

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, October 14, 2013

Attendance

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

Member Absent: Dr. Hutt

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

Others Present: Library Staff

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:31 p.m.in the Dietz Community Room.

Approval of Minutes

Ms. Shatten asked for a motion to approve the September 9, 2013 regular meeting minutes and the October 7, 2013 special meeting minutes.

2013-70 Mr. Miller moved and Mr. Anderson seconded the motion to approve the September 9, 2013 regular meeting minutes and the October 7, 2013 special meeting minutes. as submitted.

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

Nays: None. Motion carried.

President's Report

A. Annual Performance Review for Director and Fiscal Officer

Ms. Shatten noted each Board Member was given an envelope with the Director's and Fiscal Officer's self-evaluation. Trustees should review the evaluations, rate the employees and then return the forms to her. A committee will compile the results and meet with both employees to share the results.

B. Meeting with Superintendent

Ms. Shatten reported she, Mr. Anderson and Mr. Dickinson attended a meeting with the new Superintendent of the Shaker Heights City School District on September 10. She indicated the meeting was very positive and the library shared with the Superintendent the various services the library provides to students.

Mr. Dickinson reported he had another meeting on September 26 with the Mayor and Superintendent to discuss a "Straight A" grant the schools are working on. The grant would provide funding for the schools to remodel and lease rooms on the second floor of the library and provide classes from pre-

school to post graduate. It is unknown what effect this would have on library operations. The grant application is due October 25, 2013 and the schools could start construction in January 2014. The Board felt there were too many questions at this time, but is open to more communication from the schools and might hold a special meeting to discuss this further.

Executive Session

2013-71 Ms. Allen moved and Mr. Anderson seconded the motion to enter executive session at 6:45 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

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

Nays: None. Motion carried.

2013-72 Mr. Miller moved and Mr. Anderson seconded a motion to adjourn the executive session at 7:18 p.m. and return to regular session.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Cost Cutting Proposal

Ms. Aiken yielded the floor to Mr. Dickinson. Mr. Dickinson outlined the cost cutting measures necessary to balance the 2014 budget. The plan will take effect December 29, 2013. The plan was devised to compensate for a \$200,000 decline in property tax revenue and a \$100,000 increase in expenses.

2013-73 Mr. Anderson moved and Ms. Williams seconded a motion to approve the cost cutting proposal.

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

Nays: None. Motion carried.

B. Financial Statements

Ms. Aiken reviewed the September 2013 financial statements. Real Estate revenue is down considerably from last year due to the property revaluation. Also, the Public Library Fund has not increased as forecasted. Other income items remain about the same as last year. The expense report shows a \$75,000 increase in wages paid this year because the wage scale was rebalanced and wages increased. Utility expenses are up due to a water pipe break last December. The City of Cleveland Division of Water did issue a partial refund. Bank balances are high at the end of the month because almost all of the property taxes have been collected. The balance will diminish as the year progresses.

2013-74 Ms. Allen moved and Mr. Anderson seconded a motion to accept the financial statements for September 2013.

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

Nays: None. Motion carried.

Director's Report

B. Circulation Statistics, Third Quarter

Mr. Dickinson reviewed the third quarter circulation statistics. Overall circulation is down for the year despite an increase in downloadables. The decrease in circulation is greater at Bertram Woods and is expected to continue due to the reduced service hours in 2014.

C. Cuyahoga County Budget Commission Report

Mr. Dickinson gave a report on the Cuyahoga County Budget Commission meeting. The meeting went well with agreement by the libraries to continue with the same formula for the 2014 PLF distribution as was used in the past.

Mr. Dickinson will attend another meeting on October 17 at the Westlake Porter Public Library with the other directors from Cuyahoga County to review the current PLF distribution formula. The current formula expires at the end of 2013 and needs to be extended.

D. 2014 Holiday Schedule and Hours of Operation

Mr. Dickinson reviewed the 2014 Holiday Schedule and Hours of Operation. Changes resulting from the reduced service hours at Bertram Woods and the furlough for Thanksgiving weekend will be reflected in the schedule.

2013-75 Mr. Anderson moved and Ms. Allen seconded a motion to accept the 2014 Holiday Schedule and Hours of Operation as presented.

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

Nays: None. Motion carried.

E. 2014 Board Meeting Schedule

Mr. Dickinson presented the 2014 Board Meeting Schedule. The April meeting was moved to the first Monday in April.

2013-76 Mr. Anderson moved and Ms. Allen seconded a motion to approve 2014 Board Meeting Schedule as submitted.

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

Nays: None. Motion carried.

F. Personnel Manual, 2nd Review

Mr. Dickinson requested that the Personnel Manual changes be tabled until next month so that revisions necessitated by the cost cutting plan can be incorporated.

G. Resolutions of Commendation for Loraine Lamont and Gail Johnson

Mr. Dickinson read a resolution of commendation for Gail Johnson, thanking her for her 25 years of service. As Mrs. Johnson was present, Mr. Dickinson presented the commendation to her. Mr. Dickinson also read a resolution of commendation for Loraine Lamont for her 25 years of service.

2013-77 Ms. Allen moved and Mr. Miller seconded a motion to approve the resolutions of commendation as submitted.

Roll Call: Ayes: Ms. Allen, Mr. Anderson, Mr. Anagnostos, Mr. Miller, 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

In honor of Greg Balotin and Samantha Cribbett \$25.00

In memory of Larry Lazar \$25.00

In honor of Allison Stein Robbins \$25.00

Frances Belman Fund (210-6110)

In honor of Marilyn Gardner

Marsha Moses \$50.00

The Winicki Family \$50.00

Local History Donations:

Pamela Little-Hayes, SHHS graduate, donated a copy of her book, *When Dragons Get Mad*

Jonathan V.L. Kiser, SHHS graduate, donated a copy of his book, *Magic Carpet Ride – The*

Amazing Adventures of Jean and Bill

Georgian Condominiums \$50.00

2013-78 Mr. Anderson moved and Ms. Williams seconded a motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Adrian Griffin, Young Adult Associate, Level 109, change in status from half-time to substitute effective September 7, 2013

Karen Rosenblum, PR Administrative Clerk, Level 106, half-time, resigned effective September 13, 2013.

Announcements

Mr. Dickinson read a letter from the family of James Tomko thanking the library for having the art show displaying the paintings of Mr. Tomko. He also read a letter from two gentlemen in Cleveland Heights thanking the library for the use of study rooms over the past few years.

Adjournment

Since there was no further business to discuss, Ms. Shatten adjourned the regular board meeting at 8 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 11, 2013 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Dolores Aiken, Fiscal Officer

Carmella Williams, Secretary