

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, February 13, 2012

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 Members – 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 6:34 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the January 9, 2012 organizational meeting minutes.

2012-18 Mr. Anderson moved and Mr. Miller seconded the motion to approve the January 9, 2012 organizational meeting minutes as submitted.

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

Nays: None. Motion carried.

Ms. Shatten asked for a motion to approve the January 9, 2012 regular meeting minutes.

2012-19 Mr. McGovern moved and Dr. Whyte seconded the motion to approve the January 9, 2012 regular meeting minutes as submitted.

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. School Board Discussions Update

Ms. Shatten reported that she spoke with Mrs. Annette Sutherland and Mrs. Jennifer Mearns regarding school and library matters. Ms. Shatten suggested a work session with the School Board to share information about Library operations and financial resources.

B. Trustee Search

Ms. Shatten said Mr. McGovern is working with School Board members Mr. Norman Bliss and Mrs. Jennifer Mearns in reviewing trustee applications. She said there were several strong applicants.

C. Report on Board Bylaws Review

Ms. Shatten asked Dr. Whyte for her report on the Board Bylaws review. Dr. Whyte said that she reviewed the Board Bylaws and does not have any recommendations for the Board's consideration.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the January 2012 monthly revenue and expenditure financial statements and reported the following:

Revenue Summary

- Revenue was \$452,731.06, which is \$283,587.06 less than 2011.
- Significant revenue differences include PLF \$6,169.44, Real Estate Advance \$275,000
- The Library received a \$991,000 Real Estate Advance in February
- Meeting room revenue was \$1,829.90, which is \$788.65 more than 2011.

Expenditure Summary

- Expenditures were \$374,138.71, which is \$27,438.40 more than 2011.
- Significant expense differences include Retirement Benefits \$14,699.69, Insurance – Other includes \$19,592.87 annual Bureau of Workers' Compensation premium. Materials budget was \$8,309.54 higher than 2011.

Bank Reports

- Month-to-date deposits of \$452,731.06 were \$78,592.35 more than month-to-date withdrawals of \$374,138.71. The ending cash balance was \$1,616,256.06.

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

- The General Fund had an unexpended balance of \$1,533,543.11, \$977,843.84 in encumbrances, and an unencumbered balance of \$555,699.27.
- The Connect Ohio Fund 216 received no reimbursements during January and is falling short on billable hours of service to the grant.
- All Library Funds had an unexpended balance of \$1,616,256.06, \$1,011,554.42 in encumbrances, and an unencumbered balance of \$604,701.64.

Investment Report

- The Star Ohio investment balance was \$1,237,784.01 as of January 31 and the interest rate decreased to 0.03% from 0.04% in December. He said PNC Bank's interest rate is now higher so he will move available cash to PNC Bank this month.

Mr. Piskac recommended the Board of Trustees approve the January 31, 2012 financial statements as submitted.

2012-20 Mr. Anderson moved and Ms. Allen seconded the motion to accept the January 31, 2012 financial statements as submitted.

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

Nays: None. Motion carried.

B. Approval of Sprint cell tower lease agreement

Mr. Piskac said that he has worked with Sprint, which was a sub-lessor of Verizon, to negotiate a new contract to continue leasing the cell tower space at Main Library for their equipment. Mr. Piskac said the Sprint contract is basically the same as the Verizon contract without the right to sublease to other cellular phone companies unless a new agreement is negotiated. He said the effective date of the lease is May 2011 and the Library will receive \$1,725 per month with automatic lease increases over time.

2012-21 Dr. Whyte moved and Mr. McGovern seconded the motion to approve the Sprint cell tower agreement as submitted.

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

Nays: None. Motion carried.

C. Business Office change fund balance increase

Mr. Piskac recommended the change fund in the Business Office be increased from \$200 to \$500 for operating needs of the Library. He said the new cash register in the CEO/Computer Center and future registers in Circulation and the Information Desk will require additional startup funds from the Business Office.

2012-22 Mr. McGovern moved and Mr. Miller seconded the motion to approve increasing the change fund from \$200 to \$500 in the Business Office.

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

Nays: None. Motion carried.

D. Authorize Fiscal Officer to obtain bids for VoIP equipment

Mr. Piskac recommended the Board of Trustees authorize him to obtain bids for new VoIP phone equipment for Main and Bertram Woods. He said Cleveland Public Library is providing VoIP phone service to area libraries at no cost. Mr. Piskac estimates the new phones and related equipment to cost approximately \$30,000 and expects a three-year payback by eliminating the current phone maintenance contract. Mr. Dickinson added that phone service between participating libraries is free and CPL will maintain the VoIP system.

2012-23 Mr. Anderson moved and Mr. McGovern seconded the motion to authorize the Fiscal Officer to obtain bids for VoIP equipment for Main and Bertram Woods.

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

Nays: None. Motion carried.

E. Neothink Computer Network Backup Proposal

Mr. Piskac recommended the Board of Trustees approve the \$5,067.97 proposal from Neothink to install a computer network backup system. He said the proposed work will enable the Library to backup all network information every day and store information at both locations. Mr. Piskac said the proposal would be paid from remaining Library bond funds.

2012-24 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the \$5,067.97 proposal from Neothink to install a computer network backup system for the Library from remaining bond funds.

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

Nays: None. Motion carried.

F. Audit Update

Mr. Piskac scheduled a post audit meeting with the State Auditor to review the biennium audit on March 12 at 6:00 p.m. in the Dietz Community Room at Bertram Woods.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- Mrs. Margaret Simon and he are reviewing options for a new Library sign on Chagrin Boulevard.
- The recently installed vending machines on the second floor are very popular with the public, especially teens. He said staff is moving the café tables into the Teen Center during peak hours to provide additional seating.
- An All Staff Meeting will be held on Friday morning, March 9 at Main Library.
- The Library is hosting three local author visits during the month of February. Sara Levine, February 3 at Bertram Woods, Regina Brett, February 9 at Main Library, and Christopher Busta-Peck, February 21 at Bertram Woods.
- The Library had a good turnout for the grand opening of the CEO/CTC on January 25. Ms. Allen and Mr. Anderson attended the open house.
- The Schools is holding its annual *A Night for the Red & White* fundraiser on Saturday, March 10 at Landerhaven.
- There will be 13 Ohio libraries on the March ballot with six of those libraries asking voters for new or additional funding.
- Legislative Day was moved from April 4 to April 18, Ms. Switzer, a Friends Board member and he are planning on attending.

B. Annual Report

Mr. Dickinson reviewed the 2011 annual report (Year in Review) and said overall circulation increased approximately 2% over 2010 and eBook circulation is rapidly increasing. He said fourth quarter computer usage increased by 26% over 2010 and expects increases to continue. Mr. Dickinson said total revenue was almost \$5.1 million, total expenses were approximately \$4.7 million, and property taxes are still the main revenue support for the Library.

C. Comparative Statistics

Mr. Dickinson reviewed a countywide comparative statistics summary of Shaker Heights Public Library and Cuyahoga County Public Library. He highlighted various categories such as square footage, circulation per capita, cost of circulation less renewals, eBook titles in collection and computer use per capita. He said Shaker Library is still a net lender of library materials, whereas, the Cuyahoga County Public Library system is a net borrower of library materials.

D. OLC News and Trustee Activities

The Ohio Library Council annual Trustee Dinner will be held Wednesday, April 25 in Independence. Ms. Shatten, Ms. Allen, Mr. Anderson and Mr. Dickinson plan to attend.

Staff Presentation – Amy Switzer, Strategic Plan

Ms. Switzer reviewed the draft 2012-2014 strategic plan and the various components. She reviewed the strategic map from a bottom up approach, which starts with available financial and non-financial resources of the Library and ends with how customers perceive the services offered. Next, Ms. Switzer reviewed the strategic themes and related objectives, measurements of progress and initial action steps, which include various financial measurements for cost reductions without sacrificing service hours or the materials budget. Mr. Piskac reviewed the pro-forma financial model projections for future Library facility options. Ms. Shatten thanked members of the Balanced Scorecard Team, Mr. Anderson, Ms. Allen, Ms. Switzer and Mr. Piskac for all their work on the Library Strategic Plan.

New Business

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

Restricted Contribution Individual (101-6110) Margaret and William Simon, Jr.	\$87.50
Bertram Woods Branch Fund (208-6510) Barbara and Aaron Saltzman	\$237.97
Marilyn Kammer Memorial Fund (209-6510) Randy Kammer	
In memory of Margaret Prejean	\$100.00
In memory of Karen Tarleton	\$25.00
Frances Belman Fund (210-6110) Marilyn Gardner	
In memory of Frances Belman	\$50.00

2012-25 Dr. Hutt moved and Ms. Allen 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)

Gregory Washington, half-time Custodian, level 105, deceased, January 20, 2012

Susan Schoch, half-time Children's Associate, level 109, promoted to full-time Children's Librarian, level 111, effective January 29, 2012

Community Comments

None

Announcements

Dr. Whyte announced that Playhouse Square will be featuring "Why I Had to Dance", presented by Playhouse Square's Community Engagement and Education Department, on February 17 and 18.

Adjournment

Since there was no further business, Ms. Shatten requested a motion for adjournment. Mr. Anderson moved and Mr. McGovern seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 8:28 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, March 12, 2012 at 6:30 p.m. in the Dietz Community Room at Bertram Woods.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary