

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Tuesday, May 13, 2010

Attendance

Members Present: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten

Members Absent: Dr. Whyte

Staff Present: Mr. Dickinson, Mr. Piskac

Others: Evelyn Krent, League of Women Voters Representative

Ms. Shatten, Vice President of the Board, called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m. in the Main Library Boardroom.

President's Report

A. OLC Trustee Dinner

Ms. Shatten reported Dr. Whyte attended the OLC Trustee Dinner.

B. Memorial Day Parade

Ms. Shatten said Dr. Whyte is participating in the Memorial Day parade and offered other trustees the opportunity.

Approval of Minutes

Ms. Shatten asked for a motion to approve the April 13, 2010 regular meeting minutes.

2010-44 Ms. Allen moved and Mr. Miller seconded the motion to approve the April 13, 2010 regular meeting minutes as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten

Nays: None. Motion carried.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the April 2010 revenue and expenditure financial statements and reported the following:

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$2,118,001.14 (\$2,523,277.75 – 2009), which is \$405,276.61 less than 2009 after inter-fund transfers are removed.

- He reported the year-to-date Public Library Fund (PLF) – State Revenue was \$434,043.09 for 2010, which was \$87,794.99 or 16.8% lower than 2009. He reported the May PLF distribution was 6.8% or \$14,901.52 less than estimate. Mr. Piskac said the Library budgeted for a \$137,800 revenue reduction in PLF revenue for 2010 and indicated the Library has already lost \$102,696.51 of the \$137,800 reduction amount in the first five funding months.
- He reported the Library received year-to-date Real Estate Property Tax revenue of \$1,589,435.20 for 2010, which was \$335,671.46 less than 2009. He said the \$141,435.20 current month receipt was from the first half 2009.
- He reported that the Library's CDs matured on April 18, 2010 and \$4,951.47 of interest was paid. Other than the Library CD investment, Mr. Piskac again said library investment interest revenue continues to be significantly less due to lower interest rates and less available cash for investment.

#### Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$1,743,431.05 (\$1,812,861.10 – 2009), which is \$69,430.07 less than 2009. He said the Salaries expenditure line item was \$207,861.93 less than last year because January 2009 was a three-pay month. He said the current month salary expense includes the recent furlough day, which reduced salary expense by approximately \$13,000. Mr. Piskac said the actual Salaries expenditure line item will be at least \$110,000 less every month than last year due to the extra pay in January 2009.
- Mr. Piskac said the Library paid \$158,016.93 for the annual leasehold improvement note with the City. He said the Library will make a \$35,000 final principal note payment and a small amount for note interest in 2011.

#### Bank Reports

Mr. Piskac reported the month-to-date deposits of \$264,738.93 were \$299,197.55 less than month-to-date withdrawals of \$563,936.48. He again said the Library paid \$158,016.93 for the annual leasehold improvement note with the City during April so the monthly cash withdrawal is higher. He also reported the year-to-date deposits of \$2,118,001.14 were \$374,570.11 greater than year-to-date withdrawals of \$1,743,431.03. He said the \$1,197,887.68 ending cash balance will decrease until the Library receives July real estate advances.

#### Combined Month-to-Date/Year-to-Date Fund Report

Mr. Piskac reported the General Fund had an unexpended balance of \$1,120,980.34, \$1,367,522.96 in encumbrances, and an unencumbered balance of \$(246,542.62). Mr. Piskac also reported the unexpended balance for all funds was \$1,197,887.68, \$1,405,236.01 in encumbrances, and \$(207,348.33) in unencumbered funds. Mr. Piskac said Fund 211 had a negative balance due to recent encumbrances, which the Friends of Shaker Library will reimburse the Library for at a later date.

#### Investment Report

Mr. Piskac reported the April 2010 investment balance was \$1,130,880.76 and the Star Ohio interest rate increased to 0.10% from 0.07% in March. He said the Library reinvested the maturing CDs with Fifth Third Bank for 11 months at 0.30% with a March 18, 2011 maturity date. Mr. Piskac said Fifth Third Bank advised him investment rates are expected to increase during the first quarter of 2011.

Mr. Piskac recommended the Board of Trustees approve the April 30, 2010 financial statements as submitted.

2010-45 Dr. Hutt moved and Ms. Shatten seconded the motion to accept the April 30, 2010 financial statements.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten

Nays: None. Motion carried.

#### B. 2011 Tax Budget

Mr. Piskac presented the 2011 Tax Budget and said the Library is requesting \$4,109,082.00 in general property tax from the county budget commission, which is higher than the Schedule A amount. He said the higher request amount offsets the loss of PLF and real estate revenue the Library is experiencing this year. After reviewing the various 2011 tax budget schedules, he anticipates the ending balance of the General Fund to be \$403,890, which approximates the library's budgetary forecast. He said the current collection rate under Schedule A is approximately 93.9%.

Mr. Piskac recommended the Board of Trustees approve the 2011 Tax Budget as submitted.

2010-46 Dr. Hutt moved and Mr. Miller seconded the motion to approve the 2011 Tax Budget as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten

Nays: None. Motion carried.

#### C. Banking/Credit Card Authorization

Mr. Piskac requested authorization to select and enter into contract library banking and credit card services to the bank with the most responsible bid. He said that he met with Charter One Bank and Huntington Bank already and was waiting for PNC Bank to turn in their quote on Friday.

2010-47 Ms. Allen moved and Mr. McGovern seconded the motion to authorize Mr. Piskac to select and enter into contract library banking and credit card services to the bank with the most responsible bid.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten

Nays: None. Motion carried.

#### Director's Report

##### A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.
- He reported 137 out of 251 public libraries now have local operating levies, which may change the State's attitude toward stabilizing the PLF.
- He reported Amazon.com does not permit the lending of Kindle software or hardware. Under these restrictive conditions, he said the Library is not able to offer Kindles for public use at this time. Ms. Shatten recommended that Mr. Dickinson send Mr. Deskins a response regarding his suggestion about Library use of Kindles at a prior Board meeting.

