

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, October 11, 2011

Attendance

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

Members Absent:

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

Balanced Scorecard Team – Ms. Donna Bailey, Ms. MeShelle Barclay, Ms. Cindy Maxey, Ms. Susan Schoch, Mrs. Virginia Schoelch, Mrs. Lynda Thomas

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 6:35 p.m. in the Main Library CEO.

Approval of Minutes

Ms. Shatten asked for a motion to approve the September 12, 2011 regular meeting minutes.

Mr. Dickinson noted a misspelling in the last name of the practicum student. He said the correct spelling is “Dickson”.

2011-74 Mr. Miller moved and Ms. Allen seconded the motion to approve the September 12, 2011 regular meeting minutes with correction.

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

Nays: None. Motion carried.

Presidents Report

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

Ms. Shatten said it was time for the annual reviews for the Director and Business Manager/ Fiscal Officer. Ms. Shatten said the annual performance self-review packets were distributed this evening. She said each Trustee has to complete the Trustee review for both positions by the November meeting. Ms. Shatten said the Board would review each Trustee evaluation and then complete a final evaluation for both positions.

Fiscal Officer’s Report

A. Financial Statements

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

Revenue Summary

- Mr. Piskac reported the September PLF receipt was \$99,805.60, which is \$7,171.24 (7%) lower than September 2010. He said the 2011 September PLF distribution was anticipated to be lower than last year based on the State Biennium budget and the remaining 2011 disbursements would be also lower than 2010. He reported year-to-date PLF receipts were \$65,509.86 more than 2010, which was also anticipated.
- The Library is still waiting for the Real Estate Final Settlement disbursement.
- The Library is not going to receive any more Public Utility Reimbursements or CAT revenue from the State due to recent legislation. He said last year the Library received \$13,810.43 in Public Utility Reimbursement as noted in the last year month-to-date column.
- He said the current month Refunds and Reimbursements line item is higher than 2010 due to higher grant reimbursement activity.
- Mr. Piskac reported year-to-date revenue was \$4,415,412.38 before fund advances and transfers, which is \$76,974.51 less than 2010 revenue. He estimates net 2011 revenue to be approximately the same amount as 2010 revenue.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$3,492,789.91 before advances and transfers, which is \$143,265.82 less than 2010.
- Year-to-date salary expense was only \$3,635.14 higher than 2010.
- Due to timing differences, the Library health insurance and dental invoice were paid in early October so no expense is shown for September.
- He commented the smaller 2011 final renovation note payment \$35,000 is material to the operating expenditure variance explanation when comparing to 2010.
- He said the capital outlay for furniture and equipment will increase during October due to payment for CEO grant items.
- Overall expenditures were in line with budgetary estimates.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$113,223.91 were \$188,254.82 lower than month-to-date withdrawals of \$301,478.73. He also reported the year-to-date deposits of \$4,415,412.38 were \$922,622.47 greater than year-to-date withdrawals of \$3,492,789.91. He said the ending cash balance was \$2,101,329.95, which is higher than the beginning of the year balance due to July and August real estate advances.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,990,132.59, \$712,993.19 in encumbrances, and an unencumbered balance of \$1,277,139.40. Mr. Piskac also reported the unexpended balance for all funds was \$2,101,329.95, \$781,864.80 in encumbrances, and \$1,319,465.15 in unencumbered funds.

He also commented the ending balance for Fund 212 – MyCom was completely reimbursed and the 2010 advance from the General Fund for \$20,000 could be returned. Mr. Piskac also said the Connect Ohio ECO grant – Fund 216 did not show any revenue for the month due to a software

change for recording attendance. He anticipates the Library to start receiving reimbursements during October.

Investment Report

Mr. Piskac reported the September 2011 investment balance was \$1,704,111.66 and the Star Ohio interest rate remained the same from August at 0.04%.

Mr. Piskac recommended the Board of Trustees approve the September 30, 2011 financial statements as submitted and approve the \$20,000 return of advance from Fund 212 - MyCom to Fund 101 – General Fund.

2011-75 Dr. Whyte moved and Mr. Anderson seconded the motion to approve the September 30, 2011 financial statements as submitted and to approve the \$20,000 return of advance from Fund 212 – MyCom to Fund 101 – General Fund.

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

Nays: None. Motion carried.

B. Closure of Star Ohio Building Fund Account

Mr. Piskac said the Library has paid off the Main Library renovation note and no longer needs the Star Ohio Building Fund account to hold the cell tower rent payments. He said the account has a zero balance and will not be used in the future.

Mr. Piskac recommended the Board of Trustees approve closing the Star Ohio Building Fund account.

2011-76 Dr. Hutt moved and Dr. Whyte seconded the motion to approve the closure of the Star Ohio Building Fund account.

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

Nays: None. Motion carried.

C. Creation of Craigslist Account to Auction Surplus Library Items

Mr. Piskac recommended the Board of Trustees authorize him to create a Craigslist account to auction surplus Library items. He said the auctioned items would be local and the buyer would have to pick the item(s) up from the Library. Mr. Miller asked for an estimated dollar value for all surplus items. Mr. Piskac said the Library has about \$500-1,500 of surplus items available for sale.

