

AKRON-SUMMIT COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 REGULAR MEETING  
 MAY 25, 2017  
 COMMUNITY ROOM  
 PORTAGE LAKES BRANCH LIBRARY

President Ray Weber called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:00 pm at the Portage Lakes Branch Library. The following members of the Board answered the roll call: Lolita Adair, John Frola, Jr., Bernie Rochford and Ray Weber. William D. Rich and Jill Darlington arrived at 4:08 pm. James D. Casey arrived at 4:12 pm. Present from Library staff were David Jennings, Michelle Scarpitti, Andrea Cowgar, Pam Hickson-Stevenson, Ann Hutchison, Stephanie Jolliff, Vickie King, Cheryl Luck, Patty Marsh, Lisa Percy, Carl Roxbury, Val Sherman, Robyn Shondel, and Barb White. Dennis Toth and Karen Nist, AUI (Associated Underwriters Insurance) brokers were also present.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda for the May 25, 2017 meeting while acknowledging the possibility of needing to take items out of order. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-37  
 AGENDA

Mrs. Adair moved, seconded by Mr. Rochford, to adopt the amended minutes of the April 27, 2017 meeting. At the top of page 6, in the incomplete paragraph, the word “he” in the last sentence was replaced with “Mr. Jennings.” The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 17-38  
 APRIL BOARD MINUTES

Mr. Casey arrived at 4:12 pm.

Mr. Weber expressed his appreciation to Cheryl Luck, Manager of the Portage Lakes Branch, for hosting the Board Meeting. PRESIDENT’S REMARKS

Lisa Percy, Human Resources Director, presented the Personnel Report for May 2017. She stated there were no changes to the report since its mailing.

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

**RESIGNATIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Lewis, Gabrielle	Student Assistant	05.13.17	Ellet
Penkalski, Joanne	Substitute Public Service Assistant I	04.26.17	Public Services

**SELECTIONS:**

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Bliss, Brandon	Security Officer part-time	05.22.17	Security
Byrne, Rebecca	Early Childhood Librarian	05.22.17	Kenmore
Davis, Ellen	Student Assistant	05.01.17	Northwest Akron
Haas, Stephen	Branch Manager	05.30.17	Norton

Kornish, Rachel	Student Assistant	05.01.17	Green
Spears, Grant	Student Assistant	05.01.17	Northwest Akron
Street, LaMonica	Public Service Assistant II	04.17.17	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>
Bianchi, Michael	Librarian (11/3) \$20.36/hr		Firestone Park
	Branch Manager (15/1) \$27.79/hr	05.01.17	Tallmadge
Gunsch, Andrew	System Support Technician (9/1) \$17.12/hr		Information Technology
	System Support Specialist (14/1) \$25.04/hr	05.08.17	same
Kelly, Claudia	Student Assistant (1/1) \$8.30/hr		Goodyear
	Public Service Assistant I part-time (6/1) \$13.32/hr	05.08.17	Circulation

**CHANGE OF STATUS:**

<b><u>Employee</u></b>	<b><u>Classification</u></b>	<b><u>Date</u></b>	<b><u>Agency</u></b>
Larson-Troyer, Rebecca	Librarian full-time		Special Collections
	Librarian part-time	04.30.17	same

**NUMBER OF STAFF MEMBERS**

	<b><u>05.16.14</u></b>	<b><u>05.19.15</u></b>	<b><u>05.18.16</u></b>	<b><u>05.17.17</u></b>
Full-Time Staff:	254	246	252	260
Part-Time/Job-Share Staff:	44	47	52	51
Student Assistants:	82	82	78	79
Total number of Staff:	380	375	382	390
Full-Time Equivalents	288	284	296	298

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 and Mr. Weber all voted aye. The motion carried. 17-39 PERSONNEL REPORT

Mr. Jennings presented the draft lease for space at the Tri-County Plaza for the Springfield-Lakemore satellite branch facility. The lease is with the owners of the plaza, Akron Center Associates, whose office is in Cranberry, PA. The previously agreed to Letter of Intent laid out the basic terms of the lease, including a seven-year initial term for the 4,500 SF space. DIRECTOR'S REPORT SPRINGFIELD-LAKEMORE BRANCH

In this lease agreement, the total obligation will be \$4,321/month in the first three years, and \$4,756/month in the last 4 years of the lease. The lease numbers are slightly different from those in the Letter of Intent because the landlord mistakenly used CAM and tax calculations from a previous lease with another tenant. There was also no mention of the 15% of CAM administrative charge that is in this lease agreement. These differences resulted in an additional \$270/month above the LOI numbers, or an additional \$3,240/yr.

These were unfortunate mistakes without any intent to deceive. Mr. Jennings said he hopes this does not jeopardize or further delay the leasing of space in the plaza. Even with these changes, the annual obligation for the first three years (\$52,840) will be less than the estimate (\$60,000).

The build-out and preparation of the space by the plaza owners will take place in the next three months, and then the Library will have the opportunity to install the furnishings, shelving, collection, and technology. Additionally, staff will need to be hired. Mr. Jennings said, if approved, there is a good chance to open the new facility around December 1, 2017.

Mr. Jennings stated the lease has been reviewed by Jeff Heintz at Brouse McDowell. Mr. Jennings believes this is a fair and workable agreement.

After discussion, Mrs. Adair moved, seconded by Mrs. Darlington, approval of the Lease Agreement. 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.

17-40  
SPRINGFIELD-  
LAKEMORE LEASE  
AGREEMENT

Mr. Jennings reported that in early June the Library will embark on year six of the summer reading and wellness program, *Mind, Body & Sole*. He said last year the Library had almost 9,000 participants, with over 4,000 completing both the reading and wellness components of the program. Summer reading is a key factor in battling what educators call the “summer slide” that causes students to regress in their reading level. The Library looks forward to encouraging both reading and physical activity this summer.

MIND, BODY & SOLE

Mr. Jennings provided each Board member with an updated resource notebook containing a number of fundamental documents concerning the Library’s organization, structure, legal standing, state and local funding, and overall function. He reported that copies of these documents are also being provided to all members of the Library’s Administrative Team. He reviewed the table of contents:

ASCPL RESOURCE  
NOTEBOOK FOR  
BOARD MEMBERS

#### Akron-Summit County Public Library

1. Board Member Roster
2. Board Committee Assignments
3. Board By-Laws
4. Organization Chart
5. Director Job Description
6. Fiscal Officer Job Description

Summit County and State of Ohio

- 7. Ohio Revised Code 3375.19 – 3375.41
- 8. 1974 County District Library Status Document
- 9. Map of Service District and Branch Library Locations
- 10. Service District Resolution from State Library

Financial Information

- 11. Ohio Library Funding History / Public Library Fund
- 12. Trustees Formula Article
- 13. 2017 Summit County Trustees Formula
- 14. 2015 Property Tax Levy Documents
- 15. 2017 Budget
- 16. Investment Policy
- 17. 2017 Salary Schedule

Intellectual Freedom

- 18. American Library Association *Library Bill of Rights*
- 19. Confidentiality of Library Records and Patron Information Policy

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

After discussion, Mrs. Adair moved, seconded by Mr. Rich, approval of the financial reports for February and March 2017. 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.

17-41  
APPROVAL OF FEB  
AND MARCH 2017  
FINANCIAL REPORTS

After discussion, Mrs. Adair moved, seconded by Mr. Rich, approval of the financial reports for April 2017. 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.

17-42  
APPROVAL OF APRIL  
2017 FINANCIAL  
REPORT

Ms. Scarpitti presented the donor/gift list. There were three and one half pages of material donations and \$2,100 in monetary donations. The list also showed acknowledgment of in-kind donations to particular branches.

Mrs. Adair moved, seconded by Mr. Rochford, 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.

17-43  
ACCEPTANCE OF  
DONOR/GIFT LIST

Ms. Scarpitti presented the investment reports for April 2017.

[The investment reports are appended to the minutes.]

