

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JULY 27, 2017
COMMUNITY ROOM
MAPLE VALLEY BRANCH LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:03 pm at the Maple Valley Branch Library. The following members of the Board answered the roll call: Lolita Adair, Jill Darlington, John Frola, Jr., William D. Rich, Bernie Rochford, and Ray Weber. James D. Casey arrived at 4:13 pm. Present from Library staff were David Jennings, Michelle Scarpitti, Andrea Cowgar, Ann Hutchison, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Percy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Rich moved, seconded by Mr. Frola, to adopt the agenda for the meeting of July 27, 2017. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The motion carried. 17-56
AGENDA

Mr. Rochford moved, seconded by Mrs. Adair, to postpone the adoption of the minutes of the June 29, 2017 meeting until the August 31, 2017 meeting. The following has been added to the June minutes: *The Board then discussed a recent article in the Akron Beacon Journal by columnist Bob Dyer concerning a reader's perception that the Library was failing to provide computer access and building cooling. The discussion included questions about some of the details in the article, and the Library responses to those questions. No action was taken from the discussion.* 17-57
JUNE BOARD
MINUTES

Mr. Weber announced that he wanted to thank the Maple Valley Branch Library for hosting the Board Meeting this month. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for June 2017.

Mr. Rich moved, seconded by Mr. Frola, approval of the June financial report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber all voted aye. The motion carried. 17-58
JUNE
2017 FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list. There were four pages of material donations and \$3,896.33 in monetary donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mrs. Adair moved, seconded by Mr. Casey, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The motion carried. 17-59
ACCEPTANCE OF
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for June 2017.

[The investment reports are appended to the minutes.]

Ms. Scarpitti presented a Resolution to approve authorized parties to execute a Card Agreement with Fifth Third Bank.

Mr. Rich moved, seconded by Mrs. Adair, approval of the Resolution as presented. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The motion carried.

17-60
FIFTH THIRD BANK
CARD AGREEMENT

Ms. Scarpitti presented to Board members a copy of the Credit Card policy from the Employee Handbook, also included were instructions for payment of Credit Card statements by the Business Office.

Lisa Peercy, Human Resources Director, presented the Personnel Report for July 2017. She announced there was a change to the report since it was sent to the Board. Angela Sigmon was removed from the report due to her declining the position after accepting, but before starting.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – July 2017**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Butler, Kalli	Student Assistant	07.08.17	Ellet
Clements, Kathryn	Public Service Assistant II	07.31.17	Highland Square
Meriweather, Dameona	Student Assistant	07.09.17	Business & Government
Patterson, Delaney	Student Assistant	07.01.17	Mogadore
Schrock, Reilly	Student Assistant	08.05.17	Mogadore

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bouye, Dulcinea	Student Assistant	08.07.17	Goodyear
Bragg, Chloe	Substitute Public Service Assistant	07.25.17	Public Services
Hahn, Hannah	Student Assistant	07.24.17	Ellet
Hentosz, Dustin	Substitute Public Service Assistant	06.30.17	Public Services
Hobson, Drina	Student Assistant	07.10.17	Kenmore
Nyeste, Sandra	Substitute Public Service Assistant	06.30.17	Public Services
Sahlani, Maria	Student Assistant	07.10.17	Kenmore
Shaw, Megan	Substitute Public Service Assistant	07.20.17	Public Services
Woodard, Madison	Student Assistant	07.24.17	Ellet
Zabinski, Stacy	Substitute Public Service Assistant	07.20.17	Public Services

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Campbell, Gary	Public Service Assistant II (7/3 \$14.06 hr)	07.10.17	Electronic Services
	Systems Support Technician (9/1 \$17.12/hr)		Information Technology
Thomas, Nancy	Materials Processor (3/3 \$11.75/hr)	07.17.17	Technical Services
	Technical Services Assistant (6/1 \$13.32/hr)		Same

CHANGE OF STATUS: (Transfer)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Turley, Breanna	Part-time Public Service Assistant II	07.17.17	Firestone Park
	Full-time Public Service Assistant II		Tallmadge
Marzick, Zachary	Part-time Public Service Assistant II	07.24.17	Firestone Park
	Full-time Public Service Assistant II		same

NUMBER OF STAFF MEMBERS

	<u>07.11.14</u>	<u>07.17.15</u>	<u>07.20.16</u>	<u>07.17.17</u>
Full-Time Staff:	255	245	258	262
Part-Time/Job-Share Staff:	47	45	53	51
Student Assistants:	81	83	79	78
Total number of Staff:	383	371	390	391
Full-Time Equivalent	292	282	297	300

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 Mrs. Adair, adoption of the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, Mr. Weber, all voted aye. The motion carried. 17-61 PERSONNEL REPORT

Mr. Jennings presented the Board members a brochure showing the 2016 Annual Report. This report focuses on the promises the Library made during the property tax levy campaign in May 2015, and outlines how the Library has worked to keep those promises in the first year of increased funding. DIRECTOR'S REPORT 2016 ANNUAL REPORT

Mr. Jennings announced the two 2017 C. Blake McDowell, Jr. Librarian Scholarship award recipients. The recipients are Teria Richardson, PSA II, Mobile Services and Clay Chabola, PSA II, Kenmore Branch. Established in 2008, this scholarship is funded through a bequest received from the estate of C. Blake McDowell, Jr., a longtime member of the Library's Board of Trustees. Scholarships are offered annually, pending availability of funds. McDOWELL SCHOLARSHIP

The scholarship will fund the recipient's graduate work in Library and Information Science at Kent State University. In return, the recipient commits to a two-year period of employment with the Library as a professional librarian following completion of the Masters in Library and Information Science. The long-range intent of the scholarship is to increase the presence of minority librarians in the Akron-Summit County system. The recipients were selected by a committee consisting of members of the Library's Board of Trustees and the Library's Administrative Team.

Mr. Jennings informed the Board of the educational and work history of each of the award recipients.

Mr. Jennings stated the Library recently asked staff to participate in an Employee Engagement Survey. The survey results indicated some very high levels of employee engagement in their work, and also revealed areas where improvement is needed as an organization.

Mr. Jennings reported that the Library has begun the strategic planning process that will last for the next 6-8 months. The overriding goal is to chart a course for the Library going forward for the next 3-5 years, using all information available plus the input of many participants.

Facilitated by the Library's planning consultant, Carol Marturano-Becker, the planning process began with the Employee Engagement Survey. The Library will gather further information via research into the best practices of other libraries, surveys, other community agendas, focus groups, and individual interviews. The core planning team consists of the 14-member Administrative Team, and this group will oversee the process.

EMPLOYEE
ENGAGEMENT
SURVEY

Meanwhile, the Library will have twelve sub-teams that will look into specific areas of service or operation; after recruitment of staff co-chairs for these groups, Library staff will be invited to volunteer to participate in those sub-teams:

STRATEGIC PLANNING

- Early Childhood
- Intermediate and Teens
- Adult Services
- Senior Citizens
- Collection/Resources
- Community Outreach/Engagement
- Main Library
- Branch Libraries
- Technology
- Marketing & External Communication
- Internal Communication
- Staff Development

Mr. Rich moved, seconded by Mr. Frola, to go into Executive Session pursuant to Section 121.22 (G) of the Ohio Revised Code to discuss employment of a public employee. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

The Board went into Executive Session at 4:40 pm.
The Executive Session ended at 5:13 pm with no action taken.

17-62
EXECUTIVE SESSION

There were no reports from Board Committees.

There were no reports from Senior Staff.

There were no requests for Public participation.

There being no further business, Mr. Weber adjourned the meeting at 5:15 pm.

ADJOURNMENT

President

Secretary