

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, October 8, 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. Switzer, Ms. Miller

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 September 10, 2012 regular meeting minutes.

2012-57 Mr. Anderson moved and Ms. Allen seconded the motion to approve the September 10, 2012 regular meeting minutes.

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

Nays: None. Motion carried.

Ms. Williams arrived at 6:39 p.m.

President's Report

A. Annual Performance Review for Director

Ms. Shatten said it was time for the annual review for the Director. Ms. Shatten said the annual performance self-review packet from the Director has been distributed. She said all trustees should complete the Trustee review for the Director by the November meeting. Ms. Shatten said the Board will review each Trustee evaluation and then complete a final evaluation for the Director.

B. Trustee Reappointment

Ms. Shatten reported that she is willing to serve another seven-year term on the Library Board of Trustees. Her current term expires March 31, 2013. Mr. Dickinson will send a letter requesting that Ms. Shatten be reappointed to the Library Board of Trustees to the Shaker Heights City Schools Superintendent and Board President. Ms. Shatten noted that a Nominating Committee is needed to recommend officers at the January Organizational meeting. Ms. Shatten's term as Board President expires January 2013. Mr. Dickinson noted that Ms. Shatten is eligible to serve as President one more year.

## Director's Report

### A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- Mr. Dickinson noted that the state legislature passed the OPERS reform bill. It was signed September 26, 2012.
- On Tuesday October 9, Ms. Shatten, Mr. Anderson, Mr. Dickinson, and Ms. Switzer will present the Library's Strategic Plan to the Shaker Heights City School Board at their regular meeting.
- Mr. Dickinson reported that a resident sent an email to City Council and the Mayor about unruly behavior outside the library. Mr. Dickinson sent her a response at Ms. Shatten's request. Ms. Williams noted that this is a community issue and not something the library can address alone. Mr. Dickinson, Ms. Switzer, and Security Supervisor Mr. Headen are meeting with the police and the schools on October 11, 2012 to address the issue.
- The Friends of Shaker Library fall book sale will be held October 18-21, 2012.
- Mr. Dickinson will attend the *Library Journal* Design Institute November 2, 2012 at the Warrensville Branch of the Cuyahoga County Public Library. He submitted the Library as a "design challenge." Six libraries will be selected to have their design challenge addressed by an architect as part of the Institute.
- The Shaker Heights Public Library Board of Trustees will host the Cleveland Heights-University Heights Public Library Board of Trustees at the Bertram Woods Branch on November 8, 2012 at 6 p.m. Board members should send agenda items to Mr. Dickinson.
- The new library sign on Chagrin Boulevard is in place. PIRHL, the developers of the Library Court apartments, provided \$3,000 for the sign.

Mr. Larry Oscar notarized the form giving Ms. Shatten and Mr. Dickinson signature rights to access the Library's Star Ohio account until a Fiscal Officer is hired.

### B. Circulation Statistics Report

Mr. Dickinson reviewed the 2012 third quarter statistics and reported that overall circulation is down 2.8% compared to 2011. Video circulation is down 4.7% and print circulation is down 2.5%. However, program attendance is up almost 17% and computer use is 25% higher than last year.

### C. Cuyahoga County Budget Commission report

Mr. Dickinson said that Ms. Switzer and he attended the annual Cuyahoga County Library Budget Commission Hearing on September 28, 2012 at Cleveland Public Library. Mr. Dickinson reported that the libraries agreed to keep the same formula for the Public Library Fund for 2013.

### D. Fiscal Officer Vacancy

Mr. Piskac resigned with two weeks notice. His last day was October 2, 2012. The position has been posted and has been advertised widely. Mr. Dickinson noted that the library is looking for an experienced Fiscal Officer to substitute part-time until the position is filled. He hopes to have the position filled at the beginning of 2013.

E. Heinen's Liquor Permit

Heinen's has submitted a request to the State for modifications to its liquor permit. The Library and the Community Building are the only two agencies required to receive notification and the chance to object due to their proximity to the store. After a brief discussion, no objections were expressed.

F. Personnel Manual, 2nd review

Mr. Dickinson said Board members were provided with draft Personnel Manual revisions at the September Board meeting. Ms. Switzer noted that there were three additional changes for approval: 423 Confidentiality of Records, 635 Deferred Compensation, and 894 Staff Day. She asked if there were questions from the last Board meeting or about the additional changes. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the recommended Personnel Manual changes as submitted.

2012-58 Mr. McGovern moved and Ms. Allen seconded the motion to approve the recommended Personnel Manual changes as submitted.

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

Nays: None. Motion carried.

G. Programs, Outreach, Special Services, Technology Policies, 1st review

Mr. Dickinson asked Ms. Switzer to review the recommended Programs, Outreach, Special Services, and Technology changes. Ms. Switzer said many of the recommended changes were minor or for clarification. She reviewed one change to the Use of Personal Technology Statement which was that customers who use the library's wireless Internet access on their own devices are prohibited from displaying text or graphics that may be considered obscene or harmful to juveniles. 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.

H. Resolutions of Commendation for Patricia Eaton, David Piskac and Marsha Spitz

Mr. Dickinson recommended the Board of Trustees approve Resolutions of Commendation for Mrs. Patricia Eaton who is retiring after 19 years of service with the library, Mr. David Piskac for his eight and a half years of service with the library, and Mrs. Marsha Spitz for her twenty-five years of continuing service with the library.

2012-59 Mr. Miller moved and Ms. Allen seconded the motion to approve the Resolutions of Commendation for Mrs. Patricia Eaton, Mr. David Piskac and Mrs. Marsha Spitz for their years of service with the library.

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

Nays: None. Motion carried.

New Business

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

Restricted Contribution – Individual (101-6110)	
Evelyn Greene	\$1,000.00
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Stacy Borell	\$25.00
In honor of Mary Ann Huey and Sammie G. Young, Sr.	\$25.00
In honor of Dee Jeffers and Charlie Mahan	\$25.00
In honor of Elliott Palevsky	\$25.00
In honor of Betty Sorna	\$25.00

Local History Donations:

Carl Moravec donated two of his books, *An Illustrated History of Philosophy* and *Six World Religions*

Carol King Phillips-Bey donated a copy of Kent State University 1998 dissertation on Shaker Heights schools: *African-American Students' Perceptions of the Factors that Led to Their Mathematics Level Placement in an Integrated, Suburban School District*.

Shaker Heights Centennial Committee donated approximately 200 CD-ROM copies of the digitized 1922 Shaker map to be given away to interested patrons

Anonymous donation of 1970s yearbooks

2012-60 Ms. Allen moved and Mr. McGovern 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)

Karen-Rosenblum-Clar, Public Relations Administrative Clerk, hired effective September 4, 2012.

Joshua Wolfe, Custodian, resigned effective September 20, 2012

Community Comments

None.

Announcements

None.

Adjournment

Ms. Shatten moved and Board members unanimously approved to adjourn the regular meeting at 7:53 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 12, 2012 at 6:30 p.m. in the Dietz Community Room at the Bertram Woods Branch.

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Jeanne Shatten, President

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Luren Dickinson, Deputy Fiscal Officer

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Kurt Miller, Secretary