

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 27, 2017  
COMMUNITY ROOM, KENMORE BRANCH LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:08 pm at the Kenmore Branch Library. The following members of the Board answered the roll call: Lolita Adair, James D. Casey, Jill Darlington, John Frola, Bernie Rochford and Ray Weber. William D. Rich arrived at 4:12 pm. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Eileen Herbert, Mary Hickman, Pam Hickson-Stevenson, Ann Hutchison, Stephanie Jolliff, Vickie King, Patty Marsh, Lisa Percy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Casey moved, seconded by Mrs. Adair, to adopt the agenda for the April 17-29  
27, 2017 meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. Darlington, AGENDA  
Mr. Frola, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the minutes of the March 17-30  
30, 2017 meeting. The roll call vote followed: Mrs. Adair, Mr. Casey, Mrs. MARCH BOARD  
Darlington, Mr. Frola, Mr. Rochford, and Mr. Weber all voted aye. The motion MINUTES  
carried.

Mr. Weber expressed his appreciation to Mary Hickman, Branch Manager of PRESIDENT'S  
the Kenmore Branch, for hosting the Board Meeting. REMARKS

Mr. Rich arrived at 4:12 pm.

Michelle Scarpitti, Fiscal Officer, presented the Executive Summary and the financial reports for December 2016 and for January, February and March 2017.

After discussion of the payroll account reconciliation, the Board recognized RECONCILIATION  
that Ms. Scarpitti reconciled the financial reports to reflect the employee forfeited OF PAYROLL  
Flexible Spending Account money and the employer health insurance payment ACCOUNT  
estimate. She explained that with the Library's old payroll system and former staff,  
this account had not reconciled for approximately 20 years. With the new system, the  
Payroll Supervisor and Ms. Scarpitti, per auditor's request, reconciled the payroll  
account.

After discussion, Mr. Frola moved, seconded by Mr. Rich, approval of the 17-31  
financial reports for December 2016 and January 2017. The roll call vote followed: APPROVAL OF  
Mrs. Adair, Mr. Casey, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford and Mr. DECEMBER &  
Weber all voted aye. The motion carried. FINANCIAL  
REPORTS

The financial reports for February and March will be discussed at the May board meeting.

Ms. Scarpitti presented the donor/gift list. There were four pages of material donations and \$472.99 in monetary donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mrs. Adair moved, seconded by Mr. Rich, 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 and Mr. Weber all voted aye. The motion carried. 17-32 ACCEPTANCE OF DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for March.

[The investment reports are appended to the minutes.]

Ms. Scarpitti presented an Adjustment to Appropriations to the Permanent Budget. She requested board approval to reduce appropriations to available fund cash balance by \$90 - Blakney Foundation Grant Fund (213).

Mr. Frola moved, seconded by Mr. Rochford, to approve the Adjustment to Appropriations. 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. 17-33 ADJUSTMENT TO APPROPRIATIONS

Lisa Peercy, Human Resources Director, presented the Personnel Report for April, 2017. She stated there were no changes to the report since its mailing. She highlighted the retirement of Sarah Honorable, an employee for 32 years, and Larry Schaffner, an employee for over 13 years. Ms. Peercy also noted the appointment of Andrea Cowgar as the new Deputy Fiscal Officer.

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

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Barnes, Erica	Student Assistant	03.23.17	Northwest Akron
Hujar, Andrew	Student Assistant	04.22.17	Green
Euclide, Julia	Librarian	04.28.17	Tallmadge
Johnson, Hayley	Student Assistant	04.21.17	Portage Lakes
Mullet, Julie	Student Assistant	04.21.17	Portage Lakes
Noland, Dakota	Student Assistant	06.03.17	Firestone Park
Sumser, Audrey	Intermediate/Teen Librarian	04.26.17	North
Valentine, Erin	Librarian (Cataloger)	05.12.17	Technical Services

**RETIREMENT:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Honorable, Sarah	Technical Services Assistant	06.30.17	Technical Services
Schaffner, Larry	Division Manager	05.31.17	Electronic Services

**SELECTIONS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Dunnington, Keri	Public Service Assistant II	04.03.17	Odom

**CHANGE OF STATUS: (Promotion)**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Cowgar, Andrea	Accounting Assistant (7/3 \$14.06/hr)	04.17.17	Business Office
	Deputy Fiscal Officer (15/1 \$27.79/hr)		Same
Leden, Barbara	Public Service Assistant II (7/8 \$15.41/hr)	04.10.17	Special Collections
	Public Service Assistant III (10/1 \$19.23/hr)		same
McCoy, Ryan	System Support Specialist (14/3 \$25.80/hr)	04.10.17	Information Technology
	Information Technology Manager (19/1 \$34.42/hr)		same
Stump, Melissa	Shelver (2/1 \$9.00/hr)	04.10.17	Culture/AV
	Technical Services Assistant (6/1 \$13.32/hr)		Technical Services

**CHANGE OF STATUS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Bosch, Judy	Public Service Assistant II	03.16.17	Mobile Services
	FMLA without pay		Medical Leave
Bosch, Judy	FMLA without pay	04.05.17	Medical Leave
	Public Service Assistant II		Mobile Services

**RETIREMENT**

**Sarah Honorable**

05/28/85 - 07/31/86 - Student Assistant, Technical Processing  
08/01/86 - 12/20/97 – Bookmender, Technical Services  
12/21/97 – 10/01/06 - Materials Processor, Technical Services  
10/02/06 – 06/30/17 - Technical Services Assistant, Technical Services  
Retirement

**Larry Schaffner**

12/01/03 – 04/17/05 – System Support Specialist, Information Technology  
04/18/05 – 05/31/17 – Division Manager, Electronic Services  
Retirement

**NUMBER OF STAFF MEMBERS**

	<b><u>04.14.14</u></b>	<b><u>04.20.15</u></b>	<b><u>04.18.16</u></b>	<b><u>04.11.17</u></b>
Full-Time Staff:	254	247	251	260
Part-Time/Job-Share Staff:	45	47	54	49
Student Assistants:	83	83	81	80
Total number of Staff:	382	377	386	389
Full-Time Equivalents	292	285	292	297

**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.

17-34  
**PERSONNEL REPORT**

Mrs. Adair moved, seconded by Mr. Rochford, adoption of the Personnel Report. 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.

**DIRECTOR'S REPORT**

**SPRINGFIELD-LAKEMORE**

Mr. Jennings stated the Library is currently working through the draft lease for space at Tri-County Plaza for the new Springfield-Lakemore Branch. He hopes to bring that draft for Board approval to the meeting on May 25.

**AUTISM-FRIENDLY COMMUNITY, AND MORE**

Mr. Jennings reported the Library has been engaged in new and creative programming for children with autism and their families for several years. Initially this consisted of a sensory story time, pioneered by Branch Manager Tricia Bohanon at the Northwest Akron Branch Library. When Summit County Executive Ilene Shapiro and Summit County Council announced the county's designation as an Autism-Friendly Community on April 19, the Library was among the local agencies listed and recognized as committed partners in this effort toward inclusion.

Mr. Jennings said as part of the Library's efforts to support the federal mandate for integrated/inclusive community experiences for adults with differing abilities, the Library has reached out to the ever-growing number of local day programs, Summit DD, and United Disability Services to work collaboratively to ensure that, in all ways, the Library is a welcoming place. He reported that as a result of these invigorated efforts, in-house Library program attendance by patrons with differing abilities is growing exponentially. Game and puzzle days, craft club meetings, cooking programs, and adult coloring programs have proven the most popular and have provided an opportunity for program clients to interact with non-disabled community members to the fullest extent possible.

Mr. Jennings reported that complementary to the in-house Library participation described above, the Library's Learning Café program, in collaboration with United Disability Services, brings typical adult programming experiences to interested UDS clients for whom travel to the Main Library and branch locations is not possible. Topics have included creative arts, birding, inventions, and more, and are presented to audiences of approximately forty UDS clients by ASCPL librarians and with assistance from UDS staff. Additionally, the Library is currently engaging fifteen adults from Community Connections in the pilot 6-part library instruction program, Know Your Library. Subsequent to Library presentations at Summit DD provider meetings, staff are also seeing greater use of Library materials and services by clients of agency (e.g., Hattie's) and individual provider programs.

Mr. Jennings stated that Summit DD and the Autism Society of Greater Akron continue to provide training and assistance to Library staff in creating inclusive library places for all.

