's recommendation to adopt the amended Disability Accommodation Policy (1.7) was adopted without dissent.

Ms. Otto provided an overview of the recommended changes to the Training and Development Policy (5.5). Among the changes were the addition of a meeting attendance requirement for employees in position-specific groups, clarification about what counts toward the Library's training hours requirement, better and expanded definitions for eligible professional development options, and the removal of outdated procedural information.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Training and Development Policy (5.5). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

23-88
AMENDED
TRAINING &
DEVELOPMENT
POLICY

With no discussion, the Committee's recommendation to adopt the amended Training and Development Policy (5.5) was adopted without dissent.

Ms. Otto provided an overview of the recommended changes to the Personal Property in the Workplace Policy (2.12). Among the changes were the addition of a statement that the Library accepts no responsibility for the theft of or damage to personal property, an updated list of prohibited personal furniture, a revised statement regarding electrical devices, a revised statement regarding heating devices, and a statement about moving employees' personal property.

Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Personal Property in the Workplace Policy (2.12). The motion was adopted without dissent, and this now comes as a recommendation to the Board.

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| <p>With no discussion, the Committee’s recommendation to adopt the amended Personal Property in the Workplace Policy (2.12) was adopted without dissent.</p> | <p>23-89 AMENDED PERSONAL PROPERTY IN THE WORKPLACE POLICY</p> |
| <p><i>Ms. Otto provided an overview of the recommended changes to the Employment Classifications Policy (1.3). The changes replace the Student Assistant classification and update language to reflect current practices.</i></p> | |
| <p><i>Mr. Rich moved, seconded by Mr. Weber, to recommend to the Board adoption of the amended Employment Classifications Policy (1.3). The motion was adopted without dissent, and this now comes as a recommendation to the Board.</i></p> | |
| <p>With no discussion, the Committee’s recommendation to adopt the amended Employment Classifications Policy (1.3) was adopted without dissent.</p> | <p>23-90 AMENDED EMPLOYMENT CLASSIFICATIONS POLICY</p> |
| <p><i>Ms. Otto presented a recommendation to delete Policy 1.5 Student Assistants because of the recommended reclassification of SAs to Shelves.</i></p> | |
| <p><i>Mr. Rich moved to recommend to the Board deletion of Policy 1.5 Student Assistants. The motion was adopted without dissent, and this now comes as a recommendation to the Board.</i></p> | |
| <p>With no discussion, the Committee’s recommendation to delete Policy 1.5 Student Assistants was adopted without dissent.</p> | <p>23-91 DELETION OF POLICY 1.5 STUDENT ASSISTANTS</p> |
| <p><i>Ms. Otto explained the recommendation to update references to the position of Student Assistant depending on the context in which the term is used. She identified ten affected policy sections.</i></p> | |
| <p><i>Mr. Weber moved to recommend to the Board approval of the updates as described above and in item 6 of Ms. Otto’s memo. The motion was adopted without dissent, and this now comes as a recommendation to the Board.</i></p> | |
| <p>With no discussion, the Committee’s recommendation to approve policy updates related to Student Assistants was adopted without dissent.</p> | <p>23-92 POLICY UPDATES RELATED TO STUDENT ASSISTANTS</p> |
| <p><i>Having reached the end of the agenda, Mr. Rochford adjourned the meeting at 9:36 am.</i></p> | |
| <p><i>Pam Hickson-Stevenson, Executive Director</i></p> | |
| <p>There was no new business.</p> | <p>NEW BUSINESS</p> |
| <p>Ms. Hickson-Stevenson next introduced Fred Baerkircher, Manager at the Highland Square Branch, who reported on activity at the Branch. He stated use after the worst of the pandemic has been increasing. He commented Branch staff are accustomed to providing in depth technology assistance and programming is going well in terms of both variety and attendance. One of the things he likes most about the Branch is its location in a neighborhood where many people walk, which places</p> | <p>ADMINISTRATIVE TEAM REPORT</p> |

the branch in a strong position as a community hub. The NatureConnect initiative has a strong presence in the Branch both outside the building and inside.

There were no requests for public participation.

PUBLIC
PARTICIPATION

There were no comments for the good of the order.

FOR THE GOOD OF
THE ORDER

The meeting adjourned at 5:21 pm.

ADJOURNMENT

President

Secretary