

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
DECEMBER 11, 2014  
BOARD ROOM, MAIN LIBRARY

President William D. Rich called the regular meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:20 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, Sandra Auburn, Mark Jackson, Sr., William D. Rich, and Ray L. Weber. John Frola and Bernard Rochford were absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carla Davis, Pam Hickson-Stevenson, Ann Hutchison, Lisa Percy, Carl Roxbury, Ariel Sawyer, Valerie Sherman, and Barb White.

Mrs. Adair moved, seconded by Mr. Jackson, to adopt the agenda for the December 11, 2014 meeting. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-74  
AGENDA

Mrs. Adair moved, seconded by Mr. Weber, to approve the minutes of the October 30, 2014 regular meeting. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-75  
OCTOBER  
MEETING MINUTES

Mr. Rich announced that he wanted to wish all staff of the Library and all Board members a happy holiday season.

PRESIDENT'S  
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the financial report for October 2014.

[The financial report is appended to the minutes.]

Dr. Auburn moved, seconded by Mr. Jackson, adoption of the financial report for October. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-76  
OCTOBER  
FINANCIAL  
REPORT

Ms. Scarpitti requested two (2) Budget adjustments.

Mrs. Adair moved, seconded by Dr. Auburn, that line item #4110 be deducted by the amount of \$1,300 and \$1,300 be allocated to line item #4710 for additional amount needed in that line item for 2014. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

BUDGET  
ADJUSTMENTS

Mrs. Adair moved, seconded by Mr. Jackson, that line item #3760 for tax collection fees to the County Auditor be reduced by \$5,300, and \$5,300 be allocated to line item #7260 to pay additional amounts needed to remit to Peninsula Library. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

Ms. Scarpitti presented the donor/gift list and mentioned that in October the Library received \$5,365.80 in monetary donations and approximately four pages of materials donations.

Dr. Auburn moved, seconded by Mr. Weber, acceptance of the October donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-77  
OCTOBER  
DONOR/GIFT LISTS

Ms. Scarpitti presented the investment report for October 2014.

[The investment report is appended to the minutes.]

Ms. Scarpitti presented a resolution authorizing the Fiscal Officer to receive advances of the real estate taxes which, if desired, must be passed each year.

Mr. Weber moved, seconded by Mrs. Adair adoption of the Resolution. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-78  
RESOLUTION  
AUTHORIZING  
ADVANCES OF  
TAXES

Lisa Percy, Human Resources Director, presented the Personnel Report for December 2014. She stated there were no changes to the report since it was sent to the Board. Ms. Percy highlighted the two retirements; one a long time employee, and one not so long time but eligible to retire.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
Personnel Report – December 2014**

**RESIGNATIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Brown, Sabriah	Student Assistant	12.13.14	Ellet
Jury, Irina	Student Assistant	11.08.14	Fairlawn-Bath
Richardson, Carol	Technical Services Assistant	11.28.14	Technical Services
Schraitle, Noreen	Public Service Assistant II	11.22.14	Richfield
Trares, Richard	Maintenance Worker	11.28.14	Facilities Services

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Groetz, Hayley	Student Assistant	12.01.14	Tallmadge
Helms, Elizabeth	Student Assistant	11.03.14	Norton
Prange, Melissa	Substitute Public Service Assistant I	11.21.14	General Managers Office
Taylor, Karen	Substitute Public Service Assistant I	11.21.14	General Managers Office

**CHANGE OF STATUS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Hancock, Jessi	Public Service Assistant II (part-time)	11.17.14	Culture/AV
	Public Service Assistant II (full-time)		
Merzweiler, Sherri	Public Service Assistant II (full-time)	12.29.14	Portage Lakes same
	Public Service Assistant II (job-share)		
Moore, Emily	Public Service Assistant II (job-share)	12.29.14	Portage Lakes same
	Public Service Assistant II (full-time)		
Popio, Mary	LEDS Librarian	11.17.14	Mobile Services Collection Development
	Librarian		

**CHANGE OF STATUS: (Promotion)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Elliott, Alexandra	Student Assistant (1/1) \$7.95/hr	11.17.14	Goodyear North
	Public Service Assistant II (part-time) (7/1) \$13.18/hr		

Gerbetz, Bernadette	Events Assistant (08/2A) \$15.74/hr		Marketing & Communications
	Events Supervisor (13/1) \$21.68/hr	11.03.14	Marketing & Communications
Kuhn, Angela	Student Assistant (1/1) \$7.95/hr		Fairlawn-Bath
	Public Service Assistant II (part-time) (7/1) \$13.18/hr	11.17.14	Same
Redman, Hilary	Student Assistant (1/1) \$7.95/hr		Tallmadge
	Public Service Assistant II (part-time) (7/1) \$13.18/hr	11.10.14	Business & Government

**TRANSFER: (Director Initiated)**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Moore, Sarah	Librarian (11/1) \$19.08/hr		Firestone Park
	Public Service Assistant II (7/2) \$13.58/hr	11.10.14	Circulation

**RETIREMENT:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Armstrong, Becky	Librarian II	11.28.14	Business & Government
Loomis, Sheila	Public Service Assistant	11.30.14	Nordonia Hills

**RETIREMENT (Comments):**

**Becky Armstrong**

08.30.78 – 10.16.83 -- Librarian II, Technical Processing  
 10.17.83 – 06.28.92 -- Librarian II, Information Division  
 06.29.92 – 11.28.14 -- Librarian, Business & Government  
 11.29.14 - Retirement

**Sheila Loomis**

04.02.12 – 11.30.14 -- Public Service Assistant II, Nordonia Hills  
 11.30.12 - Retirement

**NUMBER OF STAFF MEMBERS**

	<u>12.13.11</u>	<u>12.06.12</u>	<u>12.05.13</u>	<u>12.02.14</u>
Full-Time Staff:	260	262	256	252
Part-Time/Job-Share Staff:	46	36	40	47
Student Assistants:	81	85	83	75
Total number of Staff:	387	383	379	374
Full-Time Equivalents	296	293	290	287

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.

Dr. Auburn moved, seconded by Mr. Jackson adoption of the December 14-79  
 Personnel Report. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. DECEMBER  
 Jackson, Mr. Rich and Mr. Weber all voted aye. The motion carried. PERSONNEL REPORT

Mr. Jennings requested from the Board a change to the Library's Salary Schedule for 2015 to comply with the mandated increase to the state minimum wage of \$8.10. This increase will change grade 1/step 1, which is for Student Assistants only. The other steps in grade 1 will increase accordingly at the same previous percentage.

DIRECTOR'S REPORT

Dr. Auburn moved, seconded by Mr. Jackson, approval of the change to the Salary Schedule showing the minimum wage increase. The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich and Mr. Weber all voted aye. The motion carried.

14-80  
SALARY SCHEDULE  
MINIMUM WAGE  
INCREASE

Mr. Jennings explained the levy process for the May 5 primary election ballot. Hopefully, the Board will be taking action on this resolution later in this meeting to request the levy be placed on the ballot. After receipt of the resolution, part of the process is to request certification of the levy value; the Library has an estimate of that, but it is not an official certification. This process will begin with the first reading at the January 5 council meeting, then through the council's finance committee meeting. The actual vote to adopt the resolution to request the Board of Elections to put it on the ballot should happen at the Jan. 26 meeting. This needs to be sent to the Board of Elections by Feb. 2, which is at least 90 days before the election.

Mr. Jennings presented the report of the Finance Committee.

COMMITTEE  
REPORTS

**REPORT OF FINANCE COMMITTEE  
AKRON-SUMMIT COUNTY PUBLIC LIBRARY**

**December 8, 2014**

*On Monday, December 8, 2014, the Finance Committee met in the Board Room of Main Library. The meeting was called to order at 4:10 pm by Committee Chair John Frola, Jr. Also in attendance were committee members William D. Rich and Ray Weber. Library staff members David Jennings, Michelle Scarpitti, and Pam Hickson-Stevenson were also present.*

*Mr. Rich moved to adopt the agenda, seconded by Mr. Weber. All committee members present voted aye.*

*Mr. Jennings and Ms. Scarpitti then presented the proposed 2015 Temporary Budget. They noted a slight estimated revenue increase for 2015 due to the state's Public Library Fund projection, and also noted the additional expenditure needed for a 27<sup>th</sup> payroll in 2015. The only personnel-related budget item is a mandated increase in the minimum wage to \$8.10 for Student Assistants; this is included in the budget for 2015.*

*After discussion, Mr. Rich moved to recommend adoption of the 2015 Temporary Budget. Mr. Weber seconded the motion. All committee members voted aye and this comes as a recommendation to the Board.*

The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-81  
2015 TEMPORARY  
BUDGET

*The next item on the agenda was a draft resolution to request placement of the Library's levy on the ballot in May, 2015. Mr. Jennings reviewed supporting materials and the process of working through Summit County Council. After some discussion and minor wording changes in the resolution, Mr. Weber moved to recommend adoption of the revised resolution to place a renewal of 1.4 mills and increase of 0.5 mills on the May, 2015 primary election ballot, said levy to be collected for six years, beginning in 2016 and through 2021. Mr. Rich seconded the motion. All committee members present voted aye, and this comes as a recommendation to the Board.*

The roll call vote followed: Mrs. Adair, Dr. Auburn, Mr. Jackson, Mr. Rich, and Mr. Weber all voted aye. The motion carried.

14-82  
LEVY RESOLUTION

*With no further business, the meeting adjourned at 4:39 pm.*

Carla Davis, Marketing & Communications Director, announced the next Martin Luther King, Jr. lecture will be held Sunday, January 18. The speaker this year is Ms. Donnadelliah Maluleke, president of the Chicago International Trade Commission Association. This tie is through the University of Akron Deputy Director of Development, Sam DeShazor.

REPORT FROM  
SENIOR STAFF

Dr. Auburn thanked Ms. Davis for placing a year-end request for donations to the Library's endowment fund at the Akron Community Foundation in ShelfLife.

Mr. Rich stated there were no requests for Public Participation.

PUBLIC  
PARTICIPATION

There being no further business, Mr. Rich adjourned the meeting at 4:46 pm.

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President

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Secretary