

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, December 14, 2010

Attendance

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

Members Absent:

Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer

Others: Evelyn Krent, League of Women Voters Representative

Dr. Whyte called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:42 p.m. in the Main Library Boardroom.

Approval of Minutes

Dr. Whyte asked for a motion to approve the November 9, 2010 regular meeting minutes.

2010-98 Mr. McGovern moved and Ms. Allen seconded the motion to approve the November 9, 2010 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Annual Performance Reviews for Director and Business Manager/Fiscal Officer

Dr. Whyte reviewed the annual evaluation process for the Director and Fiscal Officer. She said that Board members received the Director and Fiscal Officer self-evaluations and individual Trustee reviews for each position at the October Board meeting. She said Board Officers met individually with the Director and Fiscal Officer prior to this meeting to review their respective Board evaluation and both were commended for their outstanding service. Dr. Whyte said a short Executive Session would be held later in the meeting to discuss their compensation.

B. Reappointment of Mr. Ken McGovern

Dr. Whyte reported the Library received notice from the Schools that Mr. McGovern was reappointed to serve another seven-year term on the Library Board of Trustees starting April 1, 2011. Dr. Whyte as well as other Board members thanked Mr. McGovern for his prior service and interest in serving another term.

C. Nominating Committee

Dr. Whyte said the Board has traditionally established a Nominating Committee to recommend officers at the January Organizational meeting. She said Ms. Allen agreed to chair the Nominating Committee and provided the slate of 2011 officers based on her discussions with Board members:

Ms. Shatten – President
Mr. Anderson – Vice President
Mr. Miller - Secretary

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$5,088,684.92 (\$5,440,821.05 – 2009), which is \$352,136.13 or approximately 6% lower than 2009 revenue.
- Mr. Piskac reported year-to-date PLF receipts were \$100,985.36 less than 2009. Mr. Piskac said Mr. Dickinson would be covering PLF activity under his agenda.
- He reported year-to-date Real Estate Property Tax was \$166,991.34 higher than estimated. He said the \$65,000 2010 month-to-date revenue includes \$26,000 for DTAN and \$39,000 for real property advance #1. He also said the second half HERB payment was received in November and the year-to-date Intergovernmental revenue is \$37,384.22 less than 2009.
- He said the year-to-date Refunds and Reimbursements line item is higher than 2009 due to more grant reimbursements under the MyCom grant, Community Gardening grant, and the Gates grant.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$4,384,002.96 (\$4,934,645.69 – 2009), which is \$550,642.63 less than 2009. He said \$110,000 of the amount was related to the three-pay month of January in 2009 and the rest of the breakdown is consistent with prior Board presentations. The month-to-date Salaries expenditure line item was \$17,223.20 less than 2009.
- He reported related payroll Retirement Benefits were \$35,370.06 less due to the lower salary and wage expenditures.
- He said the Library health insurance was approximately \$63,731.39 less than last year due to changes in the HRA coverage and premium reductions.
- He reported overall supply expenditures were less than last year.
- He reported overall month-to-date expenditure activity was within budget.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$450,640.98 were \$76,074.63 more than month-to-date withdrawals of \$374,566.35. He also reported the year-to-date deposits of \$5,088,684.92 were \$704,681.96 greater than year-to-date withdrawals of \$4,384,002.96. He said the \$1,527,999.53 ending cash balance would decrease significantly for the month of December due to a three-pay month and no real estate receipts.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,471,766.12, \$394,691.37 in encumbrances, and an unencumbered balance of \$1,077,074.75. Mr. Piskac also reported the unexpended balance for all funds was \$1,527,999.53, \$425,240.71 in encumbrances, and \$1,102,758.82 in unencumbered funds. Mr. Piskac said Fund 212 has a negative balance due to recent expenditures under the new MyCom grant and is recommending an advance from the General Fund later in his agenda to cover future expenditures until grant reimbursements are received.

Investment Report

Mr. Piskac reported the November 2010 investment balance was \$814,386.07 and the Star Ohio interest rate decreased to 0.14% from 0.15% in October. He noted the Library's commercial bank account also had \$713,209.46 to offset any monthly banking fees.

YTD General Fund Summary and 4th Quarter Projection (Updated for November)

Mr. Piskac reviewed November financial activity to the 4th Quarter projection and highlighted the following.

Revenue – Overall revenue for the month was \$37,831 more than the revised estimate, which includes the timing difference of the HERB receipt. Part of the \$37,831 difference includes the \$26,000 DTAN receipt, which was not included in the projection.

Expenditure – Overall expenditures were \$23,325 less than estimated. He noted the Other line item was approximately \$23,000 less than estimate.

Overall net operating revenue was \$81,941 more than the revised revenue estimate. He said the Library was in line with estimates and anticipates a \$300,000 operating surplus, which will increase the General Fund to approximately \$1 million.

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

2010-99 Dr. Hutt moved and Mr. McGovern seconded the motion to accept the November 30, 2010 financial statements and report.

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

Nays: None. Motion carried.

B. 2011 Temporary Appropriation

Mr. Piskac reviewed the 2011 temporary appropriation and reported the total General Fund temporary appropriation was \$2,219,993.58 and the total Special Revenue funds temporary appropriations were \$71,891.34. The total temporary appropriation amount is \$2,291,884.92. Mr. Piskac said he would present the final appropriation budget by the March Board meeting.

Mr. Piskac recommended the Board of Trustees approve the \$2,291,884.92 temporary appropriation as submitted.

2010-100 Ms. Allen moved and Ms. Shatten seconded the motion to approve the \$2,291,884.92 temporary appropriation as submitted.

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

Nays: None. Motion carried.

C. 2010 Final Appropriation

Mr. Piskac reviewed the 2010 final appropriation and reported the General Fund appropriation was \$5,123,541.46 and Special Revenue funds were \$309,082.88. The combined final appropriation amount is \$5,432,624.34, which is less than the total amount of estimated resources. Mr. Piskac reported the General Fund appropriation was the same amount for 2010 since the final appropriation was approved in March.

Mr. Piskac recommended the Board of Trustees approve the \$5,432,624.34 final appropriation as submitted and authorize him to make appropriation modifications as needed for December. He said that he would report any appropriation modifications at the January meeting for approval.

2010-101 Dr. Hutt moved and Ms. Allen seconded the motion to approve the \$5,432,624.34 final appropriation as submitted and authorize him to make appropriation modifications as needed for December.

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

Nays: None. Motion carried.

D. 2011 Revised Salary Schedule

Mr. Piskac reported the Library salary schedule was revised to reflect the increase in the minimum wage to \$7.40, which takes effect January 2011. He said the minimum wage increase was approximately 1% and affects the minimum pay ranges of pay levels 101 and 102 directly. Mr. Piskac said the 1% increase was applied to the minimum pay range for each pay level to maintain uniformity in the salary schedule. He also said the midpoint for each pay level was recalculated as a result of the 1% increase in the pay range minimum.

Mr. Piskac recommended the Board of Trustees approve the 2011 revised salary schedule and to use the 2011 salary schedule for the 1.5% midpoint pay raise effective with the January 28, 2011 pay date.

2010-102 Ms. Shatten moved and Mr. McGovern seconded the motion to approve the 2011 revised salary schedule and to use the 2011 salary schedule for the 1.5% midpoint pay raise effective with the January 28, 2011 pay date.

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

Nays: None. Motion carried.

E. MOBILE Cell Phone Act of 2009 Update

Mr. Piskac said the Library is no longer required to distinguish personal and business phone calls on Library provided cell phones to employees. He said the Business Office would still send the cell phone bill to supervisors to review and approve staff cell phone usage before paying the invoice.

F. MyCom Advance

Mr. Piskac reported that Fund 212 – MyCom had a negative balance due to Library incurred expenses that were not reimbursed yet from Starting Point. He said Starting Point is about 90 days in arrears for reimbursements. Dr. Whyte asked Mr. Piskac if the delay was due to late Library filings for reimbursement. Mr. Piskac said the reimbursement report is filed timely and commented that there is a 30-day delay in reporting because the Library is reporting the prior month activity in the current month. Mr. Dickinson commented that there are two reports filed, the financial and the activity report, which is completed by the Children’s Services Manager. Mr. Dickinson also said that he usually hand delivers the reports. Mr. Piskac said a \$20,000 advance from the General Fund is necessary to ensure a positive year-end fund balance. He said the advance would be returned to the General Fund next year once all expenditures were reimbursed by Starting Point, which would be around mid-summer.

Mr. Piskac recommended the Board of Trustees approve an advance of \$20,000 from the General Fund to Fund 212 – MyCom, which will be returned during 2011.

2010-103 Mr. Anderson moved and Ms. Allen seconded the motion to approve an advance of \$20,000 from the General Fund to Fund 212 – MyCom, which will be returned during 2011.

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

Nays: None. Motion carried.

Director’s Report

A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.
- He said the Shaker Heights Middle School Library was honored as the 2010 best school library in Ohio by the new President of the American Association of School Libraries.
- On November 23, the Main Library hosted area CLEVNET libraries for a demo presentation on self-checkout equipment by Tech Logic. He said the Library was interested in starting out with 5 public and 1 staff self-checkout workstations for the Main Library and was obtaining a quote from Tech Logic as well as other self-checkout vendors.
- Mr. Dickinson reported that a new start up company, Dynamic Media Partners installed flat screens at Main and Bertram Woods circulation desks to provide public messages. He said the Library was not charged for the equipment or maintenance and would receive a 2% commission from advertising fees. He also said the Library regulates the information that is shown on the screens.
- He said a crane was at the Main Library earlier this month to perform some repairs to the chimney and to remove Verizon cellular phone antennas.

- On Friday, December 17, the Library will hold an All Staff Meeting from 8:30 am to 9:30 am in meeting rooms E and F. The Library will open at 10 am.
- The Annual Friends Appreciation Luncheon was held Thursday, December 2 at Main Library.
- He wrote a letter to the National Passport Center petitioning the Main Library as a Passport Acceptance Center. Mr. Dickinson said that he spoke with the Director of the Medina County Public Library about their success as a Passport Acceptor Center and he said their Library earned approximately \$1,600 in gross receipts during their first month of offering the service from an initial investment of \$2,000 to \$3,000.
- He reported the Library received notice from OPLIN that the \$4,500 filtering grant was approved. The grant money will be used to purchase a server and filtering software for the new computers purchased with the Connect Ohio and the CEO grant funds.
- Mr. Dickinson showed a short slide show on the progress of the Main Library renovation project. He said a major challenge at this time is addressing the seepage of water in some areas of the renovation. The architect and contractor are currently evaluating the situation and will provide solutions to remedy the problem, which may defer renovation plans on the first floor in order to use available funding for exterior repairs.

B. PLF Funding Review

Mr. Dickinson reported the overall 2010 PLF was approximately 6% below estimates. He said December PLF was 9.8% higher than current month estimates and 10.7% higher than actual December 2009. He reported that OLC is projecting the first six months of 2011 to be relatively flat with no reliable projection for the second half of 2011.

C. Technology Plan

Mr. Dickinson reviewed the Library Technology Plan for January 2011 to December 2013. The Technology Plan includes adding barcode scanners to all adult and children's staff workstations, upgrading all public computers to newer versions of Microsoft Office and ensuring that they have all the same software including Word, Excel, and PowerPoint. Mr. Dickinson said the Technology Plan includes reviewing the training lab hours to ensure that computer classes are held at convenient times for our customers. Other Technology Plan items include increasing the number of self-service features to the public such as the number of express computers in Adult Services and updating the public catalog computers. Mr. Dickinson said funding will determine how much of the Technology Plan will be implemented by the Library. He recommended the Board of Trustees approve the 2011-2013 Technology Plan as submitted.

2010-104 Ms. Shatten moved and Mr. McGovern seconded the motion to approve the 2011 to 2013 Technology Plan as submitted.

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

D. Outreach Services and Interagency Relationships Policy, 1st Review

Mr. Dickinson asked Ms. Switzer to review this policy. Ms. Switzer said the Outreach Services and Interagency Relationships policy is newly written but is also a summary of what the Library is already doing. Ms. Switzer reviewed the various services the Library provides to various Outreach customers. She said the Interagency Relationships policy includes the Friends of the Shaker Library and the Library's Endowment Fund with the Cleveland Foundation. Ms. Switzer asked if there were any questions. Dr. Hutt asked how long is the extended loan period. Ms. Switzer said it depends on the needs of the customer, but the Library would do its best to accommodate a customer's needs.

Mr. Dickinson asked Board members to review the proposed policies so they can be recommended for approval at the January meeting.

E. Customer Conduct and Library Security Policies, 2nd Review

Mr. Dickinson said the Customer Conduct and Library Security Policies were distributed at the October Board meeting and reviewed at the November meeting. Ms. Switzer briefly reviewed the highlights of the policies and asked if there were any questions or clarifications. Hearing none, Mr. Dickinson recommended the Board of Trustees approve them as submitted.

2010-105 Dr. Hutt moved and Ms. Shatten seconded the motion to approve the Customer Conduct and Library Security Policies as submitted.

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

Nays: None. Motion carried.

F. Resolution of Commendation for Nila Haky

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Nila Haky for fifteen years of service with the library.

2010-106 Mr. McGovern moved and Mr. Miller seconded the motion to approve the Resolution of Commendation for Mrs. Nila Haky for fifteen years of service with the library.

G. Date Change for 2011 Fall Staff Day

Mr. Dickinson recommended that the Board of Trustees change the date for the 2011 Fall Staff Day from September 23 to September 16 due to schedule conflicts.

2010-107 Mr. Miller moved and Ms. Allen seconded the motion to approve the date change for the 2011 Fall Staff Day from September 23 to September 16.

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

Nays: None. Motion carried.

H. Leave of Absence Request

Mr. Dickinson said he received a leave of absence request from Ms. Joyce Mixson starting December 15, 2010 to January 31, 2011. Since the request is for 30 days or more, the Board of Trustees is required to approve the request. He said the leave would be unpaid and Ms. Mixson is expected to return to work after January 31, 2011. Mr. Dickinson recommended the Board of Trustees approve her request.

2010-108 Ms. Shatten moved and Dr. Hutt seconded the motion to approve the unpaid leave of absence from December 15, 2010 to January 31, 2011 for Ms. Joyce Mixson.

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

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 Irving Gellert \$25.00

In memory of Molly Wood \$25.00

2010-109 Dr. Hutt moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Cynthia Maxey, Adult Services Manager, Level 113, Full-time, hired effective November 15, 2010

Announcements

Dr. Hutt, as well as other Board members, commended Dr. Whyte for her leadership and service to the community as Library Trustee President.

Community Comments

None

Executive Session

Dr. Whyte requested a motion to enter executive session to discuss compensation for the Director and Fiscal Officer. She said Board action may or may not be taken afterwards.

2010-110 Ms. Shatten moved and Mr. Anderson seconded the motion to enter executive session to discuss personnel compensation for the Director and Fiscal Officer.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:55 p.m.

Trustees returned to regular session at 7:58 p.m.

Dr. Whyte asked for a motion to approve a 1.5% salary increase for the Director, Mr. Luren Dickinson and Fiscal Officer, Mr. David Piskac for calendar year 2011.

2010-111 Mr. Miller moved and Mr. McGovern seconded the motion to approve a 1.5% salary increase for the Director, Mr. Luren Dickinson and Fiscal Officer, David Piskac for calendar year 2011.

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

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Dr. Hutt moved and Ms. Allen seconded the motion to adjourn the regular board meeting at 8:03 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, January 18, 2011 at 6:30 p.m. in the Main Library Boardroom.

Dr. Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary