

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, December 10, 2012

Attendance

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

Members Absent: Ms. Allen

Staff Present: Ms. Cullers, Mr. Dickinson, Ms. Switzer, Mrs. Pandelli

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 6:45 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the November 12, 2012 regular meeting minutes.

2012-69 Dr. Hutt moved and Mr. Anderson seconded the motion to approve the November 12, 2012 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Resolution of Commendation for Ken McGovern

Ms. Shatten recommended the Board of Trustees approve a Resolution of Commendation for Trustee Ken McGovern's years of service to the library. Mr. McGovern served on the Board from 2004 until his death November 22, 2012. Mr. McGovern's widow, Mary Lynne McGovern, and his daughter, Julie Voyzey, were present for the commendation. Ms. Shatten also shared tributes to Mr. McGovern that she had received from others. Mr. Dickinson said that the Library purchased the book *SynergiCity* on urban planning in his memory.

2012-70 Mr. Miller moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mr. Ken McGovern for his years of service as a Library Trustee.

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

Nays: None. Motion carried.

B. Annual Performance Review for Director

Ms. Shatten reviewed the annual evaluation process for the Director. She said Board Officers met with the Director on December 10 to review his Board evaluation.

## C. Community Presentations

Ms. Shatten reviewed the November 17, 2012 presentation to the Mayor and his Financial Task Force. Ms. Shatten, Mr. Anderson, Mr. Dickinson and Ms. Switzer gave the presentation. Ms. Shatten said the task force is comprised of volunteers who are not elected. The group had several specific questions about financial details. Due to the Fiscal Officer vacancy the library is still working on providing the historical information they requested. The Mayor asked that the library give the same presentation at a City Council work session early next year. Ms. Shatten will work with the Mayor to schedule a date.

Mr. Anderson reported on a recent community meeting about the planned move of the South Euclid-Lyndhurst library.

## Interim Fiscal Officer's Report

### A. Financial Statements

Mrs. Pandelli briefly reviewed the September 30 and October 31, 2012 revenue and expenditure financial statements and reported the following:

#### September Revenue Summary

- The September PLF was \$98,248.77, which is 1.5% lower than what was received in September 2011 and puts the library down 6.8% for the year compared to 2011. The property tax settlement for the second half of 2011 was \$123,249.15. Total September revenue was \$236,255.37, which is higher than last year's September revenue (\$113,223.91) because the property tax settlement collected in September was not collected until October in 2011.

#### September Expenditures Summary

- Mrs. Pandelli reported that September expenditures were \$385,130.21. This is higher than September 2011 because of an increase in employee insurance, materials, and professional services.

#### September Bank Report

- Mrs. Pandelli reported that the operating balance was \$1,547,740.51. The Star Ohio balance was \$773,665.08. Interest was not booked in either of these accounts. The interest was entered in November and December.

#### September Fund and Investment Reports

- Mrs. Pandelli said that the fund balance as of September 30 was \$1,502,067.56. The Star Ohio Rate of Return was 0.10%.

#### October Revenue Summary

- Mrs. Pandelli reported that the October PLF was \$117,331.79. She noted that this isn't shown on the report because it was booked in November. This is 1.6% lower than what was received in October 2011 and puts the library down 6.4% for the year compared to 2011. Total October revenue was \$139,133.84, which is lower than last year's October revenue (\$219,025.71)

because the property tax settlement collected in October 2011 was collected in September in 2011.

#### October Expenditures

- October expenditures were \$385,268.42.

#### October Bank Report

- Mrs. Pandelli said the operating balance was \$1,184,274.14. The Star Ohio balance was \$773,665.08. She noted that interest was not booked in either of these accounts. The interest was entered in November and December.

#### October Fund and Investment Reports

- Mrs. Pandelli said that the fund balance as of October 31 was \$1,261,131.99. The Star Ohio Rate of Return was 0.10%.

Mrs. Pandelli reported on the November estimated financials but noted that November is not closed yet. She said the November financial statements will be given to the Board for approval at its January meeting

#### November Revenue Summary

- The November PLF was \$108,352.01. Mrs. Pandelli noted that this is lower than what was on the report because October's PLF was booked with November's in November. November's PLF is 1.6% lower than what was received in November 2011 and puts the library down 6% for the year compared to 2011. Total November revenue was \$346,560.55, which is lower than last year's November revenue (\$378,861.47) because the library received the property tax advance in November 2011, but did not receive it this year.

#### November Estimated Expenditures

- November expenditures were \$504,292.48. This is higher than November 2011 because there were three pay periods and the purchase of the new telephones.

#### November Bank Report

- The operating balance was \$918,065.44. The Star Ohio balance was \$999,473.64. Interest was not booked in either of these accounts. The interest was entered in November and December.

#### November Fund and Investment Reports

- The fund balance as of November 30 was \$1,388,782.78. The Star Ohio Rate of Return was 0.10%.

Mrs. Pandelli recommended the Board of Trustees approve the September and October 2012 financial statements as submitted.

2012-71

Mr. Anderson moved and Dr. Hutt seconded the motion to approve the September and October 2012 financial statements as submitted.

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

Nays: None. Motion carried.

#### B. 2013 Temporary Appropriation

Mrs. Pandelli reviewed the 2013 temporary appropriation and reported the total General Fund temporary appropriation was \$2,298,192.13 and the total Special Revenue funds were \$47,250. The total temporary appropriation amount is \$2,345,442.13. Mrs. Pandelli noted that the temporary appropriation budget is due to the County by January 11, 2013.

Mrs. Pandelli recommended the Board of Trustees approve the \$2,345,442.13 temporary appropriation as submitted.

2012-72 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the \$2,345,442.13 temporary appropriation as submitted.

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

Nays: None. Motion carried.

#### C. 2012 Final Appropriation

Mrs. Pandelli reviewed the 2012 final appropriation and reported the General Fund appropriation was \$5,117,544.25 and Special Revenue funds were \$104,923.59. The combined final appropriation amount is \$5,222,467.84.

Mrs. Pandelli recommended the Board of Trustees approve the \$5,222,467.84 final appropriation as submitted.

2012-73 Dr. Hutt moved and Mr. Anderson seconded the motion to approve the \$5,222,467.84 final appropriation as submitted.

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

Nays: None. Motion carried.

#### D. Fund Transfers

Mrs. Pandelli noted the need to transfer \$11,200 from Fund 212, MyCom - OST Grant Fund to the General Fund, Fund 101. Last year, \$11,200 was transferred from 101 to 212 to cover 2011 expenses that were not reimbursed in 2011. All monies have been received, so the money can be transferred back to the General Fund.

We need to transfer \$7,000 from the General Fund, Fund 101, to the MyCom - OST Grant Fund, Fund 212, to cover 2012 expenses that have been made in 2012, but have not yet been reimbursed.

Mrs. Pandelli recommended the Board of Trustees approve the transfer of \$11,200 from Fund 212, MyCom - OST Grant Fund to the General Fund, Fund 101 and then transfer \$7,000 from the General Fund, Fund 101, to the MyCom - OST Grant Fund, Fund 212, to cover 2012 expenses that have been made in 2012, but have not yet been reimbursed.

2012-74 Mr. Anderson moved and Mr. Miller seconded the motion to approve the transfer of \$11,200 from Fund 212, MyCom - OST Grant Fund to the General Fund, Fund 101 and then transfer \$7,000 from the General Fund, Fund 101, to the MyCom - OST Grant Fund, Fund 212 as submitted.

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

Nays: None. Motion carried.

Mrs. Pandelli left the meeting at the conclusion of the Interim Fiscal Officer's report.

#### Director's Report

##### A. Written Report

Mr. Dickinson highlighted successful November programs, including Mock Elections for children and teens and the Reading of Wartime Letters by Veterans for Peace.

##### B. Technology Plan

Mr. Dickinson reviewed the Library Technology Plan for the period January 2013 - December 2015. The Technology Plan includes hardware and software improvements for staff, a voice over IP telephone system, self-checkout machines, and a new Library website. He recommended the Board of Trustees approve the 2013-2015 Technology Plan as submitted.

2012-75 Ms. Williams moved and Mr. Anderson seconded the motion to approve the January 2013 - December 2015 Technology Plan as submitted.

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

##### C. 2013 Board Presentations

Mr. Dickinson reviewed the following 2013 presentations to the Board of Trustees

February 11 Bonnie Dick, Career Transition Center

April 8 Tricia Harvey, Circulation Services

June 10 Lynne Miller, Bertram Woods Branch

September 9 CLEVNET Administrator, CPL

November 11 Lynda Thomas and Kristen Drake, Downloadables

##### D. Confidentiality, Customer Conduct and Library Security Policies, 2nd Review

Mr. Dickinson said the Confidentiality, Customer Conduct and Library Security Policies were distributed at the November meeting. Mr. Dickinson very briefly reviewed the highlights of the policies and asked if there were any questions or clarifications. Hearing none, Mr. Dickinson recommended the Board of Trustees approve them as submitted.

2012-76 Mr. Miller moved and Mr. Anderson seconded the motion to approve the Confidentiality, Customer Conduct and Library Security Policies as submitted.

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

Nays: None. Motion carried.

#### E. Strategic Planning Update

Ms. Switzer reviewed the quarterly progress report on implementation of the strategic plan. Highlights include:

- Overall, circulation is down 2.8% although OverDrive circulation is up 78%.
- The option of self-service fine payment is available online through BiblioCommons as of November 14, 2012.
- YTD material budget spending is 11% of expenditures, as budgeted.
- We continue to set the 2012 baseline for customer feedback. The goal is to reduce customer complaints 30% during the plan.
- The first floor is being rearranged to prepare for self-checkout. A new Adult Services desk, funded by Friends of the Shaker Library, is being designed. The move should be complete by the end of February 2013. Self-checkout is scheduled to be implemented by April 2, 2013.
- Thirty-seven new computers were purchased and deployed in 2012. All public service computers, except six, have been replaced since 2011. The remaining public computers will be replaced in 2013. All public and staff computers have been updated to Office 2010. Next year additional staff computers will be replaced to meet the goal of equipment not being more than five years old. Some staff machines are currently ten years old.
- Google Analytics has been installed on the website to get a baseline for use. The new website task force began work in October.
- To date, 34 staff have been trained on eReaders.
- A floating collection pilot began November 1, 2012. In the first month the number of DVDs traveling between buildings was reduced 62%. This process improvement affects several departments. More formats will gradually float between buildings.
- We have implemented a new Paycor module that will save approximately \$3,000 per year. The savings will be used to purchase an additional HR module that will replace the staff intranet and staff directory. It will have extensive reporting features for supervisors, help manage the performance evaluation process, and result in reduced paperwork. This new module is scheduled to be implemented in spring of 2013.
- Draft core competencies were submitted to the Implementation Team in November. The Executive Team will review them in January.

#### New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Jay Alligood, Sr.	\$25.00
In memory of Darlene Fehrenbach and Jim Fehrenbach	\$25.00
In honor of Marc Kelman	\$25.00

Moses Cleaveland Chapter Daughters of the American Revolution  
One-year subscription to *American Spirit* magazine

Local History Donations

A DVD-Rom from the city of Shaker Heights featuring Mayor Earl Leiken

Karin Rosegger donated an LP record of Byron Junior High School Byron Band and Cadet Band

Lyn H. Silberman donated two copies of a self-published book *No Turning Back: A Journey into the World of Alzheimer's with my Mother*

James R. Mogg donated Shaker Heights High School yearbooks

City of Shaker Heights donated 4 DVDs about Fair Housing

2012-77 Mr. Anderson moved and Dr. Hutt seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Executive Session

Ms. Shatten requested a motion to enter executive session to discuss personnel issues.

2012-78 Dr. Hutt moved and Mr. Anderson seconded the motion to enter executive session to discuss personnel issues.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:10 p.m.

Trustees returned to regular session at 8:45 p.m.

C. 2013 Employee Wage Increase Recommendation

Ms. Shatten asked for a motion to approve a 2.5% raise for all employees, from the midpoint of the 2012 pay ranges effective with the January 25, 2013 pay.

2012-79 Mr. Anderson moved and Mr. Miller seconded the motion to approve a 2.5% raise for all employees, from the midpoint of the 2012 pay ranges effective with the January 25, 2013 pay.

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

Nays: None. Motion carried.

D. 2013 Revised Salary Schedule

Mr. Dickinson reported the Library salary schedule was revised to reflect the increase in the minimum wage to \$7.85, which takes effect January 1, 2013. The rest of the salary schedule was revised to increase the minimum and maximum for each level, with 9.5% between each level. Because this had not been done for several years the increases in minimum wage resulted in the

salary schedule no longer being evenly distributed between grades. Mr. Dickinson recommended the Board of Trustees approve the 2013 revised salary schedule as submitted.

2012-80 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the 2013 revised salary schedule.

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

Nays: None. Motion carried.

#### E. Deferred Compensation/Service Credit Benefit

Mr. Dickinson noted that some long term employees face difficulty in trying to purchase service credit with the Ohio Public Employees Retirement System (OPERS) following the recent pension reform legislation, which will increase the cost for service credit by 80% beginning July 1, 2013.

In order to alleviate the cost burden to staff members, Mr. Dickinson asked that the Board allow payment in lieu of vacation based upon the following guidelines:

In order to be eligible for this benefit, the staff member must be a full-time employee, have at least 10 but less than 30 years of vested service in the OPERS system, and not have reached the age of 65.

Further, such an employee must provide documentation from OPERS that shows the payoff amount for the service credit to be purchased meets or exceeds the amount of the vacation leave payment.

Eligible employees, in addition to regular pay, would be allowed to receive each pay period, in lieu of 40 hours vacation leave, payment into an Ohio Deferred Compensation plan so that funds could be rolled over to purchase previous and/or out-of-state service credit for their OPERS accounts.

Payments would begin no sooner than the month of January 2013 and end in June 2013. Eligible staff members may receive such payments no more than once per pay period, and they would be required to retain a minimum of 40 hours in their vacation accrual accounts at all times.

Mr. Dickinson recommended the Board of Trustees approve the 2013 Deferred Compensation/Service Credit Benefit as submitted.

2012-81 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the 2013 Deferred Compensation/Service Credit Benefit.

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

Nays: None. Motion carried.

#### F. Personnel Action (information only)

Gregory Jeffries, Custodian, Level 105, half-time, hired effective November 7, 2012

Mark Terrell, Security Officer, Level 106, part-time, hired effective November 29, 2012

Horace Williams, Security Officer, Level 106, half-time, retired November 29, 2012

Dr. Hutt asked about filling the vacancy on the Board of Trustees. Ms. Shatten said that the school board has a standing procedure that they don't advertise for a new trustee if there are two vacancies in the same year. The School Board will review the applications submitted for the trustee vacancy in April 2012. Ms. Williams will meet with the School Board to represent the library.

Community Comments

None

Announcements

None

Adjournment

Since there was no further business to discuss, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:52 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, January 14, 2013 at 6:30 p.m. in the Main Library Boardroom.

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Jeanne Shatten, President

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Luren E. Dickinson, Deputy Fiscal Officer

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Kurt Miller, Secretary