

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, June 13, 2011

Attendance

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

Members Absent:

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

Others: Evelyn Krent, League of Women Voters Representative

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:30 p.m. in the Bertram Woods Dietz Community Room.

Approval of Minutes

Ms. Shatten asked for a motion to approve the May 9, 2011 regular meeting minutes. Mr. Anderson requested the minutes be amended to reflect that Ms. Allen and Mr. McGovern are the ad hoc committee members for the Strategic Plan and that Mr. Miller and he are the ad hoc Finance Committee members.

2011-52 Mr. Anderson moved and Mr. McGovern seconded the motion to approve the May 9, 2011 regular meeting minutes with amendments.

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. Memorial Day Parade

Ms. Shatten said the Memorial Day Parade observers were high-spirited in their responses to the Library book cart brigade. She received a number of positive comments after the parade from several community members regarding the Library. Ms. Shatten thanked staff for their participation in the parade.

B. Strategic Plan Committee Report

Ms. Shatten asked trustees for feedback from the Board retreat on the strategic planning process. Mr. Anderson mentioned that Mr. Miller's prepared comments from the May Board meeting provide several encouraging components for the next strategic plan. Mr. Anderson also suggested the Library speak with directors of similar sized libraries to see how they are handling their planning process. Mr. Dickinson said Cleveland Heights–University Heights, Lorain County, Clermont County, and Medina County Public Libraries developed staff driven strategic plans. Ms. Shatten

said the process followed in the last strategic process would be problematic due to on-going changes to Library funding, public perception of libraries and managing the planning data over time. Ms. Shatten also agreed with Mr. Miller's comment about having a shorter strategic plan in terms of years to revisit the external environmental changes. Ms. Shatten asked Ms. Allen to coordinate phone interviews with Mr. Anderson, Mr. Dickinson and Ms. Switzer with the four libraries that Mr. Dickinson mentioned to learn about how they did their strategic plans.

Staff Presentation – Cindy Maxey, Adult Services Manager

Mr. Dickinson introduced Ms. Maxey to the Board. Ms. Maxey said that she was an Adult Services Librarian at Avon Lake Public Library prior to Shaker Heights Public Library. Since starting in November, her transition to the Library was made easier by the great staff. Ms. Maxey said her staff is currently working on the Connect Ohio computer training, which provides classes for new computer users on how to use a computer, email, and Internet applications. Mr. McGovern asked what is the general age range of enrollees for a computer class. Ms. Maxey said approximately 60-70% of enrollees are older adults. Ms. Maxey also said that she is glad the Library is purchasing new computers and software for the public. She explained several other departmental activities such as the Summer Reading Program, Meet the Author program, helping job seekers, social media such as Facebook and Twitter, and the Next Reads software, which provides email notifications for new books. Ms. Maxey said she was looking forward to moving into her new office on the second floor.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the May 2011 revenue and expenditure financial statements and reported the following:

Revenue Summary

- Year-to-date revenue was \$2,577,041.16 before fund advances and transfers, which is \$35,635.49 higher than 2010 revenue after factoring out the April HERB receipt of \$222,144.34.
- Year-to-date PLF receipts were \$45,069.62 more than 2010. Mr. Dickinson reviewed the State distributions for May and reported the actual PLF was 15% higher and the year-to-date distributions were 6% higher than 2010. He also reported the June distribution was 11.4% higher and the year-to-date distributions were 4.9% higher than 2010. Mr. Piskac reported May Library receipts were 11.3% higher than May 2010 and the year-to-date receipts were 7.57% higher than 2010. He said the differences in percentages are due to the reporting of statewide distribution statistics reported by Mr. Dickinson and the local receipts actually received that he reported. Mr. Piskac said that due to the share of the excess tax equalization formula used by the State to achieve per capita equality, Shaker Heights Public Library may receive percentages different than reported by the Ohio Library Council.
- May year-to-date Real Estate Property Tax collections were \$44,536.18 lower than 2010 year-to-date collections. He still anticipates annual receipts to reach \$3M.
- The Library received its \$222,144.34 HERB payment from the State a month earlier than last year.
- Year-to-date Fines and Fees were approximately \$6,000 less than 2010 and noted the revenue gap is the same as April.
- Interest on Investments is still very low due to lower interest rates.

- The cell tower line item is zero due to negotiations with Sprint to continue the cell tower lease after the vacancy by Verizon. He said by the end of summer a new agreement with Sprint should be completed and retro payments along with a new lease will be in place.
- The current month Refunds and Reimbursements line item is higher than 2010 due to higher grant reimbursement activity.

Expenditure Summary

- Year-to-date expenditures were \$1,978,049.42 before advances and transfers, which is \$117,174.25 less than 2010. Mr. Piskac reviewed a General Fund spending analysis reconciliation, which removed the effects of early retirement incentives, vacation and sick payouts, renovation note and capital expenditures, and noted the Library spent \$35,764.87 less this year in comparison to 2010. He also reviewed the same spending analysis for all funds and noted the Library spent \$25,741.89 less this year in comparison to 2010.
- The May salary expense was \$4,669.18 less and the year-to-date expense was \$7,229.83 less than 2010.
- The Library material expenditures were \$55,712.18 higher than 2010 but still within budgetary amounts.
- Overall expenditures were in line with budgetary estimates.

