

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, December 9, 2013

Attendance

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

Member Absent: Mr. Miller

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

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the November 11, 2013 regular meeting minutes.

2013-93 Ms. Allen moved and Mr. Anderson seconded the motion to approve the November 11, 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

A. Annual Performance Reviews for Director and Business Manager/Fiscal Officer

Ms. Shatten said the annual performance reviews for the Director and Fiscal Officer had been completed. She and Mr. Anderson had met with both and discussed their reviews.

B. Nominating Committee Report

Dr. Hutt recommended the following slate of officers for 2014:

Mr. Anderson – President  
Ms. Williams – Vice President  
Mr. Anagnostos – Secretary

2013-94 Dr. Hutt moved and Ms. Williams seconded the motion to approve the nominations as submitted.

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

Nays: None. Motion carried.

Mr. Anagnostos arrived at 6:39 p.m.

## Fiscal Officer's Report

### A. Financial Statements

Ms. Aiken reviewed the November 2013 financial reports. She passed out new month to date and year to date bank reports. There was an error in the financial software that had caused a problem but it was corrected and new reports were run. She noted the Public Library Fund receipts seem to be running better than expected, but would be \$3,000 short of the estimated income. She mentioned this may be the result of the new method of computing the Public Library Fund and the estimates are not as accurate as in the past.

2013-95 Mr. Anderson moved and Mr. Williams seconded the motion to approve the November 30, 2013 financial statements as submitted.

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

Nays: None. Motion carried.

### B. 2014 Temporary Appropriation

Ms. Aiken reviewed the 2014 Temporary Appropriation. She explained the budget was almost the same as 2013 with a few adjustments. This budget is a starting point for planning in 2014. The final budget would take more analysis and she would be working with the Director and Deputy Director in January and February to have the final budget ready for the Board in March.

2013-96 Ms. Allen moved and Mr. Anagnostos seconded the motion to accept the 2014 Temporary Appropriation as submitted.

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

Nays: None. Motion carried.

### C. 2013 Final Appropriation

Ms. Aiken reviewed the Final Appropriation for 2013. She felt there were more transfers than normal because there were two Fiscal Officers in one year. She hopes next year to do a better job in setting the budget since is more familiar with expenses and revenue. Ms. Aiken explained the need for each transfer.

2013-97 Ms. Allen moved and Mr. Anderson seconded the motion to accept the 2013 Final Appropriation as submitted.

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

Nays: None. Motion carried.

### D. Records Retention and Removal Update

Ms. Aiken said no records were marked for removal in 2013. As she was preparing to destroy obsolete records, she discovered the appropriate retention policy documents had not been filed with the Ohio Historical Society. Ms. Aiken said she would file the correct documents next year and report back to the Board.

Mr. Dickinson reported there were no public record requests in 2013.

## Director's Report

### A. Written Report

Mr. Dickinson expressed his disappointment with the Shaker Library not being named a starred library by *Library Journal*. He said Shaker Library has lost funding and is now placed in a new category which has many more libraries. He gave per capita statistics to show Shaker Library is still one of the best performing libraries in the country, the state and in the nation.

Mr. Dickinson went over his written report and highlighted several important points.

### B. PLF Funding Review

Mr. Dickinson passed out an analysis of the Public Library Fund for 2012 and 2013. It showed the 2013 funds were higher than 2012 but lower than estimated for 2013.

Mr. Dickinson mentioned the library should hear the results of the feasibility study grant very soon.

### C. Technology Plan

Mr. Dickinson presented the revised Technology Plan. He said it is reviewed and updated each year and there were many changes for 2014. He said the new website should be up and running in February. He noted there is progress on the installation of wireless printing but it is not yet complete.

Mr. Dickinson requested a motion by the Board to approve the revised Technology Plan.

2013-98 Ms. Allen moved and Ms. Williams seconded to accept the Technology Plan as submitted.

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

Nays: None. Motion carried.

### D. 2014 Board Presentations

Mr. Dickinson passed out a list of the 2014 staff presentations to the Board.

Mr. Dickinson supplied the Board with a handout of his strategic focus in 2014: 1) Providing sustainable health insurance for employees; 2) Maintaining and advancing our status as a community destination place; 3) Examining our facilities and finances. He recommended the Board set a date early in 2014 for a Board retreat to receive input on these points and make plans for implementation. February 1 and 8 are the proposed dates. The Board was requested to check their calendars.

E. Strategic Plan Update

Ms. Switzer gave a handout to the Board with the updates and discussed the progress on the Strategic Plan.

F. Resolutions of Commendation for Joyce Becker, Margaret Chin, Kristen Drake, Elfriede Heaney, Kathy Perkins, Galina Piskounova, Laurie Rosenberg, Virginia Schoelch and Phil Socha

Mr. Dickinson requested resolutions of commendation for the nine staff leaving the library's employ at the end of the year.

2013-99 Mr. Anderson moved and Ms. Williams seconded to approve Resolutions of Commendation for Joyce Becker, Margaret Chin, Kristen Drake, Elfriede Heaney, Kathy Perkins, Galina Piskounova, Laurie Rosenberg, Virginia Schoelch and Phil Socha

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

Unrestricted Contribution - Foundation  
Veterans For Peace Chapter 39 \$50.00

Marilyn Kammer Memorial Fund (209-6510)  
Randy Kammer  
In memory of Celeste Healy \$25.00  
In memory of Lou Reed \$25.00

Local History Donations:

A copy of the Lomond Community Association 1965 Articles of Incorporation by Isaac Gerber

September 1995 to October 2012 issues of Welcoming Words, the newsletter of the Eastside Welcome Club

Nellie Ruby Taylor donated copies of her poetry and writings: *The Path, Thank You, Our Fears, The Morning, The Evening and The History of the Birth Certificate of Humankind*

2013-100 Dr. Hutt moved to accept 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.

Adjournment

Since there was no further business to discuss, Ms. Shatten adjourned the regular board meeting at 8:29 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, January 13, 2014 at 6:30 p.m. in the Main Library Boardroom.

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Jeanne Shatten, President

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Dolores Aiken, Fiscal Officer

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Carmella Williams, Secretary