- Mr. Dickinson said Governor Strickland sent a letter supporting the Library’s BTOP application, along with other applications from the State, and reported that Representative Marsha Fudge would also support our BTOP grant.
- He said the Fruit Tree Planting Foundation might be an alternative source of funding for the pear orchard at Bertram Woods because they offer grants to promote growing of fruit trees.
- Friday, May 14, the Library will be hosting the Art Fair featuring student artwork from the high school at Main Library after regular hours.
- Tuesday, May 25, PIRHL group will hold a pre-construction meeting for the new Library Court Apartments.
- Friday, June 11, the Ice Cream Social will be held at Bertram Woods to kickoff the Summer Reading Program.
- Bertram Woods will celebrate its 50<sup>th</sup> anniversary on Friday, June 25 at the Bertram Woods branch.

#### B. Operational Policies, 2<sup>nd</sup> Review

Mr. Dickinson said the revised Operational Policies were handed out at the last Board meeting for Board members to review and tentatively approve this evening. Mr. Dickinson asked if there were any questions or concerns regarding the review and recommendations made by library staff. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the Operational Policies as submitted.

2010-48 Mr. McGovern moved and Mr. Anderson seconded the motion to approve the Operational Policies as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten

Nays: None. Motion carried.

#### C. Collection Development Policy, 1<sup>st</sup> Review

Mr. Dickinson reported the draft Collection Development Policy was included in Board packets and asked Board members to review them for tentative Board approval at the June regular meeting. He said the Collection Development Policy is in the same format but includes language updates. He said Appendix F, “Free Access to Libraries for Minors,” is new. Currently, we restrict video circulation to those age 10 and older. Our new policy would allow parents to decide if they want their children to be able to check out videos at the time of card registration.

#### D. Library Renovations Timeline

Mr. Dickinson reviewed the tentative time schedule for the Main Library Renovation:

June 15 – final review by Library Board  
 July 13 – present to School Board  
 August 2 – first ad for bids  
 August 9 – second ad for bids  
 August 16 – third ad for bids  
 August 17 – pre-bid meeting (Room E, 10 a.m.)  
 August 24 – bid opening (School Admin., Noon)  
 September 14 – School Board approves bids  
 October 5 – construction begins

Mr. Dickinson said the Library would obtain bids for phases 1.1, 1.2 and 1.3. He said the completion of phase 1.3 would be contingent on the three bids coming in within budget.

Mr. Dickinson recommended the Board of Trustees approve the tentative time schedule for the Main Library Renovation and to obtain bids for phase 1.1, 1.2, and 1.3.

2010-49 Mr. McGovern moved and Mr. Miller seconded the motion to approve the tentative time schedule for the Main Library Renovation and to obtain bids for phase 1.1, 1.2, and 1.3.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten  
Nays: None. Motion carried.

E. Resolution of Commendation for Richard Johnson

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mr. Richard Johnson for twenty years of service with the Library as submitted.

2010-50 Dr. Hutt moved and Mr. Miller seconded the motion to approve a Resolution of Commendation for Mr. Richard Johnson for twenty years of service with the Library as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten  
Nays: None. Motion carried.

New Business

A. Gifts to be accepted and appropriated to the designated funds

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Herman Brady \$25.00

In memory of Louis Ritter \$25.00

In memory of Ruth Siegel \$25.00

Frances Belman Fund (210-6110)

Marjorie Kempner

In memory of Frances Eckelson \$75.00

John Pallotta

Donated one copy of Carl Jung's *The Red Book*

2010-51 Mr. Anderson moved and Dr. Hutt seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten  
Nays: None. Motion carried.

Community Comments

None

Announcements

None

Executive Session

Ms. Shatten asked for a motion to enter Executive Session to discuss items of personnel. She said no action would be taken afterwards except adjournment.

2010-52 Ms. Allen moved and Mr. McGovern seconded the motion to enter Executive Session to discuss items of personnel.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten

Nays: None. Motion carried.

Entered executive session: 7:31 p.m.

Returned to regular session: 7:46 p.m.

Adjournment

There being no further business, Dr. Hutt moved and Mr. Anderson seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 7:46 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, June 15, 2010 at 6:30 p.m. in the Bertram Woods Community Room.

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Jeanne Shatten, Vice President

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David D. Piskac, Fiscal Officer

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Kurt Miller, Secretary

# SHAKER HEIGHTS PUBLIC LIBRARY

## BOARD BYLAWS

### ARTICLE I—NAME AND LOCATION

This organization shall be called "The Board of Trustees of the Shaker Heights Public Library," existing by virtue of the provision of Chapter 3375 of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes. The Board of Trustees is referred to herein as the "Board" and the Shaker Heights Public Library is referred to herein as the "Library." The official mailing address shall be:

Shaker Heights Public Library  
16500 Van Aken Boulevard  
Shaker Heights, Ohio 44120

The library shall be called Shaker Heights Public Library located at 16500 Van Aken Boulevard in the city of Shaker Heights, and with one branch at 20600 Fayette Road Shaker Heights, Ohio 44122.

### ARTICLE II – MEMBERSHIP

The Library is organized as a school district library. The Library Board of Trustees consists of seven members who are appointed by the Shaker Heights Board of Education.

### ARTICLE III - TENURE AND QUALIFICATIONS

Each Library Trustee is appointed to a seven year term or a lesser period if filling a vacancy. Terms are staggered such that no more than one Trustee's term is scheduled to expire in the same year.

A Trustee must be either a qualified elector of the Shaker Heights City School District or a qualified elector who resides outside of the Shaker Heights City School District but within Cuyahoga County. By law, a majority of the Trustees (at least four) must be qualified electors of the Shaker Heights City School District. No one is eligible to be a member of the Library Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Shaker Heights Board of Education.

All Library Trustees serve without compensation. Trustees are required to take an Oath of Office before beginning their service. In general, Trustees are guided in the performance of their duties by the most recent edition of the Ohio Public Library Trustees' Handbook.

### ARTICLE IV --OFFICERS

Section 1. The officers of the Board shall be a President, a Vice President and a Secretary, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. A nominating committee shall be appointed by the President prior to the annual meeting of the Board, which will present a slate of officers at the annual meeting of the Board. Additional nominations may be made from the floor.

Upon the occurrence of a vacancy in any office of the Board, the nominating committee appointed in respect of the immediately preceding annual meeting shall propose a replacement officer. Vacancies

in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. Any vacancies in the membership of such nominating committee shall be filled by the President (or the Vice President, in the event of a vacancy in the office of President).

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. Board members may be elected to the same office for up to three consecutive years.

Section 4. The President shall preside at all meetings of the Board, authorize and call for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President, except as otherwise provided by law.

Section 6. The Secretary shall preside at Board meetings in the absence of the President and Vice President. The Secretary shall keep, or cause to be kept, a true and accurate record of all meetings of the Board, shall issue, or cause to be issued, notice of all regular and special meetings, and generally perform all duties associated with that office. The Fiscal Officer shall be responsible for the safekeeping and preservation of the minutes and official records of the Board.

Section 7. In order to hold the office of President or Vice-President, a Board member must reside within the Shaker Heights City School District. If either the President or Vice-President relocates his or her principal residence outside of the Shaker Heights City School District, such officer must resign such office (but not such officer's membership on the Board of Trustees), if there is more than 2 months remaining in his or her tenure in such office. Upon any resignation by reason of the foregoing, a nominating committee of the Board of Trustees shall be appointed by the highest ranking officer continuing in office, and such committee will nominate a Board member to fill the vacancy in office thus created. The new officer will be elected at the next succeeding meeting of the Board of Trustees.

## ARTICLE V – DUTIES AND POWERS OF THE BOARD

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in Ohio Revised Code 3375.40. The Board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds.
- The establishment and maintenance of the library and library services.
- The acquisition, improvement, maintenance, insurance, use, and disposition of properties.
- The hiring, compensation, and responsibilities of, and the personnel policies concerning, library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The policies approved by the Board shall remain in effect until changed or rescinded by further action of the Board. These policies shall be administered by library staff. The Director shall maintain a file of all policies established by the Board for consultation and distribution as directed by the Board and as required by law.

The Board of Trustees shall be responsible for hiring the Library Director and appointing the Library Fiscal Officer, and for ensuring that the Director and Fiscal Officer carry out the policies of the library in an effective, efficient, and lawful manner.

In order to speak with a consistent voice, all news of Board actions or statements by the Board released to the media shall be made by the Board President or Library Director speaking for the Board. No one Board member, other than the President, shall speak for the Board unless directed to do so by a majority of Board members voting at a scheduled Board meeting.

All powers of the Library Board are vested in it as a Board, and none at all in its individual members. The individual Trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. The Shaker Heights Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

## ARTICLE VI--MEETINGS

Section 1. Regular meetings of the Board shall be held each month, the date and hour to be set by the Board at its annual meeting, unless otherwise determined by the Board.

Section 2. The annual meeting of the Board, which shall be for the purpose of the election of officers, appointment of the Fiscal Officer, and other organizational matters, shall be held at the time of the regular meeting of the Board in January of each year.

Section 3. The order of business for regular meetings of the Board shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances permit:

- a. Approval of minutes of previous meeting.
- b. President's report.
- c. Fiscal Officer's report.
- d. Director's report.
- e. Committee reports.
- f. Old business.
- g. New business.
- h. Public presentation to, or discussion with, the Board.
- i. Adjournment.

Section 4. Special meetings may be called by the Secretary at the direction of the President, for the transaction of such business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. In the absence of a quorum those present may adjourn the meeting, until a quorum is present. Meetings of the Board will follow parliamentary procedures as outlined in Robert's Rules of Order, latest edition, when not inconsistent with these Bylaws.

Except when a larger majority is required by law, an affirmative vote of the majority of Trustees present at a meeting at which a quorum exists shall be necessary to approve any action before the Board. The President may make or second a proposal before the Board, may participate fully in discussions, and may vote upon all proposals. Each Board member shall have one vote.

Section 6. Written notice of each meeting of the Board, together with an agenda stating the purposes of the meeting, shall be delivered by the Fiscal Officer or Secretary of the Board to each member of the Board, at an address designated by such member, in a timely fashion as far in advance of such meeting as shall be reasonably practicable.

Section 7. Public Notice of Board Meetings - The Director shall cause a written notice of the time and place of each Board meeting to be posted on a prominent bulletin board in the Main Library and Bertram Woods Branch Library at least 24 hours before the meeting, except that in the event of an emergency requiring immediate official action the notice shall be posted promptly after the meeting is called. Each posted notice of a special meeting of the Board shall state the purpose or purposes of the meeting. Whenever the place or time of a Board meeting is changed, the Director shall cause a written notice of the change or adjournment, including the new time and place of the meeting, to be promptly placed on the same bulletin boards. No notice of a meeting so posted shall be removed until the meeting is either concluded or canceled.

Section 8. Time is set aside on each Regular Meeting agenda for public participation from the audience. Any member of the public who wishes to speak to the board is asked to sign-in before the meeting is called to order so that he or she may be added to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed-in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board.

The main purpose of Board meetings is to conduct the business of the library. In order for the Board to fulfill its obligation to complete the meeting agenda in an effective and efficient fashion, those wishing to address the Board are asked to limit their remarks to no more than two minutes for individuals and five minutes for those speaking on behalf of a group or organization. A maximum of thirty minutes of public participation is permitted at each meeting. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting.

The meeting agenda is set in advance and no discussion of public comment will take place at that meeting. However, the Board will give careful consideration to residents' concerns and will respond in a timely fashion.

Section 9. The Board may enter into executive session for purposes as described in the *Ohio Open Meetings Act*. The motion to hold an executive session shall state the purpose of such a session, and the motion must be approved in open meeting in a roll call vote by a majority of the quorum of the Board. See §121.22G of the Ohio Revised Code.

