

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 25, 2015
COMMUNITY ROOM, NORTON BRANCH LIBRARY

President William D. Rich called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:08 pm at the Norton Branch Library. The following members of the Board answered the roll call: Lolita Adair, Mark Jackson, Sr., William D. Rich, Bernard Rochford, and Ray Weber. John Frola, Jr., was absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carla Davis, Eileen Herbert, Ann Hutchison, Vickie King, Francie Labriola, and Barb White. Also present was Ann Snyder, Village of Lakemore Council Member.

Mr. Rochford moved, seconded by Mrs. Adair, to adopt the agenda for the June 25, 2015 meeting. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-46
AGENDA

Mr. Weber moved, seconded by Mrs. Adair, to adopt the minutes of the May 28, 2015 meeting. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-47
MAY MEETING
MINUTES

Mr. Rich expressed appreciation to the Norton staff for hosting the May board meeting.

PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the financial report for May 2015.

[The financial report is appended to the minutes.]

Mr. Rochford moved, seconded by Mr. Weber, to adopt the May 2015 financial report. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-48
MAY
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in May the Library received \$1,934.60 in monetary donations. In addition, there were three pages of materials donations.

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

15-49
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for May 2015.

[The investment report is appended to the minutes.]

David Jennings presented the May 2015 Personnel Report in Lisa Peercy's absence. He stated there had not been any changes since it was sent to the Board. Mr. Jennings noted the retirement of a long term employee.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – June 2015

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Klein, Charles	Student Assistant	05.30.15	Culture/AV

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Zerbe, Mary	Clerical Assistant	07.01.15	Special Collections

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Etheredge, Miranda	Student Assistant	06.15.15	Green
Hentosz, Dustin	Student Assistant	06.15.15	Firestone Park
Hrepcak, JoAnna	Student Assistant	06.15.15	Portage Lakes
Leeds Richman, Jessica	Student Assistant	06.15.15	Magazines & Newspapers

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Jolliff, Stephanie	Public Service Assistant II (7/1) \$13.18/hr	06.01.15	Goodyear
	Librarian (11/1) \$19.08/hr		Science & Technology
Mullins, Erica	Public Service Assistant III (10/1) \$18.58/hr	05.25.15	Maple Valley
	Librarian EC (11/1) \$19.08/hr		same

RETIREMENT (history)

Mary Zerbe
 10/23/73 - 06/08/74 -- Student Assistant, Science & Technology
 rehire
 01/08/75 - 06/05/77 -- Student Assistant, Science & Technology
 06/06/77 - 12/31/77 -- Clerk I, Philosophy, Religion & Education
 01/01/78 - 06/03/01 -- CT I, Philosophy, Religion & Education
 06/04/01 - 09/17/06 -- Clerical Assistant, History & Humanities
 09/18/06 - present -- Clerical Assistant, Special Collections

NUMBER OF STAFF MEMBERS

	<u>06.25.11</u>	<u>06.25.12</u>	<u>06.18.13</u>	<u>06.19.14</u>	<u>06.17.15</u>
Full-Time Staff:	270	262	261	254	245
Part-Time/Job-Share Staff:	54	41	39	46	46
Student Assistants:	73	76	91	78	80
Total number of Staff:	397	379	391	378	371
Full-Time Equivalents	307	293	296	289	282

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.

Mrs. Adair moved, seconded by Mr. Jackson, to adopt the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-50
PERSONNEL
REPORT

Mr. Jennings presented to the Board a revision of the Library meeting room policy that will allow political candidates, political action committees, and other political advocacy groups to use the meeting rooms without charge. He stated that this is a needed change from the previous practice and will enable the Library to maintain neutrality while offering use of the facilities equally to all those engaged in the political process.

DIRECTOR'S
REPORT

MEETING ROOM
POLICY

Such groups have previously been prohibited from meeting in the branch libraries, but the Library has concluded that access to these groups should be provided as a public service. The current policy has allowed an incumbent candidate to meet with constituents in all buildings during a political campaign, but not allowed that incumbent's opponent(s) to use the meeting space. This change will enable the Library to clearly demonstrate equitable treatment of candidates and community groups in the future and, most immediately, during the next five months leading up to the general election in November.

It is important to note that free use of the Library's meeting rooms by these political groups is under the following conditions that are included in the revised policy:

- All meetings are open to the public
- Only one meeting per month at each location
- Solicitation or receipt of political contributions is prohibited
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the Library building or on Library grounds.

Public access to campaign information and to candidates will be particularly important in this political season in the Akron area. The Library believes this inclusive policy change will enable the organization to provide needed public access to the meeting facilities as an important component in the local political process.

Mr. Jackson moved, seconded by Mr. Rochford to approve the revised Meeting Room Policy. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-51
MEETING ROOM
POLICY

Mr. Jennings concluded by stating that the revised policy will be placed on the Library's external website soon. He will be communicating in more detail with branch managers about this as the primary election season begins leading up to the September election.

Mr. Jennings reported that over the past year the Library has been going through the process necessary to become an outlet for passport services. Other libraries in Northeast Ohio have done this successfully, most notably the Cuyahoga County Public Library and Stow-Munroe Falls Public Library. Library customers clearly value this service from their library. Main Library is now an official Passport Acceptance Facility. On July 1, Passport Services (including photos) will be offered by appointment in the Technology Center.

PASSPORT
SERVICES

Nine library staff members (mostly in Electronic Services) have had the required training and will manage passport requests as part of their regular duties in the first floor Technology Center. A soft opening is planned on July 1, with no promotion. Also, on July 1, the Library will start taking appointments and be listed as an Acceptance Facility on the U.S. State Department's website: travel.state.gov. Once all staff have had the opportunity to handle a few applications, this service will be marketed.

Mr. Jennings added that in addition to being another great service offered by the Library, Passport Services will generate some revenue. The Library will receive a \$25 execution fee for each application and \$12 for an optional passport photo. The Library will pay for postage and supplies. The Stow-Munroe Falls Public Library has processed approximately 1,200 passport applications each year for the past three years.

There are currently thirteen agencies offering Passport Services in Summit County. Main Library will make it fourteen. Because Main Library offers evening and weekend appointments, it is anticipated that this will be a popular service.

Mr. Rich reported there were no announcements from Senior Staff.

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

With no further business, Mr. Rich adjourned the meeting at 5:16 pm.

ADJOURNMENT

President

Secretary