

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, June 10, 2013

Attendance

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

Members Absent: Mr. Miller

Staff Present: Ms. Aiken, Mr. Dickinson, Ms. Miller, Ms. Switzer

Others: Anne Williams, League of Women Voters Representative

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:30 p.m. in the Dietz Community Room.

Approval of Minutes

Ms. Shatten asked for a motion to approve the May 13, 2013 regular meeting minutes.

2013-52 Ms. Allen moved and Mr. Anderson seconded the motion to approve the May 13, 2013 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

Ms. Williams reported the library's participation in the Memorial Day Parade was well received by the community. The staff displayed their skill with book cart drills and Mr. Dickinson and Ms. Williams rode in the library truck with the library mascot, Bee a Reader.

Staff Presentation – Lynne Miller, Branch Manager

Lynne Miller gave a brief history of the Bertram Woods Branch. She invited the attendees to tour the branch and showed each section of the library and explained its use. Ms. Miller said the new floating collection was reducing the transfer of material between the branches significantly.

Fiscal Officer's Report

Ms. Aiken reviewed the May 2013 financial statements. She noted the Public Library Fund remains at the same level as last year. She mentioned there is a good chance the PLF will increase with the new biennial state budget due to be passed by June 30. Real estate levy proceeds are down considerably from last year due to the revaluation of property in Shaker Heights. The Homestead Rollback is late in coming this year but should be in the library's account this week. The expense report shows an increase in wages paid this year because the wage scale was adjusted, but three pay periods in May accounted for most of the change. Bank balances are lower than the beginning of the

month for the same reasons. In May, Friends of the Shaker Heights Public Library reimbursed the library for budgeted expenses resulting in a large amount of income.

2013-53 Mr. Anderson moved and Ms. Allen seconded the motion to accept the May 31, 2013 financial statements as presented.

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

Nays: None. Motion carried.

Ms. Aiken requested a reduction in the amount of cash in the business office from \$1,500 to \$750 and in the circulation cash fund from \$770 to \$300. She explained the current level is not needed because there is only one cash register at the Main circulation desk and more transactions are paid with credit cards or through CLEVNET with PayPal.

2013-54 Mr. Anderson moved and Ms. Williams seconded the motion to reduce the amount of cash in the Business Office.

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

Nays: None. Motion carried.

Director's Report

Mr. Anagnostos arrived at 7:17 p.m.

A. Written Report

Mr. Dickinson reviewed his written report. He also reported that at the All Staff Meeting June 7 staff received violent intruder training. The presenter was Lt. Joe Hendry of the Kent State University Police Department. The training was a good mixture of humor and serious caution with the staff coming away with several possible reactions to a violent intruder.

B. Balanced Scorecard Update

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

Overall circulation is down 0.65% for the year. Movie circulation is up 2.6%. Downloadables are up 44% and are 1.7% of total circulation. From January through May 2013 we received 141 compliments from customers and 79 complaints. Most compliments were about customer service and programming, while most complaints were about the facility, policy/procedure and noise. The new Adult Services desk was installed in May and the first floor move is almost complete. Self-check began April 2, 2013. In April, 82% of direct circulation was from self-check and in May the total was 81%. For both months self-check was 88% of direct circulation at Main and 68% of direct circulation at Woods. Audiobooks and CDs began floating between buildings May 1, 2013. In the first month of floating, items traveling between buildings decreased 72%. Supervisors were trained on Core Competencies in April. Staff was introduced to Core Competencies June 7.

C. Facilities Assessment & Feasibility Study RFP

The Library will pursue a Local Government Innovation Grant in partnership with the city of Shaker Heights, which will serve as lead applicant, to fund a Facilities Assessment & Feasibility Study. The

Architect Review Team met May 23 to review and discuss the 11 RFP responses. Each participant rated the firms on five criteria. Agreement was reached on the four top firms. Each of the four firms was asked to do a presentation on June 4. The team met again to hear the reports which consisted of a twenty-five minute presentation and twenty-five minute question and answer period. At the close of the evening the team rated the firms again and a consensus was reached. The Architect Review Team recommends HBM for a fee of \$40,200 and requests Board approval to partner with the City to seek project funding through a Local Government Innovation Fund grant.

2013-55 Ms. Allen moved and Dr. Hutt seconded the motion to approve HBM for the Facilities Assessment & Feasibility Study for a fee of \$40,200 and to partner with the City to seek project funding through a Local Government Innovation Fund grant.

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

Nays: None. Motion carried.

D. Library Website RFP

Ms. Switzer reviewed progress on the new website. The Website Task Force, Ms. Switzer, Mrs. Simon, Ms. Brown and Ms. Mertel, has been working to develop content and sitemap for a new website. The RFP is being reviewed and will be released in June. Since the Board will not meet until September, Mr. Dickinson requested that the Board approve up to \$30,000 to hire a vendor to develop a new library website.

2013-56 Ms. Williams moved and Ms. Allen seconded the motion to approve up to \$30,000 to hire a vendor to develop a new website.

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

Nays: None. Motion carried.

E. Collection Development, Circulation and Reference Policies, 1st Review

Mr. Dickinson reviewed the changes made by staff to the Collection Development, Circulation and Reference Policies. Changes requested were small and explained to the Board.

2013-57 Ms. Allen moved and Mr. Anderson seconded the motion to accept the Collection Development, Circulation and Reference Policies as submitted.

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

Nays: None. Motion carried.

F. Legislative/Funding Update

Mr. Dickinson gave a report on the status of the new biennium state budget. The governor released his budget in February and the House released their version two months later. The Senate rolled out their version two months later. The House and the Senate have passed their own versions. Now the

three must be reconciled and voted on. The budget must be completed by June 30. The Public Library Fund should not be affected adversely and should grow in fiscal years 2013 and 2014.

G. Resolution of Commendation for Christine Burroughs

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Ms. Christine Burroughs who is retiring after 6 years of service with the library.

2013-58 Dr. Hutt moved and Ms. Williams seconded the motion to approve a Resolution of Commendation for Ms. Christine Burroughs for her years of service with the library.

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

Nays: None. Motion carried.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer and Jeff Wollitz

In memory of Edy Clementi

\$25.00

Randy Kammer

In honor of Dr. Paul Duncan

\$25.00

In honor of Michael Glazer

\$25.00

In memory of Nedra Harkavy

\$25.00

In memory of Stella Kramzer

\$25.00

Ruth Levenson Fund for Children (219-6110)

In memory of Ruth Levenson

Alice Levenson

\$250.00

Linda Seidman

\$250.00

2013-59 Ms. Allen moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Elizabeth Sillars, Technical Services Assistant, retired effective May 7, 2013

Mr. Dickinson reported the library will receive a "Created Equal: America's Civil Rights Struggle" film set and a \$1,200 programming stipend from Bridging Cultures, an initiative developed by the National Endowment for the Humanities. The program is tentatively scheduled for fall 2014 or spring 2015.

Community Comments

None.

Executive Session

Mr. Dickinson requested a motion for the Board to enter executive session to discuss personnel matters.

2013-60 Ms. Allen moved and Ms. Williams seconded the motion to enter executive session to discuss personnel matters.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:07 p.m.
Trustees returned to regular session at 8:17 p.m.

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 8:19 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, September 9, 2013 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Dolores Aiken, Fiscal Officer

Carmella Williams, Secretary