## ARTICLE VII--LIBRARY DIRECTOR AND STAFF

Section 1. The Board will appoint and fix the compensation for a qualified Director who shall be the executive and administrative officer of the Library and who shall serve at the discretion of the Board. The Director shall have the final responsibility for implementing all policies and guidelines of the Board, including without limitation those of personnel, public relations and material selection. The Director shall have the responsibility of administering the financial operations of the Library within the limitations of the budget approved by the Board and shall perform such other duties as

may be reasonably requested by the Board. The Director shall also serve as deputy Fiscal Officer for successive one-year terms during his or her tenure as Director.

Section 2. The Board will appoint and fix the compensation for a qualified Fiscal Officer, who shall serve at the discretion of the Board, to be the disbursing officer of the Library. The Fiscal Officer is the Library's chief financial officer and acts as the Board's financial agent in library matters. The Fiscal Officer shall administer and manage the funds of the Library in accordance with law and the objectives and policies adopted by the Board and under the direction and review of the Board. The Fiscal Officer has the authority to administer, and is responsible for, the receipt, deposit, and expenditure of, funds; the internal control of library expenditures; and the documenting and reporting of financial activity. The Fiscal Officer also shall be responsible for the Library's investment program and all Library banking functions and shall perform such other duties as may be reasonably requested by the Board.

#### ARTICLE VIII--COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after its final report is made to the Board.

Section 2. Except by the express approval or action of the Board, no committee shall have authority to make any decision upon any matter, business or policy within the power or responsibility of the Board itself. Any report or recommendation to the Board by a committee shall be deemed to be advisory in nature only, and no member of the Board, whether or not a member of such committee, shall be bound or controlled by any action, report or recommendation of such committee.

#### ARTICLE IX--GENERAL

Section 1. **Required Vote.** Except when a larger vote is required by applicable Ohio law, all actions of the Board shall require the affirmative vote of a majority of the full membership of the Board. The President may vote upon any proposal before the Board.

Section 2. **Amendment of Bylaws.** A Bylaw Committee shall be appointed annually to review these bylaws and recommend changes to the Board. These bylaws may be amended by the majority vote of the full membership of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. **Suspension of Rules.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which five or more of the members of the Board shall be present and at least two-thirds of those present shall so approve.

Section 4. **Conflicts of Interest.** No member of the Board shall have a pecuniary interest in any contract entered into by the Board, except as otherwise may be permitted by applicable Ohio law. The Board subscribes to "A Statement of Ethics for Library Trustees" of the American Library Association, except to the extent, if any, that the same conflicts with or is inconsistent with the provisions of applicable Ohio law, in which case the latter shall govern. The Board is bound by the applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.

Section 5. **Resignations and Removal of Trustees.** A trustee may resign from the Board at any time by submitting a written letter of resignation, which shall be effective as of the date of the receipt thereof by any officer of the Board or the Director or Fiscal Officer, unless a later date of effectiveness is specified therein. The Board, by a majority vote of the full membership of the Board, may request that the Shaker Heights Board of Education remove a trustee from office for any of the following grounds: (a) failure by said trustee to attend four regular meetings of the Board in any one calendar year; (b) commission of any act by said trustee which reflects public disrepute upon said trustee, the Library or the Board; or (c) other good cause as determined by a majority of the entire Board.

Section 6. **Execution of Instruments.** The President and Secretary shall execute all conveyances of real property on behalf of the Library as have been authorized by the Board. The Fiscal Officer and any officer shall jointly sign checks for the disbursement of Library moneys pursuant to the authorization of the Board. Except as hereinabove provided or otherwise prescribed by applicable Ohio law, whenever a contract, loan or other transaction has been authorized by the Board without designating the officer or officers who shall execute the same, the officers listed below are authorized to make, execute and deliver, in the name and on behalf of the Library, such of the following instruments as shall be appropriate to consummate said contract, loan or transaction:

(a) Authority of President: The President shall sign all contracts within the ordinary course of the Library's business on which the signature of one executive officer is required by the context;

(b) Authority of the President and Secretary; The President and Secretary shall jointly sign all contracts within the ordinary course of the Library's business on which the signature of two executive officers is required by the context;

(c) Authority of the President and Fiscal Officer. The President and Fiscal Officer shall jointly sign all assignments, bills of sale, and other instruments of transfer of tangible personal property and all promissory notes, security agreements, loan agreements, pledge agreements and all other deferred obligations and instruments of indebtedness which by their terms are negotiable; and

(d) Authority of President and Secretary or Fiscal Officer. The President and the Secretary or the Fiscal Officer shall jointly sign all contracts which are not within the ordinary course of the Library's business (except as otherwise provided above) irrespective of the fact that the signature of only one officer may be required by the context, and shall jointly sign all other instruments not specifically referred to herein or required by law to be signed by any other officer or officers.

## ARTICLE X – INDEMNIFICATION

Members of the Board of Trustees are covered by the Library's Director's and Officer's Liability Policy, including their liability resulting from either institutional or individual lawsuits.

*Adopted by the Shaker Heights Public Library Board of Trustees February 14, 2000;  
May 11, 2010*

## **Board Bylaws Appendix A**

### **Ethics Statement for Public Library Trustees**

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statement between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

## **Shaker Heights Public Library Service Area and Governance**

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Shaker Heights Public Library is an independent school district library whose legal service area is the Shaker Heights City School District, which includes the City of Shaker Heights and a portion of the City of Cleveland at Shaker Square. The Library is governed by a seven-member Board of Trustees appointed by the Shaker Heights Board of Education with members serving staggered seven-year terms. The Board's operating policies are described in its bylaws.

The Library is a community gathering place providing comprehensive library resources, services and programming to the district through the Main Library, the Bertram Woods Branch Library, and the library web site, funded primarily through a property tax. As a recipient of monies from the State of Ohio Public Library Fund, the library extends its services to other residents of the State of Ohio.

The Library provides popular circulating collections as well as access to library resources outside the Shaker Library system via the CLEVNET consortium, as well as membership in OHIONET and OCLC.

To develop and increase effective library service, and to strengthen resources, the library will cooperate with other libraries and institutions in the area and state, through membership in the Northeast Ohio Regional Library System (NEO-RLS), through participation in the Ohio Public Library Information Network (OPLIN), and through services offered by the State Library of Ohio.

Generally, the library will not duplicate special services being furnished to agencies or individuals in the community by another library system or agency, such as the Library for the Blind and Physically Handicapped, but may promote and advertise the availability of these services.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

## Shaker Heights Public Library Locations and Hours of Service

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The Shaker Heights Public Library has a Main Library and one branch. The Main Library is located at:

16500 Van Aken Boulevard  
Shaker Heights, Ohio 44120  
Phone: 216.991.2030  
Web site: <http://www.shakerlibrary.org/>

The Bertram Woods Branch is located at:

20600 Fayette Road  
Shaker Heights, Ohio 44122  
Phone: 216.991.2421

Hours of service are based on community needs, subject to limitation of funds available to provide adequate staff. Any change in regular hours of service is subject to approval by the Board.

The Library's normal operating hours are:

Monday through Thursday	9:00 AM – 9:00 PM
Friday	9:00 AM – 6:00 PM
Saturday	9:00 AM – 5:30 PM
Sunday	1:00 PM – 5:00 PM <i>Main Library only</i>

Emergency closing is the responsibility of the Director. The library is closed on the following days:

- New Year's Day
- Martin Luther King, Jr. Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

When New Year's Day, Independence Day or Christmas Day falls on Sunday, the library is closed on Sunday and Monday. The Library closes at 6 p.m. on Thanksgiving Eve. The library closes at 6 p.m. on New Year's Eve unless it falls on a Saturday or Sunday, in which case the library is open normal operating hours.

The Main Library is closed on Sundays for the period beginning with the Sunday before Memorial Day and ending with the Sunday preceding Labor Day.

The library will close to the public for in-service staff development one full day and one half day each year.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

# **Shaker Heights Public Library**

## **Senior Person Responsibilities**

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The Senior Person is a staff member who has been given authority to make decisions for the good of the library. There are three levels of Senior Person: Administrative, Building, and Departmental.

The Senior Administrative Person is always the Director whenever s/he is physically present. In the Director's absence, the Deputy Director is senior administrator; in his/her absence, the Branch Manager, Adult Services Manager, Youth Services Manager, Circulation Services Manager, Technical Services Manager and the Business Manager/Fiscal Officer are respectively senior. Regardless of whether they are physically present or not, the Senior Administrative Person makes decisions regarding the system as a whole, such as whether to close an agency.

The Building Senior Person is given the authority to exert control over the staffing and operations of the agency in routine situations and handles complaints from customers. The Building Senior Person supervises staff in the absence of the department supervisor or senior administrative staff. At Main Library this responsibility is rotated among Public Service Managers, the Deputy Director, Training Specialist/Computer Center Supervisor, and Public Service Librarians. At Woods Branch it is the Branch Manager or the senior professional librarian designated by the Branch Manager. In instances where particular departmental procedures are involved, the building Senior Person confers with the departmental Senior Person.

The Departmental Senior Person is designated by a department manager to function in his/her absence. This person makes decisions regarding emergency staffing, oversees the giving of breaks, and ensures that the work of the department goes smoothly.

### **RESPONSIBILITIES OF THE BUILDING SENIOR PERSON**

1. Checks with each departmental Senior Person to see that staffing is adequate.
2. Makes decisions about the safety and security of the building; settles problems with customers that should not be deferred; makes decisions about staff and scheduling that should not be deferred.
3. Informs the Senior Administrative Person of unusual actions taken or circumstances which may result in later repercussions, such as customer complaints or disciplinary problems. (Serious emergencies immediately, other matters the next day).
4. In conference with the building Maintenance staff, informs Maintenance Services Supervisor of building emergencies; may arrange for emergency building repairs under his/her direction or in his/her stead. In the absence of a Maintenance staff person, the Senior Person addresses any building issues to the best of his/her ability, consulting with other staff as necessary.
5. Informs Maintenance staff about building conditions such as heat/air conditioning, restrooms, etc.
6. Writes Incident Reports as necessary.

*Approved by the Shaker Heights Public Library Board of Trustees December 1993; May 1999; November 2007; May 11, 2010*

# Shaker Heights Public Library

## Media Relations Policy

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### LIBRARY SPOKESPERSON

In order to provide the most current and consistent information about the library, all contact with news media will be carried out through the Public Relations Coordinator, Director, or Board President, although at times they may refer the media to specific staff members. The Library Board President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Public Relations Coordinator.

If staff or trustees are asked to provide the public with information related to Library business or policy, Library administration will provide clear guidelines for responding to such requests.

Employees who represent the Library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about Library policies or programs, even when asked to do so by a reporter.

Questions from the public regarding the general operations or direction of the library should be referred to the Director. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director. Examples of such policies include but are not limited to those covering Internet Access, Filtering, Intellectual Freedom, and Meeting Room issues.

Inquiries regarding the Library budget should be referred to the Library Director and/or Business Manager/Fiscal Officer.

### NEWSGATHERING IN THE LIBRARY

Members of the media who wish to conduct newsgathering in the library in any manner disruptive to the operation of the library or its use by other customers must make themselves known to either the Director, or Public Relations Coordinator, or to the staff member in charge of the building in the Director's absence. Examples of behavior that can be disruptive to the operation of the library or its use by other customers include interviewing at other than normal conversational voice level, photographing, video recording, or audio recording customers or staff. Staff members witnessing members of the media in this situation must inform them of the policy and ask that they request and gain permission from the Director before further conducting newsgathering in the library. This policy does not apply to a member of the media in his or her capacity as a customer using the library's resources.

### PHOTOGRAPHY AND FILMING IN THE LIBRARY

Photography or video recording in the library is generally permitted if it is for library promotion, a student project, or strictly for personal use. Photography or video recording for commercial purposes is not permitted without approval by the Director; such approval must be requested in writing and in advance.

All requests to use a library facility as a setting for photography or filming are to be referred to the Public Relations Coordinator, who has the responsibility and authority to evaluate the requests and to monitor the filming. Requests will be evaluated in terms of their impact on library operations and services. The Public Relations Coordinator will seek approval and make arrangements with specific library departments and personnel in advance of the approved photography.

In order to protect the rights of individual customers and to reduce distractions, photographing and video recording on library property is restricted as follows:

1. Under no circumstances may the public, members of the media, or library staff take photographs or record video without the express permission of any library customer or staff member who would be prominently included within the composition. In the case of minors permission must come from the parent or legal guardian.
2. Media are subject to the provisions of the Code of Conduct policy and may not disturb the normal operations of the library.
3. In the event of a critical incident or emergency requiring police or fire response, media access may be limited to allow emergency personnel to ensure safety and security.
4. The terms of this policy apply to the media as well as to amateur photographers and filmmakers.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

# Shaker Heights Public Library

## Meeting Room Policy

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### **General Policy**

The primary purpose of the Library's meeting rooms is to provide a space for library and library-related activities. The needs of the library and Friends of the Shaker Library will take precedence. The library reserves the right to cancel or reschedule any meeting.

The Library welcomes the use of its seven meeting rooms by non-profit, educational, cultural, civic, political, professional, or religious organizations during regular library hours, Monday through Saturday. Social gatherings (birthday parties, wedding showers, family reunions, etc.) are also permitted. Rooms at Main Library can accommodate from 10 to 100 people and the one at Bertram Woods Branch holds up to 50 people. All meetings except social gatherings must be free and open to the public. Rooms may not be used for commercial purposes, participatory physical activities (dances, martial arts, etc.) or invasive health procedures. If meeting rooms are in demand, the Library may limit an organization's request to two meeting room reservations per month.

Meeting room applications are submitted online and may be paid for by credit card at that time. All payments in cash, money order, or check (payable to Shaker Heights Public Library) must be paid at the Main Library or the Bertram Woods Branch at least seven days before the meeting date. Meeting rooms may be scheduled up to six months in advance. All applications are pending until approved by the Library. Decisions on meeting room use are subject to review by the Library Board of Trustees. The Library will acknowledge receipt of applications within 3 business days. Meeting Room applicants must be at least 18 years old and assume responsibility for the *Conditions of Use*.

The Library recognizes the rights of individuals or groups to express their views as long as they abide by the Library's guidelines concerning use of the meeting rooms. Meeting content, topics, subject matter, expressed points of view, or literature distributed do not necessarily reflect the views of the Library Board of Trustees, the administration, or staff. All publicity must carry the name of the sponsoring organization and shall not imply Library sponsorship. Meeting signs may not be posted in the Library without permission. No tape, thumbtacks, or related adhesives may be used on Library walls or equipment. The Library reserves the right to revoke permission to use any meeting room if library rules and policies are violated.

### **Fees & Refunds**

For social gatherings there is a \$30 per hour fee for a room that accommodates up to 50 people, with an option of reserving two rooms to accommodate up to 100 people, for a fee of \$60 per hour.

For non-profit organizations, there is a \$5 per hour, fee for large meeting rooms and a \$2.50 per hour fee for small meeting rooms. Small rooms accommodate up to 10 people and large rooms can accommodate up to 100 people. A \$5 fee will be charged for kitchenette use.

Fees will be refunded only if cancellation is received at least seven days prior to event. Groups are responsible for notifying the Library of cancellation of a meeting in addition to notifying group members and/or the audience. The Library does not assume responsibility for posting signs about cancellations.

Meeting room fees will be waived for all tax-funded groups and organizations as well as those with whom the Library partners or collaborates.

Applicants will be charged a \$25 late fee, in addition to the regular meeting room fee, if the 7-day advance registration requirement is not met or if payment has not been received at least 7 days before the event. Fees for rooms booked more than 60 days in advance are due within 30 days of the meeting room application. If the fees are not paid within 30 days, the Library reserves the right to make the room available to other applicants. Fees will be refunded if the Library is unable to provide space.

## **Meeting Room Hours**

Monday through Thursday	9:00 a.m. – 8:45 p.m.
Friday	9:00 a.m. – 5:45 p.m.
Saturday	9:00 a.m. – 5:15 p.m.

## **Conditions of Use**

Each organization using the meeting rooms must observe all Library rules and policies and the following *Conditions of Use*. Library staff has the authority to ensure compliance with these Conditions. If there is non-compliance, the Library reserves the right to refuse future meeting room requests.

1. Each organization is responsible for maintaining orderly conduct to ensure no disruption to other groups or Library operations. Rooms must be vacated fifteen minutes before the Library closes.
2. A responsible adult must be present at all times to supervise all minors. Adults using meeting rooms may not leave children unattended in the Library.
3. The Library provides tables and chairs; however, each organization is responsible for setting up the rooms according to its needs. Groups must provide all other equipment. No storage facilities are provided by the Library. Please note that microphones and amplifiers are not allowed.
4. Light refreshments may be served. Kitchenette access to a refrigerator, microwave, coffee pot, and sink is available at Main Library only, however, no supplies are provided by the Library. No food may be left on the premises.
5. Rooms must be left clean. Groups are responsible for proper disposal of food, paper, or other remains from their meeting. Groups are responsible for any loss or damage to library property and will be assessed the cost of any necessary repairs or extensive cleanup.
6. The Library assumes no liability and the organization releases and holds the Library harmless from any claims, actions or liabilities arising out of, directly or indirectly, the organization's use of the meeting rooms, including without limitation, injuries to any persons using the meeting room from any food served and activities conducted, or damage to or loss of property belonging to individuals or groups using the meeting rooms.
7. No admission fees may be charged; no collections may be taken; no donations may be solicited; and no items may be sold. Subject to prior approval by the Library, reasonable educational fees may be charged for certain instructional courses conducted by recognized and established nonprofit library and educational groups.
8. No alcohol, smoking or open flames are permitted in the Library.
9. No literature may be distributed on Library property outside of the meeting room without permission of the Library Director.

10. No program may be broadcast or televised without permission.
11. Groups shall not exceed the legal posted capacity of the meeting room.
12. When the Library must close due to any emergency, all efforts will be made to notify groups scheduled to use the meeting rooms. When in doubt, please call the Library, visit the Library's website at [www.shakerlibrary.org](http://www.shakerlibrary.org), or tune to local radio and TV stations.

*Approved by the Board of Trustees June 13, 2005; amended July 27, 2009; January 12, 2010; May 11, 2010*

# Shaker Heights Public Library

## Exhibits and Displays Policy

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Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. The Library presents exhibits and displays of paintings, photography, and other two-dimensional art works, as well as documents, artifacts and other ephemera, with the intent to provide educational and cultural enrichment and to promote library resources.

When these spaces are not otherwise in use, the Library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public.

In presenting exhibits and displays, the Library strives to present a variety of opinions and viewpoints; however, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. Exhibits will not be excluded from consideration because of the origin, background, or views of exhibit creators or because of possible controversy.

Exhibit/display space will be granted free of charge to qualified individuals, groups, or organizations with preference given to Shaker Heights City School District residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups.

Exhibits and displays must be of an educational, cultural or civic nature. Exhibit spaces may not be used for commercial or profit-making purposes, solicitation of business, fund-raising, or to display partisan materials which promote current political candidates, campaigns, parties, or issues.

The Library retains final authority over the review, selection, content, and arrangement of all exhibitions at Library facilities and reserves the right to reject any part of an exhibit or to deny exhibit space to any user whose planned use of the space does not comply with the terms of this policy. The Director shall make the final determination as to whether materials comply with these guidelines.

All exhibits and displays will be considered in terms of the Library's role to provide educational and cultural enrichment. In approving exhibits and displays, the Library will consider space requirements, suitability of subject matter, quality of the presentation, and local or regional interest.

Applications for use of the exhibit/display space will be considered on a first-come, first-served basis. The exhibit/display period is generally between four and six weeks.

The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of exhibits/displays.

15% of the proceeds from the sale of artwork will be designated for the Library Endowment Fund.

All items placed in the Library for exhibit/display are placed at the owner's risk. The Library assumes no responsibility for the preservation, protection or possible damage or theft of items displayed or exhibited. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

### **ART GALLERY WALL**

Art Gallery is located on the on the second floor of the Main Library. It is 96 feet long and runs almost the length of the hallway. It can accommodate up to 50 two-dimensional paintings and photographs depending upon their sizes. A Walker Display System is used to hang the exhibits. This system consists of metal rods and three varieties of hangers that slide on and screw in place to hold the art. The rods hook easily onto the

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art wall's hanging border. The system has one Plexiglas case that can be used to display a small number of three-dimensional objects of art.

Exhibits generally include paintings, photography, and other two-dimensional art works. Exhibits may also include technological or educational presentations with accompanying textual information.

### **DISPLAY CASE**

Main Library has a locked display case that can be used to display small collections. The interior of the case measures 6 feet long, 38 inches high and 20 inches deep. Two glass shelves are 35 inches by 12 inches, and the bottom shelf is 70 inches long. The usable space can accommodate items as tall as 32 inches.

Displays generally include documents, photographs, artifacts, and ephemera.

*Approved by the Shaker Heights Public Library Board of Trustees March 1991; May 11, 2010*

# **Shaker Heights Public Library Community Bulletin Board Policy**

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In keeping with the Shaker Heights Public Library's overall philosophy of providing access to a wide range of information sources, the Library provides bulletin board space for local non-profit events and activities. Programs and events publicized through the Library's bulletin boards should be compatible with the Library's purpose of providing educational, cultural, recreational, and information services to the community.

Permission shall be given based upon the limitations of display space, the timeliness of the material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries. Political materials may provide information on ballot issues only and will be non-partisan.

Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the material. Posting or distribution of any such material in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by that material.

## REGULATIONS:

1. All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by library staff. Items found posted without permission will be removed. All notices should be left at the Circulation Desk for staff approval.
2. Advertised events should occur within 30 days. Notices advertising dated activities will be removed as soon as the event is over. Notices about services or events with no end date will be displayed for a period not to exceed 30 days.
3. The Library assumes no responsibility for the preservation or protection of material posted or distributed. Material will not be returned.
4. Preference will be given to posters 11x17 inches and under. Poorly constructed posters or flyers will not be posted.

Disagreements concerning any aspect of this policy may be appealed to the Shaker Heights Public Library Board of Trustees.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

# Shaker Heights Public Library

## Gifts and Donations Policy

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The Shaker Heights Public Library accepts gifts of money, books, and tangible items which can be used to further the aims and purposes of the library as stated in its mission and policies. The library reserves the right to refuse a gift if the conditions of acceptance are contrary to these aims and purposes or would result in the incurrence of excessive expense or administrative support. The library does not normally accept items for permanent exhibit.

1. *Library material.* Material accepted by the library is subject to the Collection Development Policy. Material given to the library becomes the property of the library to be used or disposed of as staff deems appropriate. Material that is in good condition but is not added to the collection is typically included in book sales to benefit the library.
2. *Monetary Gifts.* The library gratefully accepts unrestricted gifts of money to be used at its discretion. Gifts for the enrichment of the library, other than library material, shall be accepted on an individual basis and subject to review by the Board. Monetary gifts given without restriction will be used to purchase material or equipment, to support Library programs, or in other ways that the Board deems appropriate. Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before they are accepted by the Board.
3. *Library Endowment Fund.* In addition to making direct library donations, individuals and organizations may contribute to the Shaker Heights Public Library Fund of the Cleveland Foundation. The purpose of the Fund is to provide a perpetual source of stable support for the Library.
4. *In-Kind Donations and Gifts.* As deemed appropriate by the Library Board of Trustees or their designee, the library will, from time to time, solicit financial support and in-kind donations from for-profit institutions and businesses. Appropriate recognition of these donations, as determined by the library, shall be made.
5. *Sponsorships.* The Library welcomes sponsorship of programs, projects and events from individuals and groups including but not limited to businesses and service organizations. Sponsorships must be approved by the Board. In assessing the suitability of soliciting or accepting a potential sponsor, the Board considers the public image of the sponsor, its line of business, and all of its products and services. Sponsorships are pursued if the Board determines that an association between the potential sponsor and the Library is suitable and will positively affect the public image that the Library has established in the community.
6. *Evaluation of Gifts.* Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.
7. *Gifts to Staff and Trustees.* Staff and Trustees shall not accept gifts of any kind from members of the public or vendors, except for small items such as plants or cookies and candy, etc., which can be placed in the department and shared by everyone. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against Library policy.

*Approved by the Shaker Heights Public Library Board of Trustees December 10, 1984;  
May 11, 2010*

# **Shaker Heights Public Library**

## **Recruitment and Use of Volunteers Policy**

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The library's volunteer program is designed to expand and enhance public service to the community. Volunteers learn more about the library and its place in the community and observe first hand the way the library serves the community's needs.

1. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. The volunteers described in this policy are different from the Friends of the Library volunteers who are governed by their own policies and bylaws.
2. Individuals donating time to the library under the auspices of any other unit, (e.g. Scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it while working in the library.
3. The Library is generally unable to accommodate court-ordered community service. Exceptions may be made at the discretion of the Director.
4. The Human Resources Coordinator shall oversee the recruitment, use, and recognition of volunteers. Each department that uses volunteers shall designate a Volunteer Supervisor to train, supervise, and evaluate volunteers.
5. Volunteers must complete a volunteer application form and will be interviewed before being accepted as a volunteer. Volunteers must be at least 12 years old.
6. A criminal background check will be completed for volunteers over eighteen years old.
7. Minor children may only work as volunteers with the consent of a parent or legal guardian.
8. Volunteers will not be accepted if there is no suitable job match when skills, interests, and availability are considered. If there is not a job available, the volunteer will be informed that his/her application will be kept on file for one year and s/he will be contacted when there is an opening.
9. Volunteers will not take the place of paid staff.
10. Volunteers may work on a regular basis or for special projects or events, depending on the needs of the Library.
11. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior code as employees.
12. Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.
13. Volunteers shall wear identification badges when working for the Library and shall have access to the staff room.
14. Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

15. Volunteers shall participate in a regular evaluation process and will work under an at-will status and may be discharged with or without cause or advance notice.

16. A volunteer's file will be retained for two years.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

## **Shaker Heights Public Library Facilities Policy**

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The facility occupied by the Main Library, located at 16500 Van Aken Boulevard, is owned by the City of Shaker Heights and is leased by the Shaker Heights Public Library. The leased premises consist of the library building, the six-foot perimeter around the building, and the staff parking lot. The Library has also been allocated 100 parking spaces in the main parking lot. The City is responsible for the repair, replacement and maintenance, including ice and snow removal, of all public parking areas, driveways, sidewalks and landscaped areas adjacent to the Library premises. The Library is responsible for all maintenance, improvements, and repairs of the leased premises. For more information, see the Lease between the City of Shaker Heights and the Shaker Heights Public Library in the addenda.

The Bertram Woods Branch Library building and adjacent property is owned by the Library and the Library is responsible for all maintenance, improvements, and repairs of the facility.

*Approved by the Shaker Heights Public Library Board of Trustees May 11, 2010*

# **Shaker Heights Public Library**

## **Disposal of Surplus Material and Equipment**

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It is the policy of Shaker Heights Public Library to sell or dispose of library material, furniture and equipment that are no longer functional or useful. The Fiscal Officer will be responsible for the sale or disposal of such items in the most cost effective and efficient manner. The Library Director, Department Managers, or designated staff members will be responsible for reporting to the Fiscal Officer any items needing to be disposed of and for filling out the appropriate forms.

When an item no longer has value to the Library, it will be removed from inventory and handled as follows:

1. Books and other material, no longer deemed appropriate for the collection, will be donated to the Friends of the Shaker Library for disposal through their regular book sales or online sales opportunities.
2. Computer equipment no longer of use to the Library may be donated directly to a school district for use in their educational programs or to non-profit charitable organizations that repurpose computer equipment. Right of first refusal is given to local schools. Computer equipment may be sold to a technology recycling company or processed by a technology equipment disposal firm if school districts and non-profit charitable organizations do not accept donations.\*
3. Furniture and other equipment no longer of use to the Library may be donated by the Library to a non-profit, charitable organization.\*
4. Items not covered by the above will be sold through auction (including on-line auction) or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. The notification will advise potential buyers that items will be sold as is and must be removed at the buyer's expense by a specified deadline. Shaker residents and agencies will have first priority. Prior to such sale, the Fiscal Officer will prepare a list of those items to be included in the sale for approval by the Board of Trustees.\*
5. If an item is determined by the Fiscal Officer to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.
6. The Fiscal Officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.
7. In an instance where an item of surplus inventory is determined by the Director or Fiscal Officer to have unusual, historic or artistic value such items may be referred to the Board for determination of value which determination may include the services of a professional appraiser or outside expert opinion.

\*The Department Manager who declares an item to be surplus, the Director, Fiscal Officer, Deputy Director, members of the Board of Trustees and immediate family members of the above, are not permitted to purchase or otherwise acquire that item(s) unless the item(s) have been offered in a public sale and did not sell.

*Approved by the Shaker Heights Public Library Board of Trustees, June 9, 2003; May 11, 2010*