Bank Reports

Month-to-date deposits of \$428,127.05 were \$62,229.16 higher than month-to-date withdrawals of \$364,897.89. Mr. Piskac also reported the year-to-date deposits of \$2,577,041.16 were \$598,991.74 greater than year-to-date withdrawals of \$1,978,049.42. He said the ending cash balance was \$1,777,699.22, which will decline in June and increase in July when the Library receives the second half real estate advances.

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

The General Fund had an unexpended balance of \$1,673,020.92, \$1,076,090.02 in encumbrances, and an unencumbered balance of \$596,930.90. Mr. Piskac also reported the unexpended balance for all funds was \$1,777,699.22, \$1,114,392.32 in encumbrances, and \$663,306.90 in unencumbered funds.

Investment Report

The May 2011 investment balance was \$951,730.71 and the Star Ohio interest rate decreased from 0.08% in April to 0.05% in May.

Mr. Piskac recommended the Board of Trustees approve the May 31, 2011 financial statements as submitted.

2011-53 Dr. Hutt moved and Mr. Anderson seconded the motion to approve the May 31, 2011 financial statements.

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

Nays: None. Motion carried.

B. Return of Fund 212 Advance

Mr. Piskac requested authorization to return the \$20,000 advance to Fund 212 from Fund 101 when the Library receives all reimbursements from Starting Point. He said the Library should receive all reimbursements during the summer months.

2011-54 Dr. Whyte moved and Mr. Anderson seconded the motion to authorize the Fiscal Officer to return the \$20,000 advance from Fund 212 to Fund 101 when all reimbursements are received from Starting Point.

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

Nays: None. Motion carried.

C. Authorization for Main Library HVAC Actuators

Mr. Piskac requested authorization to obtain quotes to replace the HVAC actuators in the basement of Main Library. He reported many of the actuators do not work and some have to be manually adjusted to control the airflow. Mr. Piskac said the Library is recommending an upgrade to a computer-controlled system so Maintenance personnel will be able to regulate temperature and airflow. He said the estimated cost is \$30,000 to \$35,000. An HVAC engineer will be involved to provide professional services to the project.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

2011-55 Mr. McGovern moved and Mr. Miller seconded the motion to authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

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

Nays: None. Motion carried.

D. Authorization for Main Library Cupola Repairs

Mr. Piskac requested authorization to obtain quotes to repair the cupola at Main Library. He said the cupola is currently missing a large piece of copper flashing and leaks during rainstorms. He said the total cost is currently unknown due to the height and extent of repairs. He said the City requires we use similar material for the repairs.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

2011-56 Ms Allen moved and Dr. Whyte seconded the motion to authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

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

Nays: None. Motion carried.

E. Authorization for Main Library Repainting Handicap Railing

Mr. Piskac requested authorization to obtain quotes to repaint the handicap railing in front of Main Library. He said the rust and corrosion on the railing will require extensive labor to prepare the underlying metal for repainting. He also recommended authorization to remove all corrosion and rust from the posts in the concrete and seal them to prevent future decay.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

2011-57 Ms. Allen moved and Mr. Miller seconded the motion to authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

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

Nays: None. Motion carried.

F. Authorization for Main Library Front Step Repairs

Mr. Piskac requested authorization to obtain quotes to repair or replace the damaged cement steps in front of Main Library. Currently, a portion of the front steps is blocked off due to their hazardous condition. He said either individual steps or the entire section of might have to be removed to repair them.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

2011-58 Mr. McGovern moved and Dr. Whyte seconded the motion to authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

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

Nays: None. Motion carried.

G. Create Fund 219 – Ruth Levenson Fund for Children

Mr. Piskac said the Library recently received \$2,500 each from Alice Levenson and her sister, Linda Seidman to establish the Ruth Levenson Fund for Children in memory of their mother. The donors stipulated the fund is for the purchase of books for children 10 and under, and the Library is permitted to spend an initial \$1,000 and all earned interest thereafter.

Mr. Piskac recommended the Board of Trustees approve the creation of Fund 219 to account for donations received for the Ruth Levenson Fund for Children.

2011-59 Ms. Allen moved and Mr. Anderson seconded the motion to approve the creation of Fund 219 to account for the new Ruth Levenson Fund for Children.

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 brief summary of meetings he attended.

B. Collection Development, Circulation and Reference Policies, 1st Review

Mr. Dickinson said the Collection Development, Circulation and Reference Policies are included in the Board packet. Ms. Switzer reviewed the recommended changes such as removal of Cliff Notes from the Teen Collection policy, and the additional language regarding lost or damaged items in the circulation policy. After reviewing the recommended revisions, Ms. Switzer asked if there were any questions. Since the changes were minor, Dr. Hutt recommended the policy revisions be approved immediately. Hearing no objections, Mr. Dickinson recommended the Board of Trustees approve the policies as submitted.

2011-60 Dr. Hutt moved and Mr. Miller seconded the motion to approve the revisions to the Collection Development, Circulation and Reference Policies as submitted.

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

Nays: None. Motion carried.

C. Server Upgrades and Consultant Fee

Mr. Dickinson reported the Library is working with Cleveland Public Library Automation staff to upgrade the current computer network to Windows 7 and the new computer network in the renovated area to integrate with the CLEVNET network. He said a consultant is needed to engineer a network plan for the Library and to recommend computer equipment. He recommended NEOThink, LLC as the consulting firm for \$11,400. In addition, he said approximately \$11,500 is needed for computer servers and \$650 for a server cabinet. Mr. Dickinson said the consultant and computer servers would be paid from the Library bond and the majority of the server cabinet would be paid by the OPLIN filtering grant.

Mr. Dickinson recommended the Board of Trustees approve the NEOThink, LLC, and related computer server and equipment estimates up to \$24,000 as submitted.

2011-61 Ms. Allen moved and Mr. Anderson seconded the motion to approve the NEOThink, LLC consulting agreement, computer servers and server cabinet up to \$24,000 as submitted.

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

Nays: None. Motion carried.

D. Renovation and Construction Update

Mr. Dickinson reported the tuck-pointing and related brickwork is under way on the south and western portion of Main Library. He said the architect was discussing the two caulk options of 5 vs. 20 year warranty. A portion of the repairs to the upper stone band on the south side of the Library has been completed and Mr. Dickinson said that he was going to obtain a quote for repairs to the lower stone band so the front of the building looks uniform. He said the adult services manager's desk is going to be moved to the new computer center and a new desk is being ordered to fit the manager's new office. Once the occupancy permit is issued staff will move items to the new storage area. He also said the CEO grant office will be underway once the water entry issues are resolved.

E. Eliminate September 29 and November 11 Furlough Days

Due to better than expected library funding during 2011, Mr. Dickinson recommended the Board of Trustees eliminate the September 29 and November 11 furlough days.

2011-62 Dr. Whyte moved and Ms. Allen seconded the motion to approve the elimination of September 29 and November 11 as furlough days.

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

Nays: None. Motion carried.

F. Grant News

- Mr. Dickinson reported there is no MyCom summer grant available and we may have to wait until fall for new funding.
- He said the Shaker Heights Historical Society recently received a \$14,000 grant to digitize Shaker historic building information so mobile devices can provide it remotely to users, such as through self-guided tours, etc. The Library is working with the Historical Society on this project.
- The CEO grant is delayed due to the renovation. Mrs. Simon and Mr. Piskac will speak with the State Library tomorrow to apprise them of the delays and adjust the grant timeline.

G. Resolutions of Commendation for Richard Johnson, Susan Scheps, and Margaret Simon

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mr. Richard Johnson for twenty years of service with the library, Mrs. Susan Scheps for twenty-nine years of service with the library, and Mrs. Margaret Simon for twenty-five years of service with the library.

2011-63 Ms. Allen moved and Mr. Miller seconded the motion to approve the Resolutions of Commendation for Mr. Richard Johnson, Mrs. Susan Scheps, and Mrs. Margaret Simon for their years of service with the library.

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

Restricted Contribution-Business (101-6120)		
Heinen's		
Gift Card for Ice Cream Social		\$100.00
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Wanita Goad		\$25.00
In honor of Robin Morris		\$25.00
In memory of Mary Rogers		\$50.00
In memory of Elsie Thompson		\$25.00
Randy Kammer and Jeff Wollitz		
In memory of Mary Jean Holton		\$25.00
Frances Belman Fund (210-6110)		
Barbara and Morris Winicki and Marsha and Ira Moses		
In honor of Marilyn and Michael Gardner		\$100.00
Ruth Levenson Fund for Children (219-6110)		
In memory of Ruth Levenson		
Alice Levenson		\$2,500.00
Linda Seidman		\$2,500.00
Madeline and Dennis Block		
Donated two framed and numbered prints by Craig Petersen		
<u>2011-64</u>	Mr. Anderson 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)

Richard Johnson, Custodian, retired effective May 20, 2011

Community Comments

None

Announcements

None

Executive Session

Ms. Shatten requested a motion to enter executive session to discuss items of personnel. She said no Board action will be taken.

2011-65 Dr. Whyte 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. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Enter executive session - 8:11 p.m.

2011-66 Mr. Miller moved and Mr. McGovern seconded the motion to return to regular session.

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

Nays: None. Motion carried.

Return to regular session – 8:18 p.m.

Adjournment

Ms. Allen moved and Mr. Miller seconded and Board members unanimously agreed to adjourn the regular meeting at 8:18 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, September 12, 2011 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary