

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, February 12, 2013

Attendance

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

Members Absent:

Staff Present: 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 Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the January 14, 2013 regular meeting minutes.

2013-20 Dr. Hutt moved and Ms. Allen seconded the motion to approve the January 14, 2013 regular meeting minutes as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams
Nays: None. Motion carried.

Ms. Shatten asked for a motion to approve the January 14, 2013 organizational meeting minutes.

2013-21 Mr. Miller moved and Dr. Hutt seconded the motion to approve the January 14, 2013 organizational meeting minutes as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams
Nays: None. Motion carried.

President's Report

A. Trustee Search

Mr. Dickinson reported that he will meet with Norm Bliss from the School Board February 13 to review the applications of the top four candidates for Trustee from last year's applicant pool, as well as a new applicant. They will recommend candidates to interview for the open position.

Ms. Williams arrived at 6:37 p.m.

B. Report on Board Bylaws Review

Dr. Hutt reported on his review of the Board bylaws. While he noted no significant changes, he did report a spelling error and two areas where current practice deviates from the bylaws. He noted that

a roll call vote is required to go into executive session and there is no need to approve the Director as the Deputy Fiscal Officer each year. By definition in the bylaws the Director is the Deputy Fiscal Officer.

C. Presentation to City Council

Mr. Anderson and Ms. Switzer presented the library's strategic plan to Shaker Heights City Council on Monday February 11, 2013. All Board members except Ms. Shatten and Mr. Miller were present. Mr. Anderson said that most questions from City Council were to clarify information. He noted that a *Sun Press* reporter was at the meeting and asked Mr. Anderson some follow-up questions after the meeting.

Mr. Dickinson stated that the Mayor has offered to have the city's financial consultant work with the library to help assess the financial feasibility of a new library facility.

Ms. Shatten said that the next step is to begin planning a detailed assessment of the current facilities. Ms. Williams noted that as a resident of the Moreland neighborhood she would like to see a facility remain in the Moreland area, as other locations may be more difficult for teens that live in the neighborhood to get to.

D. Recognition of Brondy Shanker

Ms. Shatten presented a plaque to Brondy Shanker in recognition of her program, English in Action, which has been held at the library weekly for over twenty years.

Presentation – Ann Hunter, Career Transition Center

Ann Hunter of the Career Transition Center (CTC) reported on the CTC's first year at the library. The CTC opened December 5, 2011. Their fiscal year ended September 30, 2012. In their first ten months they provided 370 coaching sessions to job seekers and had 961 visits to the Center. They also have a networking and support group for job seekers, called Monday Morning Jumpstart, with a weekly attendance of 15-25. They have regular speakers on pertinent topics and 174 people have attended the workshops.

The CTC has a seven-member board, two part-time volunteer staff members, Bonnie Dick and Ann Hunter, and a part-time staff member through collaboration with Mature Staffing Systems. That staff member is paid by Mature Staffing Systems. They have applied for grants but have not received any to date. With a year-long track record they hope for more success in getting grant funding. They are also seeking corporate and private funding.

The CTC focuses on serving jobseekers over 40, with a focus on professional, management, and technical skills, however, they are open to anyone who needs their assistance and serve many Shaker residents.

Director's Report

A. Fiscal Officer Search

Mr. Dickinson reported that there were 47 applicants for the Fiscal Officer position. Ten have been interviewed by telephone. Five or six will be selected for in-person interviews.

B. Correction to December 31, 2012 Financial Statements

Ms. Switzer reviewed Mrs. Pandelli's report and said that the December 31, 2012 financial statements needed to be corrected. The total Transfer In listed on page one of the financials was incorrect. The report did not pull the transfer that was approved and made in December. The total Month-to-Date Transfer In Revenue is \$18,200, not the \$11,200 listed on last month's report, and the Year-to-date Transfer In Revenue is \$25,400, not the \$18,400 on last month's report. The other reports for December 31, 2012 that were approved last month are correct. Ms. Switzer asked the Board to approve the revised Revenue Summary.

2013-22 Mr. Anderson moved and Mr. Miller seconded the motion to approve the revised Revenue Summary for December 31, 2012.

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

Nays: None. Motion carried.

C. Financial Statements

Ms. Switzer reviewed Mrs. Pandelli's Fiscal Officer Report for January 2013.

Revenue Summary

The January PLF was \$117,121.19, which is \$149.14 higher than what was received in January 2012. Total January revenue was \$582,979.73, which is higher than last year's revenue of \$452,731.06 mostly because the library received more in property tax advances and in gifts/contributions.

Expenditures

Expenditures were \$400,460.31, which is approximately 7% higher than January 2012 expenditures. This year, we spent more in materials and furniture & equipment than January of last year.

Bank Report

The operating balance as of January 31, 2013 was \$213,023.01. The STAR Ohio balance was \$1,659,671.77. In February, we will transfer money from the investment account into the operating account. Total bank balance at the end of January was \$1,875,518.78.

Fund Report

The General Fund unencumbered balance as of January 31, was \$379,145.09. Almost all Blanket and Contract Purchase Orders have been opened, which is reflected in the Encumbrances column. The total unencumbered fund balance for all funds is \$419,968.32.

Investment Report

The STAR Ohio Rate of Return has decreased to 5 basis points. In February, we will transfer at least \$1,000,000 into STAR Plus, which is currently earning 20 basis points.

Ms. Switzer asked the Board to approve the January 31, 2013 Financial Statement as submitted.

2013-23 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the January 31, 2013 Financial Statement as submitted.

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

Nays: None. Motion carried.

2012 Final Appropriation Adjustments

Ms. Switzer reviewed Mrs. Pandelli's Fiscal Officer Report and said the following 2012 Appropriations need to be revised to reflect actual expenditures. The previous appropriations are higher than the fund balance and must be corrected. These appropriations need to be submitted to the Cuyahoga County Budget Commission once approved. Ms. Switzer recommended that the Board accept the 2012 Final Appropriations Adjustments.

Account Number	Account Description	2012 Current Appropriation	Revisions	2012 Final Appropriation
Fund 216 - Connect Ohio Grant				
1100	Trainer	3,254.85	(2,581.65)	673.20
3290	Public Relations/ Advertising	2,582.65	(287.93)	2,294.72
8999	Unallocated Appropriation	4,072.00	(4,072.00)	-
	Total Connect Ohio Grant	9,909.50	(6,941.58)	2,967.92

2013-24 Mr. Anderson moved and Mr. Miller seconded the motion to approve the 2012 Final Appropriations Adjustments.

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

Nays: None. Motion carried.

D. Written Report

Mr. Dickinson said the library has received the first quote from Aetna for the health insurance renewal. It is an 11.3% increase over last year. This is much lower than the first quote last year. Generally, the final cost comes in lower than the first quote.

Mr. Dickinson distributed a report on utility costs from 2008 to 2012. The library changed electricity provider and lighting ballasts at Main Library. The report showed that the library has saved approximately \$50,000 over the last two years. Mr. Dickinson noted that 2012 was a warm winter and both usage and costs have decreased.

E. Annual Report

Mr. Dickinson distributed copies of the Library's annual report and said it will also be published in the April issue of *Shaker Life*. He said that while 2012 circulation was down, January's circulation did increase slightly.

F. Circulation Policy Update for Self-Checkout

Ms. Switzer noted that the Circulation Policy needs to be updated to facilitate Self-Check, which will be implemented April 2, 2013. The fine threshold at which cards are blocked needs to be raised from \$10 to \$15 and the price for a replacement library card lowered from \$1 to \$0.50. This is to encourage customers to replace their library card so they can use self-check, rather than relying on staff to look them up with their photo identification. Ms. Switzer noted that some other changes to

clarify current practice were also made. Ms. Switzer asked the Board of Trustees to approve the policy as submitted.

2013-25 Ms. Allen moved and Ms. Williams seconded the motion to approve the Circulation Policy as submitted.

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

Nays: None. Motion carried.

G. Extend Hours of June Staff Meeting

Mr. Dickinson said that the library has scheduled a training session on violent intruder defense strategies for all staff on June 7, 2013. A one-hour all-staff meeting was originally planned for that day, with the library scheduled to open at 10:30 a.m. Mr. Dickinson asked the Board to approve closing the library for a half-day to allow staff to attend this important training session. The library would open at 2 p.m.

2013-26 Mr. Anderson moved and Mr. Miller seconded the motion to approve opening the library at 2 p.m. on Friday June 7, 2013 to allow staff to attend a half-day training session on violent intruder defense strategies.

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

Nays: None. Motion carried.

H. State Budget/Legislative Day Update

Mr. Dickinson reported that the Governor's proposed biennial budget would increase the PLF by 4% for fiscal year 2014 and 2.7% for fiscal year 2015. This change, if approved by the Ohio Legislature, would be effective July 2013. The Governor has also proposed decreasing the state income tax by 20% and increasing sales tax revenue approximately 22%. Mr. Dickinson said we don't yet have an exact understanding of how the numbers were formulated and he expects more details on the proposed budget to be released soon. OLC has estimated that the projected PLF numbers might represent 1.68% of the state's general revenue. Even though this proposed budget represents a small increase over the previous budget, libraries are still receiving the same funding they received in 1994 and 1995. Funding projections are flat overall, as there is a projected decline in property tax values.

Mr. Dickinson and Ms. Switzer are attending OLC Legislative Day on March 6. Mr. Dickinson said the library's legislators have changed to Senator Shirley Smith and Representative Barbara Boyd.

An OLC New Trustee Workshop is scheduled for March 23 and Trustee Dinners are scheduled for March 27 at Kent State University and April 17 in Independence.

I. Customer Compliments

Ms. Switzer shared some compliments from customers that have been received via the online form staff use to track compliments and complaints for the strategic plan. Ms. Allen suggested that we find a way to publicize relevant compliments from customers, to help tell the story of the impact the library has on the community.

New Business

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

Unrestricted Contribution Individual (101-6510)	
W. Henry Boom	\$35.00
Rae and Craig Harris	
In honor of Aaron Saltzman	\$36.00
In memory of Ken McGovern	
ForTec Medical	\$250.00
Amanda and William McGovern	\$500.00
Patricia and Joseph Sweeting	\$500.00
Kittie Warshawsky	\$36.00
Jane and James Wood	\$50.00
Restricted Contribution Individual (208-6110)	
The Hobey Family	\$225.00

Mr. Dickinson noted that the Hobey Family contribution was given for the Children's Department at the Bertram Woods Branch.

Frances Belman Fund (210-6110)	
Michael Gardner	\$50.00

Mary Lynne McGovern donated a copy of *Urban Code* by Anne Mikolet and Moritz Pürckhauer in memory of Ken McGovern

2013-27 Dr. Hutt moved and Carmella 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

Susan Broach, Library Assistant, Level 106, half-time, resigned effective January 7, 2013

Michelle Dornsife, Library Assistant, Level 106, half-time, hired effective January 23, 2013

Simone Nielsen, promoted from Circulation Substitute to Circulation Assistant, Level 106, half-time, effective January 29, 2013

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 8:02 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, March 11, 2013 at 6:30 p.m. in the Dietz Community Room at the Bertram Woods Branch.

Jeanne Shatten, President

Luren Dickinson, Deputy Fiscal Officer

Carmella Williams, Secretary