

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, November 12, 2012

Attendance

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

Members Absent: Mr. McGovern

Staff Present: Ms. Cullers, Mr. Dickinson, Ms. Miller, 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 6:34 p.m. in the Dietz Community Room of the Bertram Woods Branch. Ms. Shatten said Dr. Hutt is running late tonight.

Approval of Minutes

Ms. Shatten asked for a motion to approve the October 8, 2012 regular meeting minutes.

2012-61 Ms. Allen moved and Mr. Anderson seconded the motion to approve the October 8, 2012 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Director Review, Contract Renewal and OPERS Issues

A discussion was held about the Director's annual evaluation, contract renewal and OPERS pension reform. Mr. Dickinson's annual review will be in December and his contract expires January 31, 2013.

B. Joint Informal Meeting with CH-UH Library Board

Ms. Shatten reported that Mr. Anderson, 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 November 8 at the Bertram Woods Branch and discussed facility operations and library service in each community.

Mr. Anderson suggested pursuing similar meetings with other area library boards, such as Hudson Library and Euclid Library.

C. Nominating Committee

Ms. Shatten recognized Ms. Allen as Chair of the Nominating Committee to recommend officers at the Organizational meeting. The 2013 Organizational meeting will be held in January, although the law now permits elections in December.

D. Presentation to Mayor

On November 1, 2012 Ms. Shatten, Mr. Anderson, Mr. Dickinson and Ms. Switzer presented the library's strategic plan to Mayor Leiken and Martin Kolb, Chair of the Mayor's Financial Task Force. They will do the same presentation for the entire Task Force on Saturday, November 17.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended, including a meeting with Tania Menesse, Director of Economic Development for the city of Shaker Heights.
- The fall Friends book sale had gross sales of more than \$9,000.
- The *Library Journal* Design Institute originally scheduled for November 2, 2012 at the Warrensville Branch of the Cuyahoga County Public Library was postponed because of Hurricane Sandy. The rescheduled date has not yet been set. The Library was selected as one of six "design challenges." Our design challenge will be addressed by an architect as part of the Institute.

Dr. Hutt arrived at 7:25 p.m.

B. OLC Elections Update

Mr. Dickinson noted that all Ohio libraries with levies on the ballot were successful. One hundred and seventy-eight out of 251 Ohio libraries now have local levies.

C. Status of Fiscal Officer Search

Telephone interviews have been conducted for five out of six qualified candidates for Fiscal Officer. The final telephone interview is scheduled for November 14. Mr. Dickinson will ask to have a Fiscal Officer from another library participate in the in-person interviewing process. The first in-person interviews will be conducted the week after Thanksgiving and second interviews, with Board members, will be conducted in December.

Mr. Dickinson briefly reviewed revenue and expenditures through September 30, 2012, although a complete financial report is not available due to the Fiscal Officer vacancy.

- Month-to-date revenue is \$221,899.92.
- Year-to-date revenue is \$4,337,983.71.
- Month-to-date expenditures are \$385,130.21
- Year-to-date expenditures are \$3,565,773.28
- The second HERB payment of \$217,875.07 was received by check today.
- The General Fund had an unexpended balance of \$2,309,874.14, \$822,162.03 in encumbrances, and an unencumbered balance of \$1,487,712.11.

Mr. Dickinson noted that CPAs outside of the State Auditor's Office are once again allowed to audit the library. The RFP has been distributed and bids are due November 26. There is a meeting to review proposals November 19. The library is paired with the Rocky River Library in the RFP process.

D. Hire Temporary Fiscal Officer

Mr. Dickinson recommended contracting with Molly Pandelli as a temporary Fiscal Officer at the rate of \$40 per hour for up to 15 hours per week. As an independent contractor, Mrs. Pandelli is responsible for her own taxes. Mrs. Pandelli is currently the Fiscal Officer at the Cleveland Heights-University Heights Public Library.

2012-62 Ms. Allen moved and Mr. Anderson seconded the motion to approve the hire of Molly Pandelli as temporary Fiscal Officer at a rate of \$40 per hour for up to 15 hours per week through January 2013.

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

Nays: None. Motion carried.

E. Self-Checkout System Bids

The Library sought and received bids from three companies for self-checkout equipment. The three bids are:

Bibliotheca	\$49,991.25
Sentry	\$60,297.00
Tech Logic	\$28,080.00

Staff recommends the Board approve purchasing 5 self-checkout units and 2 staff stations from Tech Logic for \$28,080. Tech Logic equipment is in use at nearby CLEVNET libraries, including Heights Libraries, Cleveland Public Library, Madison Public Library, Perry Public Library and Twinsburg Public Library.

2012-63 Dr. Hutt moved and Mr. Miller seconded the motion to approve the purchase of 5 self-checkout units and 2 staff stations from Tech Logic for \$28,080.

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

Nays: None. Motion carried.

F. Resolution to Request Advance of the 2013 Property Taxes

Mr. Dickinson said the library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes. He read the following resolution for review and approval:

“Request from the County Fiscal Officer to draw and to pay by draft or through wire transfer to the Fiscal Officer of the library all funds due the Shaker Heights Public Library that may be in the

County treasury for the year 2013 except such amount that may be required by law to be paid State authorities.”

Mr. Dickinson recommended the Board of Trustees approve the Resolution to Request Advance of the 2013 Property Taxes as submitted.

2012-64 Mr. Anderson moved and Mr. Miller seconded the motion to accept the Resolution to Request Advance of the 2013 Property Taxes as submitted.

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

Nays: None. Motion carried.

G. Programs, Outreach, Special Services and Technology Policies, 2nd Review

Mr. Dickinson asked if there were any questions from the last Board meeting. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the recommended Programs, Outreach, Special Services and Technology Policies as submitted.

2012-65 Mr. Anderson moved and Ms. Williams seconded the motion to approve the recommended Programs, Outreach, Special Services and Technology Policies as submitted.

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

Nays: None. Motion carried.

H. Customer Conduct and Library Security Policies, 1st Review

Mr. Dickinson asked Ms. Switzer to review the recommended changes to the Customer Conduct and Library Security Policies. Ms. Switzer reviewed the minor 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 December meeting

I. Resolution of Commendation for Horace Williams

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mr. Horace Williams who is retiring after 13 years of service with the library.

2012-66 Ms. Allen moved and Mr. Miller seconded the motion to approve the Resolution of Commendation for Mr. Horace Williams for his years of service with the library.

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

Nays: None. Motion carried.

New Business

A. Gifts to be accepted and appropriated to the designated funds (action required)

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In honor of John Benner	\$25.00
In honor of Bonnie Burns	\$25.00
In honor of John Delaney	\$25.00
In memory of Ruth Markowski	\$25.00
In memory of Norton Rose	\$25.00

Local History Donations

Pete Doolittle donated Shaker Heights High School "Gristmill" yearbooks, 1927 and 1929; Denison University "The Adytum" yearbook, 1932; Flora Stone Mather College "My Diary" autograph and memory book, 1933 and Flora Stone Mather College "The Polychronicon" yearbook, 1934

2012-67 Ms. Allen moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Angelina Broderick, Young Adult Associate, Level 109, half-time, hired effective October 2, 2012

Patricia Eaton, Senior Circulation Assistant/Page Supervisor, Level 107, retired effective October 6, 2012

Julia Murphy, Adult Services Associate, Level 109, half-time, hired effective October 15, 2012

Susan Broach, Library Assistant, Level 106, half-time, hired effective October 22, 2012

Executive Session

Ms. Shatten requested a motion to enter Executive Session to discuss the items of personnel regarding the Director's annual evaluation, contract renewal and OPERS. She said no Board action would be taken after the executive session.

2012-68 Mr. Hutt moved and Mr. Anderson seconded the motion to enter Executive Session to discuss items of personnel regarding the Director's annual evaluation, contract renewal and OPERS.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:47 p.m.
Trustees returned to regular session at 8:57 p.m.

Adjournment

Since there was no further business, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:58 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 10, 2012 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Luren Dickinson, Deputy Fiscal Officer

Kurt Miller, Secretary