Mr. Piskac recommended the Board of Trustees authorize him to create a Craigslist account to auction surplus Library items as needed.

2011-77 Mr. McGovern moved and Ms. Allen seconded the motion to authorize the Fiscal Officer to create a Craigslist account to auction surplus Library items.

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

Nays: None. Motion carried.

D. Erate Funding Update

Mr. Piskac reported the Library will receive approximately \$5,492 in Erate reimbursements in October for funding year July 1, 2010 to June 30, 2011 telecommunication services.

E. 2009-2010 Audit Update

Mr. Piskac reported the State Auditors were completing their fieldwork for the Library's 2009-2010 biennium audit. Mr. Miller asked the cost of the audit and he said it would cost \$7,500. At this time, Mr. Piskac said the auditors did not make any formal recommendations for improvement and Trustees may be receiving an audit questionnaire either by email or standard mail.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- He discussed the room layout for the CEO and the various services that will be offered. He also said the Career Transition Center (CTC), a separate non-profit entity, will use a small area of the CEO to provide job search services for displaced workers. Ms. Allen asked how the CEO and CTC would be staffed. Mr. Dickinson said the Library would hire a half-time position for the CEO and CTC said they would provide their own staffing for the 37.5 hours per week they are open.
- He said Ms. Shatten addressed staff at Staff Day and reported the Friends of the Library approved their \$40,000 budget, which will support Library programs.
- Mr. Dickinson thanked Trustees that participated in the Constitution Read Aloud held September 21.
- He said the Library Court Apartments is having their ribbon cutting ceremony and open house on Friday, October 21 at 11 a.m.
- He said state senator Nina Turner is hosting a Mobile Town Hall meeting at Main Library on December 6 at 11:30 a.m.

B. Circulation Statistics, Third Quarter

Mr. Dickinson reported overall Library circulation is up by 2% over last year. Non-print items are circulating slightly more than print items. He said quarterly door counts at Bertram Woods were up but down at Main Library. Mr. Dickinson said the Library had a few days of Internet and phone service outages due to the apartment construction, which affected customer service and attendance. He also said the Lee Road roadside construction has deterred customers from using the Main Library.

C. Cuyahoga County Budget Commission Report

Mr. Dickinson said that Mr. Piskac and he attended the Annual County Library Budget Hearing on September 20, 2011 at Euclid Public Library. He said during the presentation portion of the meeting, the Director at Lakewood Public Library highlighted their Library as having the lowest collected millage and the most hours open to the public of any library in the state and suggested the PLF

formula be renegotiated. Mr. Dickinson said there are no proposed changes to the current PLF formula. Mr. Dickinson also reported that Cuyahoga County Public Library highlighted their \$100 million capital renovation program.

D. Personnel Manual, 2nd Review

Mr. Dickinson asked Ms. Switzer to review the recommended employee Personnel Manual changes. Ms. Switzer asked if there were any questions from the last Board meeting. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the recommended Personnel Manual changes as submitted.

2011-78 Ms. Allen moved and Mr. Miller seconded the motion to approve the recommended employee Personnel Manual changes as submitted.

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

Nays: None. Motion carried.

E. Programs, Outreach, Special Services and Technology Policies, 1st Review

Mr. Dickinson asked Ms. Switzer to review the recommended Programs, Outreach, Special Services, and Technology Policies changes. Ms. Switzer said the recommended changes were very minor and many of them clarifications. She reviewed one change to the homebound delivery of library material which was that some high demand materials may not be available for this program. She reviewed a few other proposed changes and asked if there were any questions. Mr. Dickinson asked Board members to review these proposed changes so they can be approved at the November meeting.

F. Resolution of Commendation for Alice Severovich

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Alice Severovich for twenty years of service with the library.

2011-79 Dr. Hutt moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mrs. Alice Severovich for her 20 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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Stetson Kennedy \$25.00

In honor of Shaker Heights High School Class of 1971 \$175.00

Reunion Committee: Candy Godbold, Morry Barron,

Stephanie Ashford, Everett Collier, Alan Berke, Sylvester Moore,

Dave Vuicich, Helen Parries, Ellen Clougherty, Gary Kastner and
Kenneth Murphy

2011-80 Dr. Whyte moved and Mr. Anderson 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.

Community Comments

None

Announcements

None

Director's Report

G. Strategic Planning Committee Report and Discussion

Ms. Shatten welcomed members of the Balanced Scorecard Team and asked Ms. Switzer for an update from the committee. Ms. Switzer said they met with the OrangeBoy consultant to review the survey process for the Library. She said a survey link was published in Shaker Life to receive feedback from the public. Ms. Switzer reported that Ms. Schoch, Ms. Maxey, and Ms. Barclay will conduct the customer observation segment of the survey. Ms. Switzer also reported a Yammer account was set up for communication among group members. Board members discussed various community members as candidates for community stakeholder input. There was a Board breakout work session to review and discuss the Library vision, values, and mission statements.

Adjournment

Ms. Shatten motioned and Board members unanimously approved to adjourn the regular meeting at 8:30 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 14, 2011 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary