

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
DECEMBER 10, 2015
BOARD ROOM MAIN 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 Main Library. The following members of the Board answered the roll call: Lolita Adair, Jill Darlington, John Frola, Jr., Mark Jackson, Sr., William D. Rich, and Bernie Rochford. Ray Weber was absent. Present from Library staff were David Jennings, Michelle Scarpitti, Carla Davis, Kristin Henry, Eileen Herbert, Pam Hickson-Stevenson, Ann Hutchison, Vickie King, Lisa Peercy, Carl Roxbury, Val Sherman, and Barb White.

Mr. Frola moved, seconded by Mr. Rochford, to adopt the agenda for the December 10, 2015 meeting. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford all voted aye. The motion carried. 15-77
AGENDA

Mr. Frola moved, seconded by Mr. Jackson, to adopt the minutes of the October 29, 2015 meeting as corrected. In the first paragraph of page 4, ‘as corrected’ should be added to the second sentence; also on page 4, the word ‘there’ should be deleted in the second sentence of the fifth paragraph. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Jackson, Mr. Rich, and Mr. Rochford all voted aye. Mr. Frola abstained. The motion carried. 15-78
OCTOBER
MEETING
MINUTES

Mr. Rich reported that one of the pleasures of being on the Board is hearing from Library patrons regarding the high quality of service they receive from Library staff, in the branches and at Main. He said he just wanted to express his appreciation to the staff for being so helpful and kind to Library patrons. PRESIDENT’S
REMARKS

Ms. Scarpitti presented the Summary of Adjustments to the General Fund (#101) estimated revenue. Based on the overall estimated revenue increase of \$592,172, she asked the Board to increase appropriations by \$392,300 as detailed on the Adjustment to Appropriations page.

Mrs. Adair moved, seconded by Mr. Jackson, to increase the General Fund by the following; Increase line item #3340 by \$21,000, line item #3345 by 25,000, line item #3350 by \$15,000, line item #3560 by \$500, line item #3599 by \$800, line item #3630 by \$10,000, line item #3760 by \$248,000, line item #4382 by \$32,000, line item #5710 by \$40,000. This total is an increase of \$392,300 to Appropriations – General Fund. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried. 15-79
ADJUSTMENT TO
APPROPRIATIONS

Ms. Scarpitti, Fiscal Officer, presented the financial report for September 2015.
[The financial report is appended to the minutes.]

Mrs. Adair moved, seconded by Mr. Jackson, acceptance of the financial report for September. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried. 15-80
SEPTEMBER
FINANCIAL
REPORT

Ms. Scarpitti, Fiscal Officer, presented the financial report for October 2015.
[The financial report is appended to the minutes.]

Mr. Rochford moved, seconded by Mrs. Adair, acceptance of the financial report for October. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. 15-81
OCTOBER
FINANCIAL

Jackson, Mr. Rich, and Mr. Rochford. The motion carried.

REPORT

Ms. Scarpitti presented the donor/gift list and reported that in October and November the Library received \$2,000.00 in monetary donations and four pages of materials donations.

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

15-81
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for October 2015.

[The investment report is appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the December 2015 Personnel Report and stated there was a change to the report. The corrected report below reflects four employee promotions.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – November/December 2015**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Barton, Abigail	Student Assistant	11.02.15	Business & Government
Steiner, Karen	Substitute Librarian	11.30.15	General Manager’s Office
Mohler, Nancy	Substitute Librarian	11.10.15	General Manager’s Office
O’Neal, Angela	Materials Processor	12.25.15	Technical Services

RETIREMENT:

Jan Zupancic	Technical Services Assistant	12.31.15	Technical Services
--------------	------------------------------	----------	--------------------

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Alimi, Kristina	Shelver	11.23.15	North
Baker, Cameron	Student Assistant	11.16.15	Norton
Ethington, Lenora	Public Service Assistant II part-time	11.02.15	Science & Technology
Galonsky, Gabriella	Student Assistant	11.02.15	Firestone Park
Hale, Linda	Microbusiness Specialist	11.23.15	Business & Government
LaBo, Ryan	Shelver	12.07.15	Culture/AV
Jackson, Crystal	Shelver	12.14.15	Culture/AV
McCloud, Avery	Student Assistant	11.02.15	Goodyear
Meriweather, Dameona	Student Assistant	11.30.15	Business & Government
Shwartz, Joseph	Shelver	11.30.15	North

Strayton, Janay	Student Assistant	11.02.15	Goodyear
Travers, Rachel	Student Assistant	11.16.15	Richfield

CHANGE OF STATUS: (Promotions)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Kurtz, Matthew	Public Service Assistant II (7/1) \$13.18/hr	11.09.15	Firestone Park
	Events Assistant (8/1) \$15.05/hr		Events
Merzweiler, Nicole	Student Assistant (1/1) \$8.10/hr	11.02.15	Highland Square
	Public Service Assistant II part-time (7/1) \$13.18/hr		Science & Technology
Prange, Melissa	Substitute Public Service Assistant I (6/1) \$12.87/hr	11.02.15	GMO
	Public Service Assistant II part-time (7/1) \$13.18/hr		Culture/AV
Ramey, Victoria	Shelver (2/1) \$8.69/hr	11.16.15	Culture/AV
	Public Service Assistant II full-time (7/1) \$13.18/hr		Kenmore

RETIREMENT: (Comments)

Jan Zupancic

02/23/81 - 06/05/82, Clerk Typist I, Business, Labor, Government
06/06/82 - 02/15/85, Clerk Typist II, Technical Processing
02/16/85 - 03/11/01, Accounting Clerk I, Business Office
03/12/01 - 01/08/06, Public Service Assistant, Northwest Akron
01/09/06 - 06/21/09, Public Service Assistant, Audio Visual Services
06/22/09 - 12/31/12, Audio Visual Services Assistant, Audio Visual Services
01/01/13 - 12/31/15, Technical Services Assistant, Technical Services
01/01/2016 – Retirement

NUMBER OF STAFF MEMBERS

	<u>12.06.12</u>	<u>12.05.13</u>	<u>12.02.14</u>	<u>12.03.15</u>
Full-Time Staff:	262	256	252	246
Part-Time/Job-Share Staff:	36	40	47	48
Student Assistants:	85	83	75	80
Total number of Staff:	383	379	374	374
Full-Time Equivalents	293	290	287	284

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. Rochford stated that he wanted to thank Jan Zupancic for her many years of service to the Library and congratulate her on her retirement.

Mr. Frola moved, seconded by Mrs. Adair, to adopt the Personnel Report as corrected. The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried.

15-82
PERSONNEL
REPORT

**REPORT OF JOINT MEETING OF FINANCE AND PERSONNEL COMMITTEES
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
November 17, 2015**

FINANCE
COMMITTEE
MINUTES

On Tuesday, November 17, 2015, the Finance and Personnel Committees met jointly in the Board Room at Main Library.

The meeting was called to order at 4:05 pm by Finance Committee Chair John Frola and Personnel Committee Chair Bernie Rochford. Also in attendance were committee members William D. Rich (both committees), Ray Weber and Mark Jackson (Finance), and Lolita Adair and Jill Darlington (Personnel). Library staff in attendance were David Jennings, Michelle Scarpitti, Lisa Percy, and Pam Hickson-Stevenson.

Mr. Rochford moved to adopt the agenda. All voted aye.

Mr. Jennings and Ms. Scarpitti presented the proposed 2016 Temporary Budget. Discussion ensued about various line items in the budget, many of which are significantly increased due to passage of the Library's levy in May, 2015. Mr. Jennings reiterated that this budget reflects priorities and commitments during that levy campaign, and discussed some of those at length with the joint committee.

Also discussed was the recommendation for an adjustment to the staff salary schedule and the granting of a performance step. Mr. Jennings provided information about the history of salary adjustments since 2009 (only 1.25% in 2013), increased cost of health insurance to staff who pay 25% of premiums (more for part-time employees), and loss of competitive position for recruitment and retention of employees. It was noted by Mr. Rich that inflation during this time period equaled 11%.

The other item that was discussed was the request for a new position of Staff Training Coordinator, for which Mr. Jennings, Ms. Hickson-Stevenson, and Ms. Percy all described organizational need going forward.

Following this discussion, Mr. Weber moved to adopt the 2016 Temporary Budget as presented. All members of the Finance Committee present voted aye, and this comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried.

15-83
2016
TEMPORARY
BUDGET

Mr. Rich then moved to recommend approval of the position of Staff Training Coordinator as presented. All members of the Personnel Committee present voted aye, and this comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried.

15-84
STAFF TRAINING
COORDINATOR

Mr. Rich then moved to adjust the ASCPL Salary Schedule upward by 2.5% for 2016, and to grant a performance step to all eligible employees in the first pay period following April 1, 2016. All members of the Personnel Committee present voted aye, and this comes as a recommendation to the Board.

The roll call vote followed: Mrs. Adair, Mrs. Darlington, Mr. Frola, Mr. Jackson, Mr. Rich, and Mr. Rochford. The motion carried.

15-85
ADJUSTMENT OF
SALARY
SCHEDULE

The personnel committee decided to schedule a meeting on December 10th, prior to the regular Board meeting, to discuss the evaluation process for the Library Director and Fiscal Officer. With no further business, the joint committee meeting adjourned at 5:35 pm.

**REPORT OF THE PERSONNEL COMMITTEE
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
December 10, 2015**

PERSONNEL
COMMITTEE
MINUTES

The Personnel Committee meeting was called to order at 3:44 pm, Mrs. Adair, Mrs. Darlington, Mr. Rich and Mr. Rochford were in attendance. The committee discussed the prior process of surveying the Board members and key staff for Fiscal Officer’s and Director’s evaluation. The process that was used the previous time was agreed upon. A return date was set for January 8, 2016 for the evaluations that will be going out. The Personnel Committee will meet to review the surveys at 4:30 pm on January 21st at Main Library.

The meeting was adjourned at 3:54 pm.

Carla Davis, Marketing & Communications, Director, announced that the annual MLK program will take place on Sunday, January 17, 2016 at 2 pm. It will feature a panel including the Ohio political party chairs, Matt Borges (Republican) and David Pepper (Democrat). Other confirmed panelists are Bishop Joey Johnson and Brittany Grimes Zaehringer is a strong possibility. The questions will be crafted by Richard Johnson and Dr. Climon Lee. The questions will focus on “Where are we in Dr. King’s dream?” and “Where are we going?” Ms. Davis remarked this could be a popular program.

2016 MARTIN
LUTHER KING,
JR. PROGRAM

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

Mr. Jackson stated that he plans to resign just as soon as practicable and when a replacement can be found by the appointing authority. He remarked on how gratifying it was to have had the opportunity to meet and work with the other members of the board. He added that he believes the Library is a “top- flight organization” and offered his thanks.

Mr. Rich replied that he is confident to speak for his colleagues and say that he deeply appreciates the service Mr. Jackson has given to the Board. He expressed his gratitude for Mr. Jackson’s contributions to the Board’s deliberations and Mr. Jackson’s wise counsel. Mr. Rich added that the Board members have enjoyed working with him.

With no further business, Mr. Rich adjourned the meeting at 5:33 pm.

ADJOURNMENT

President

Secretary