

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, May 14, 2012

Attendance

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

Members Absent: Dr. Hutt

Staff Present: Mr. Dickinson, 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 6:35 p.m. in the Main Library Boardroom.

Approval of Minutes

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

2012-35 Mr. McGovern moved and Ms. Allen seconded the motion to approve the April 9, 2012 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

A. OLC Trustee Dinner Report

Ms Shatten said Ms. Allen, Mr. Dickinson, and she attended the OLC Trustee Dinner on April 25 in Independence and asked for feedback from attendees. Mr. Dickinson commented Mr. Doug Evans of OLC presented an overview of the increasing shift toward local levies to financially support libraries across Ohio due to decreasing State funding. Ms. Shatten said Ms. Lynda Murray provides a strong voice to the state legislatures about the importance of libraries. Ms. Allen suggested these topics could be discussion points for our fall speakers.

Ms. Williams arrived at 6:49 p.m.

Ms. Shatten asked Ms. Williams to share her impressions of the recent New Trustee workshop on April 21 in Delaware County. Ms. Williams said the workshop focused on the concerns of regionalization of libraries and library funding.

B. Meeting with CH-UH Library Board

Ms. Shatten reported that Ms. Allen, Mr. Dickinson, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Williams and she met with the Cleveland Heights-University Heights Public Library Board of Trustees and their Director, Ms. Nancy Levin on Thursday, May 3 at the Lee Road Branch and

discussed facility operations and library service in each community. Shaker Library plans to host a second meeting on November 8.

C. Memorial Day Parade

Ms. Shatten said that she is not able to participate in the Memorial Day parade and offered other trustees the opportunity.

D. Rescheduling the June 2012 Regular Board Meeting

Due to scheduling conflicts, Ms. Shatten recommended the Board of Trustees reschedule the 6:30 p.m. June 11, 2012 regular Board meeting to Monday, June 18, 2012 at the Main Library.

2012-36 Mrs. Williams moved and Mr. Anderson seconded the motion to approve the rescheduling of the 6:30 p.m. June 11, 2012 regular Board meeting to Monday, June 18, 2012 at Main Library.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Year-to-date revenue was \$2,049,685.84, which is \$99,228.27 less than 2011.
- Major revenue differences include PLF (\$21,552.39), State Reimbursement – Public Utility (\$10,611), Expired Grants (\$23,994.25), Refunds & Reimbursements (\$30,000) includes a new Children's Department desk paid by Friends of the Shaker Library and \$20,000 transfer from the Shaker Heights Public Library Fund of the Cleveland Foundation to the Library during 2011.
- First Half Real Estate Advances are approximately the same as last year.
- Meeting room revenue was \$6,525.90, which is \$2,852.90 more than 2011 due to increased usage.
- The Library received a \$22,425 payment from Sprint in May for cellular tower rental from May 2011 to May 2012.

Expenditure Summary

- Year-to-date expenditures were \$1,496,221.44, which is \$115,930.09 less than 2011.
- Major expense differences include Retirement Incentive \$13,243.10, Vacation and Sick Payouts \$11,930.20, Insurance – Other includes \$19,592.87 annual Bureau of Workers' Compensation premium. Rents and Leases - \$35,286.33 final lease payment in 2011. Year-to-date Library material expenditure line items of Books & Pamphlets, Periodicals, and Audiovisual were \$78,386.66 less than the annualized budget by month and \$17,164.26 less than year-to-date

2011. After netting out the differences, the overall expenditure level was approximately \$55,000 less than 2011.

Bank Reports

- Mr. Piskac reported the month-to-date deposits of \$124,017.67 were \$252,879.94 less than month-to-date withdrawals of \$376,897.61. He also reported the year-to-date deposits of \$2,049,685.84 were \$553,464.40 greater than year-to-date withdrawals of \$1,496,221.44. He said the ending cash balance was \$2,091,128.11, which is due to a higher 2012 beginning cash balance and real estate revenue receipts. Lastly, he reported the 2011 net cash position was \$598,991.74 in comparison to the current \$553,464.40 cash position.

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

- The General Fund had an unexpended balance of \$2,007,431.60, \$1,296,532.77 in encumbrances, and an unencumbered balance of \$710,898.83.
- The MyCom Fund 212 includes a \$5,038.30 reimbursement from Starting Point for grant service period November 2011 to February 2012.
- The Connect Ohio Fund 216 received a \$24.55 reimbursement for the February 2012 invoice.
- All Library Funds had an unexpended balance of \$2,091,128.11, \$1,327,350.81 in encumbrances, and an unencumbered balance of \$763,777.30.

Investment Report

- The Star Ohio investment balance was \$648,489.34 as of April 30 and the interest rate increased to 0.07% from 0.06% in March.

Mr. Piskac recommended the Board of Trustees approve the April 30, 2012 financial statements as submitted.

2012-37 Mr. Anderson moved and Mr. Miller seconded the motion to approve the April 30, 2012 financial statements as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten,
Mrs. Williams

Nays: None. Motion carried.

B. 2013 Tax Budget

Mr. Piskac presented the 2013 Tax Budget and said the Library is requesting \$4,602,171.84 in general property tax from the county budget commission, which is higher than the Schedule A amount. He said the higher funding request offsets the past losses from the PLF and real estate revenue. After reviewing the various 2013 tax budget schedules, he anticipates the ending balance of the General Fund to be \$841,739.98.

Mr. Piskac recommended the Board of Trustees approve the 2013 Tax Budget as submitted.

2012-38 Mr. Anderson moved and Mr. McGovern seconded the motion to approve the 2013 Tax Budget as submitted.

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

Nays: None. Motion carried.

C. CFE Membership

Mr. Piskac said that he recently acquired the Certified Fraud Examiner designation (CFE). He said the Library provides an employee benefit for membership in the GFOA of which he is not a member and suggested approval to exchange CFE membership for GFOA membership.

Mr. Piskac recommended the Board of Trustees approve \$175.00 for his annual CFE membership instead of GFOA membership.

2012-39 Mr. McGovern moved and Mr. Anderson seconded the motion to approve \$175 for Mr. Piskac's annual CFE membership instead of GFOA membership.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten,
Mrs. Williams

Nays: None. Motion carried.

D. Increase Business Office Change Fund

Mr. Piskac recommended the Board of Trustees approve an increase to the Business Office change fund to \$1,500 to accommodate the funding needs of the new Library cash registers. He said a cash register was purchased for Bertram Woods and will be installed in the near future.

2012-40 Ms. Allen moved and Mr. Miller seconded the motion to approve increasing the Business Office change fund to \$1,500 to accommodate the funding needs of the new Library cash registers.

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

Nays: None. Motion carried.

E. 2nd Floor Renovation Change Orders

Mr. Piskac reported two change orders for the Library renovation project were not accounted for by the School and were ultimately paid for by the Library. He said the net amount from change order #2, which was for \$5,635.00 of additional masonry repairs, and change order #3, which was a \$1,663.26 credit for flooring changes, was \$3,971.74. He asked the School to pay for the change orders from the substantial interest revenue earned by the School on the Library bond funds, but they declined his request.

Mr. Piskac recommended the Board of Trustees approve the \$3,971.74 payment to the School for the net amount of change order #2 and change order #3.

2012-41 Ms. Allen moved and Mr. Miller seconded the motion to approve the \$3,971.74 payment to the school for the net amount of change order #2 and change order #3.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- There was high turnout of over 100 for the Library's 75th Anniversary celebration, which was a great success.
- The Shaker Heights High School Art Department held their student Art Show from April 27 to May 11 on the Main Library second floor.

B. Legislative Update

Mr. Dickinson said there were no real changes to report except library omnibus legislation was introduced in the Senate as SB 321 on April 3. He said the bill will eliminate overlapping public library taxing districts among other changes.

C. OPERS Update

Mr. Dickinson reported pension reform legislation is being delayed in the House until receipt of recommendations from a \$200K consultant study. OPERS is currently losing one million dollars a day waiting for the changes. SB 343 takes into account that retirees are living longer and the OPERS benefit structure was based on the original 1930's benefit model and is obsolete. OPERS has asked for various changes to pension eligibility requirements and is now looking at making major changes to health care coverage.

D. Friends of the Library Report

Mr. Dickinson said the Friends provided coordination and financial support for the recent 75th Anniversary celebration and raised nearly \$7,500. He reported the April book sale generated approximately \$9,000, which is down slightly from prior sales. The Library is currently working with the Friends on their next fiscal budget, which starts July 1.

E. Operational Policies, 1st Review

Mr. Dickinson asked Ms. Switzer to highlight the proposed changes to the Operational policies. She said there are minor clarifications for Sunday hours and staff day under the Locations and Hours of Service policies. Under the Exhibits and Displays Policy, there is new language stating that the Library does not observe holidays of a religious nature. The Community Bulletin Board Policy has additional clarification language stating the Library permits only non-partisan information on ballot issues. Ms. Switzer said the Meeting Room Policy has changes under advance registration. Mr. Dickinson asked the Board of Trustees to review these policies for approval at the June Board meeting.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Irene Bedenbaugh \$25.00

In honor of Charlie Joseph \$25.00

2012-42

Ms. Allen moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Felicia Bell, Circulation Services Assistant, Level 106, half-time, hired effective April 23, 2012

Jacquelyn Duhamel, Children Services Associate, Level 109, half-time, hired effective April 9, 2012

Jacquelyn Duhamel, Children Services Associate, Level 109, half-time, resigned effective April 19, 2012

Phil Socha, promoted from Substitute to Adult Services Associate, Level 109, half-time, effective April 30, 2012

Rachel Woods, Adult Services Associate, Level 109, half-time, hired effective April 30, 2012

Community Comments

None

Announcements

None

Adjournment

Since there was no further business, Ms. Shatten adjourned the regular board meeting at 8:27 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 18, 2012 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary