

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 27, 2014
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 4:09 pm at Main Library. The following members of the Board answered the roll call: Lolita Adair, William D. Rich, Bernard Rochford, and Ray Weber. Sandra Auburn, and John Frola, Jr. were absent. Mark Jackson, Sr. arrived at 4:12 pm. Present from Library staff were David Jennings, Michelle Scarpitti, Carrie Burrier, Carla Davis, Eileen Herbert, Pam Hickson-Stevenson, Ann Hutchison, Vickie King, Lisa Peercy, Carl Roxbury, Ariel Sawyer, Valerie Sherman, and Barb White.

Mr. Weber moved, seconded by Mrs. Adair, to adopt the agenda for the February 27, 2014 meeting. The roll call vote followed: Mrs. Adair, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 14-14
AGENDA

Mr. Rochford moved, seconded by Mrs. Adair, to adopt the minutes of the January 30, 2014 Organizational meeting as presented and to adopt the minutes of the Regular meeting by changing page one, last paragraph to read “with a correction to the percentage of year completed at the top of each page in the header.” The roll call vote followed: Mrs. Adair, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. Mr. Jackson abstained. The motion carried. 14-15
JANUARY BOARD
MINUTES

Michelle Scarpitti, Fiscal Officer, presented the Financial Report for January 2014.

[The financial report is appended to the minutes.]

Mr. Rochford moved, seconded by Mr. Weber, approval of the financial report for January 2014. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 14-16
JANUARY
FINANCIAL
REPORT

Ms. Scarpitti presented the donor/gift list and reported that in January the Library received \$1,501.52 in monetary donations. In addition, there were two pages of material donations.

Mrs. Adair moved, seconded by Mr. Jackson, 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. 14-17
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for January 2014.

[The investment report is appended to the minutes.]

Lisa Peercy, Human Resources Director, presented the Personnel Report for February 2014. She stated there had been a change since it was sent to the Board. She stated an employee had revised his resignation date and she asked the Board to change the resignation date on the report.

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – February 2014

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Buchanan, Recarlon	Student Assistant	02.20.14	Maple Valley
Buzek, Leah	Student Assistant	01.29.14	Kenmore
Rastatter, Nathan	Student Assistant	01.14.14	Nordonia Hills
Wilson, Kaila	Student Assistant	01.11.14	Norton
Worthington, Jordan	Student Assistant	01.25.14	Norton

SELECTIONS:

<u>Employee</u>	<u>Classification/Rate of Pay</u>	<u>Date</u>	<u>Agency</u>
Smith, Marilyn	Public Service Assistant (part-time)	02.10.14	Nordonia Hills
Von Stein, Lindsey	Student Assistant	02.10.14	Kenmore
Wright, Samantha	Student Assistant	02.10.14	Kenmore

CHANGE OF STATUS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Harper, Demetrius	Security Officer (part-time)	02.10.14	Security
	Security Officer (full-time)		
Roberts, Phillip	Security Officer (full-time)	02.10.14	Security
	Security Officer (part-time)		

CHANGE OF STATUS:(Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Day, Christina	Public Service Assistant (part-time)	02.10.14	Fairlawn-Bath
	Public Service Assistant (full-time)		Richfield
Grismer, Kathryn	Student Assistant	02.24.14	Ellet
	Public Service Assistant (full-time)		same

NUMBER OF STAFF MEMBERS

	<u>02.21.11</u>	<u>02.16.12</u>	<u>02.07.13</u>	<u>02.10.14</u>
Full-Time Staff:	267	266	259	254
Part-Time/Job-Share Staff:	47	44	35	45
Student Assistants:	77	75	90	83
Total number of Staff:	391	385	384	382
Full-Time Equivalents	302	299	292	292

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 moved, seconded by Mrs. Adair, adoption of 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.	14-18 PERSONNEL REPORT
Mr. Jennings announced that today, February 27, 2014, the Library is celebrating its 140 th anniversary of service to the Summit County community. The first Board of Trustees meeting was called to order by John R. Buchtel in 1874. He reported this anniversary will be an ongoing theme throughout the year.	DIRECTOR'S REPORT 140 th ANNIVERSARY
Mr. Jennings included in the Board packet the 2014 ASCPL Admin Team Work Plan, which includes 28 specific objectives. He stated he wanted the Board to see all the different things the Library has planned and is working to achieve.	2014 ADMIN TEAM WORK PLAN
Mr. Jennings highlighted a few:	
<u>Continue Staff Participation in Community Engagement.</u> Sustain organizational emphasis on community involvement at all locations through staff training, peer encouragement, and communication.	COMMUNITY ENGAGEMENT
<u>Develop and Conduct Customer Service Training.</u> Customer Service Committee will review and revise Customer Service Standards in recognition of technological and organizational change, engage in discussions about customer service philosophy, identify best practices, and develop customer service training for staff stressing Library's Core Values.	CUSTOMER SERVICE
<u>Continue to develop organizational support for education at all levels, with particular emphasis on early childhood efforts.</u> Continue newly enhanced Summer Reading Program, involvement with First Things First, and support for APS and other school systems with Third Grade Reading Guarantee. Continue Mind, Body & Sole in 2014.	EDUCATIONAL SUPPORT
<u>Develop and Implement Public Awareness Campaigns concerning E-Content and Value of Library Resources and Services.</u> Focus specific marketing efforts on e-content and the library's value proposition.	MARKETING
<u>Celebrate Library's 140th anniversary of service to community.</u> Coordinate publicity and promote activities of anniversary celebration.	140 th ANNIVERSARY
<u>Online Employment Application.</u> Enable use of an online application by mid-2014.	STAFF DEVELOPMENT
<u>Implement Online Library Card Registration.</u> Add functionality to the Sierra system so users can access e-services on the spot.	TECHNOLOGY
<u>Mobile app.</u> Purchase and install software for Library Mobile app.	
<u>Implement Wireless Printing.</u> Install system-wide the ability to allow patrons to print from laptops and other mobile devices.	
<u>Enhance customer access to plug-in power.</u> Develop a system to supply power to table tops at the branches for plugging in personal computing devices.	

Mr. Jackson asked Mr. Jennings to add the diversity initiative to the work plan for Human Resources and Mr. Jennings agreed.

DIVERSITY
INITIATIVE

Mr. Rich reported there were no Committee Reports.

COMMITTEE
REPORTS

Carla Davis, Marketing Communications Director, presented information on activities occurring in March. The Main Event on March 20 at 7 pm will feature David Giffels, local author and assistant professor at the University of Akron, in the Auditorium at Main Library. He will be discussing his new book "The Hard Way on Purpose." The 5th Annual Crossword Puzzle Tournament will be held on March 22 from 1 to 4 pm. Ms. Davis announced the Green Branch Library will host an open house to celebrate its 35th anniversary on March 12, from 12 to 6 pm. On March 1 the first "Battle of the Books" for teens will be held in the Main Library Auditorium. Top contenders will go on to compete for the regional title this summer against rival libraries in Stow-Munroe Falls, Hudson, Cuyahoga Falls and Twinsburg.

REPORT FROM
SENIOR STAFF

Mr. Jackson commented that the Work Plan presented is admirable and that it reflects there is a lot going on at the Library.

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

PUBLIC
PARTICIPATION

There being no further business, Mr. Rich adjourned the meeting at 4:40 pm.

ADJOURNMENT

President

Secretary