Mr. Jennings introduced Andrea Cowgar, the Library’s new Deputy Fiscal Officer. Mrs. Adair then administered the oath of office to Ms. Cowgar for her position. The board extended their congratulations.

SWEARING IN OF  
DEPUTY FISCAL  
OFFICER -  
ANDREA COWGAR

Mr. Weber asked for the Report of the Personnel Committee that met on May 24, 2017.

**REPORT OF PERSONNEL COMMITTEE MEETING**  
**Northwest Akron Branch Library**  
**May 24, 2017**

*Prior to the meeting officially beginning, Mr. Weber administered the oath of office to Mr. Rochford, who began a new term on the board on May 15, 2017.*

*On Wednesday, May 24, 2017, the Personnel Committee met in the Community Room of the Northwest Akron Branch Library. The meeting was called to order at 4:03 pm by Committee Chair, Bernie Rochford. Also in attendance were Committee members Lolita Adair, Ray Weber, and William D. Rich. Library staff members David Jennings, Lisa Percy, Patty Marsh, and Ann Hutchison attended. Also in attendance were insurance brokers Dennis Toth and Karen Nist of AUI (Associated Underwriters Insurance).*

*Mr. Rich moved to adopt the agenda, and all committee members present voted aye.*

*The first item on the agenda was presentation of recommended insurance benefits for 2017/2018 by Mr. Jennings and Ms. Percy. After discussion of the options presented, Mr. Rich moved to accept the quote from SummaCare requiring a change to the deductible from \$6,000/\$12,000 to \$7,000/\$14,000 for a rate increase of 0.54%. Mr. Weber seconded the motion and all members of the committee 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.

17-44  
HEALTH INSURANCE  
RENEWAL

*Mr. Jennings noted that since 2009, using the Health Reimbursement Account approach (increasing plan deductibles without increasing staff obligation) had provided significant savings for both the Library and for individual employees. As explained in his memo to the committee, the cumulative savings from this approach for the Library since 2009, compared to simply accepting the rate increases proposed, was over \$4 million. Similarly, the cumulative savings for an employee with single coverage was over \$4,000.*

*Mrs. Adair moved to accept the quote from Lincoln Financial for a 0% rate increase on Dental, Vision, and Life and AD&D insurance, maintaining the same coverage. Mr. Weber seconded the motion and all members of the committee 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.

17-45  
DENTAL, VISION,  
LIFE AND AD&D  
RENEWAL

*In the next agenda item David Jennings and Lisa Percy requested the addition of a new position to the ASCPL Salary Schedule, Server Administrator in IT. After some discussion of the need for the position in terms of management of key IT*

*functions and infrastructure, Mrs. Adair moved to add the position of Server Administrator at pay grade 17 to the Salary Schedule. Mr. Weber seconded the motion and all members of the committee 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. 17-46  
POSITION ADDITION

*The next agenda item was a request to reclassify the position of Circulation Supervisor, Grade 13, to Circulation Manager, Grade 15. The rationale for this adjustment was provided to the committee, and consisted of numerous changes to the scope of responsibility of this job over the past seven years. Mrs. Adair moved to recommend the changes to position title, grade, and job description as presented. Mr. Weber seconded the motion and all members of the committee 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. 17-47  
POSITION RECLASSIFICATION

*With an update on the Library's Diversity Initiative, Mr. Jennings presented a report from Lisa Peercy, Human Resources Director, highlighting the progress of the McDowell Librarian Scholarship recipients. Four are currently employed as librarians within our system; two others are making progress, one of whom will graduate in December 2017. This program has resulted in three more African-American librarians than previously employed here. The McDowell Scholarship has been posted again; interviews will be conducted in late June.*

*Included in the report was the Library's equal employment opportunity statistics. In terms of minority employment, current statistics show a higher percentage of minority employees than in May 2016 for all minorities from 20.7% to 21.6%.*

*With no further business, the meeting was adjourned at 5:18 pm.*

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

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

There being no further business, Mr. Weber adjourned the meeting at 5:02 pm. ADJOURNMENT

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President

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Secretary