Mr. Jennings reported City of Akron officials met with the public at Main Library in late April about the federal TIGER grant project that will change downtown's Main Street in 2018. Although the work directly affects the Library in a minimal way, the project includes a major change for the intersection of Main and Mill Streets. This large intersection will be converted to a roundabout and will be part of the creation of a "complete streets" concept for Main Street that will be convenient and accessible to vehicle, pedestrian, and bicycle traffic. The biggest change for Main Library will be replacement of the brick sidewalk near the Library amphitheater with concrete. Utility relocation for this project should begin in 2017, with actual construction starting in 2018.

DOWNTOWN TIGER  
GRANT

Mr. Jennings said the Library will soon embark on a strategic planning process for the remainder of 2017. The first step will be an employee engagement survey that will be completed by mid-May. This survey will help inform the larger planning process over the following six months. The Library has hired Carol Marturano-Becker of the IMPACT Learning, Inc. to coordinate and help guide the planning efforts. Carol recently has done similar projects for the Downtown Akron Partnership and the Akron Summit Convention and Visitors Bureau. Mr. Jennings reported the goal will be to develop a 3- to 5-year plan and begin implementation in 2018.

STRATEGIC  
PLANNING

Mr. Jennings stated that on Saturday, May 6, Main Library will host its inaugural Youth Arts Showcase. The Library is inviting performers and artists in grades 4-12 to sing, dance, play music and display art at the Library on that day. Coordinated by Main's Teen Department, this program takes the place of Teens Rock Akron. The Library hopes to have a big turnout of performers, artists and audience on May 6.

YOUTH ARTS  
SHOWCASE

Mr. Jennings reported that the Library once again participated in the Summit Poll, a poll conducted by CMOR, the Center for Marketing & Opinion Research, LLC, located in Akron. Of the 779 Summit County residents participating in the poll, over 500 lived within the ASCPL service area, and the responses are reflected in the data generated by the poll for the Library. Results of that poll show a very positive public perception of the organization:

SUMMIT POLL

Respondents were reached on both land lines (40%) and cell phones (60%).

Participants were asked if they agreed or disagreed with the following statement about the Library system:

Is your overall impression of the library Excellent, Good, Fair, Poor, or Very Poor?

81.1% rate the library as Excellent (48.2%) or Good (32.9%).

13.8% had no opinion about the library. In 2007, when the Library first participated in this poll, 29% had no opinion.

Of those expressing an opinion about the library, 94% rated the library as Excellent or Good.

Mr. Jennings said that questions in the poll concerned how often and why people visit the Library, both physically and virtually, and awareness of different services and resources. The information gleaned from those questions will be used in the 2017 planning process.

Mr. Weber asked for the Report of the Building & Grounds Committee that met before the Regular Board meeting.

***BUILDING & GROUNDS MEETING MINUTES***  
***April 27, 2017***

**BUILDING &  
GROUNDS MEETING  
MINUTES**

*The Buildings & Grounds Committee met Thursday, April 27, 2017 in the Community Room of the Kenmore Branch Library.*

*Committee Chair Lolita Adair called the meeting to order at 3:35 pm with committee members Ray Weber, James Casey, and Jill Darlington attending. Also, attending the meeting were Board member Bernie Rochford, and David Jennings, Pam Hickson-Stevenson, and Carl Roxbury, of the library staff.*

*Mr. Casey moved for the adoption of the agenda as presented. All committee members present voted aye.*

*In the first order of business, Mr. Jennings and Mr. Roxbury presented the results of public bidding for the Portage Lakes parking lot paving project. After discussion, Mr. Weber moved to award the contract for the project to the low bidder, Infinity Asphalt, for the sum of \$191,094.38. Mr. Casey seconded the motion, and all committee members present voted aye. This comes as a recommendation to the Board.*

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.

17-35  
PORTAGE LAKES  
PARKING LOT  
PAVING PROJECT

*In the next item, Mr. Jennings and Mr. Roxbury presented the results of public bidding for the Main Library Plaza Restoration Project. After discussion, Mr. Casey moved to award the contract for this project to the low bidder, RAM Construction, for the sum of \$273,064. Mr. Weber seconded the motion, and all committee members present voted aye. This comes as a recommendation to the Board.*

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.

17-36  
MAIN LIBRARY  
PLAZA  
RESTORATION  
PROJECT

*No further actions were taken by the committee, and the meeting was adjourned at 3:57 pm*

Mr. Weber stated there were no reports from Senior Staff.

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

There being no further business, Mr. Weber adjourned the meeting at 5:17 pm.

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President

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Secretary