

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, January 13, 2014

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: Holly Wang and Wendy Munyon, League of Women Voters Representatives

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:37 p.m. in the Main Library Boardroom.

Approval of Minutes

2014-04 Mr. Miller moved and Ms. Williams seconded the motion to approve the December 9, 2013 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

A. Board Recognition

Mr. Anderson presented a new book, *A Field Guide to American Homes*, to Ms. Shatten. It will be placed in the Library's circulating collection in honor of her three years of hard work as President of the Board of Trustees. He then presented another book to Ms. Shatten for her personal collection, *Shaker Then & Now* which was published in 1928.

B. Trustee Search Update

Mr. Anderson said that since Dr. Hutt's term will expire March 31, a new trustee must be appointed by the School Board. The vacancy has been advertised. Mr. Anderson asked for a volunteer to serve on the selection committee. Ms. Williams volunteered to serve on the committee.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the December 2013 financial reports. She noted the Public Library Fund receipts were \$31,000 higher than expected but a little below the estimate. The final levy receipts were \$100,000 higher than estimated but still \$200,000 less than last year. Other income is lower

than last year except for donations and meeting room fees. She reported salary expenditures are 1.5% over last year and all salaries and benefits for 2013 were \$89,268 higher than 2012. She explained purchased services like maintenance were up 4%. On the fund report she noted the General Fund balance is \$200,000 below the year's beginning balance. This is a result of transferring \$100,000 to the Technology and Building Funds. Over all, the Library's funds are down \$33,000 from January 2013. The Library remains in about the same financial position as last year despite the reduction in revenue.

2014-05 Mr. Anagnostos moved and Ms. Shatten seconded the motion to approve the December 31, 2013 financial statements as submitted.

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

Nays: None. Motion carried.

B. Resolution regarding expenditures for Board meetings

Ms. Aiken said that by law, the Board is allowed to use library funds to pay for meeting refreshments and departing gifts for trustees. The refreshments must be for formal or informal meetings and gifts are for recognition of service. These expenditures should be authorized each year.

2014-06 Ms. Allen moved and Ms. Williams seconded the motion to authorize the expenditure of library funds for refreshments for formal or informal meetings and gifts in recognition of service of trustees.

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

Nays: None. Motion carried.

C. Authorize the renewal of the following contracts and services over \$25,000 per year

Ms. Aiken requested approval for contracts and services that will exceed \$25,000 in 2014

Aetna (Employee Benefits)
Brodart (Books)
CASS Information (Dominion East Ohio Gas Co-op)
Cleveland Public Library (CLEVNET)
Cuyahoga County Treasurer (Levy Collection Fees)
Glacial Energy
Ingram (Books)
Midwest Tape (AV Material)
OPERS
Ohio Bureau of Worker's Compensation
Ohio Department of Job and Family Services
OverDrive, Inc.
Rivistas Subscription Services
The Edward H. Sutton Insurance Company
The Illuminating Company

2014-07 Mr. Miller moved and Mr. Anagnostos seconded the motion to authorize the renewal of the above 2014 contracts and services over \$25,000 per year.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson added to his written report that he had received a few complaints about the change in hours at the Woods Branch. This was mostly a result of patrons not reading the new signs or otherwise not having been aware of the change.

B. 2013 Circulation Report

Mr. Dickinson reviewed the circulation statistics for 2013. Several categories showed a decline. He noted this is a trend in most libraries. Mr. Anderson requested an update on the statistics after the first quarter of 2014 to see the effects of the change in hours at Bertram Woods Branch.

Mr. Dickinson reported the Ohio Library Council has selected Michelle Francis as its new Director of Government and Legal Services. She will join the OLC staff on February 12 and work with Lynda Murray, current Director of Government and Legal Services, until Lynda's retirement in June.

Mr. Dickinson reviewed the updated Board of Trustees roster and calendar of events for 2014.

C. Retreat Agenda

Mr. Dickinson proposed an agenda for the Board retreat scheduled for February 8. First topic will be sustainable healthcare for employees. Second topic will be Shaker Heights Library as a community destination place. Third will be a discussion on financial and facility matters to develop a plan to deal with the challenges faced.

Mr. Dickinson recommended going ahead with the facility study at this time even though the LGIF grant was denied. Ms. Aiken said the money would be available in the Other Professional Services line item and would need to be transferred to the Engineering and Architects line. Mr. Dickinson suggested \$12,000 be transferred.

2014-08 Ms. Williams moved and Ms. Shatten seconded the motion to transfer \$12,000 from the Other Professional Services to Engineering and Architects line.

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

Nays: None. Motion carried.

D. Funding Outlook

Mr. Dickinson reviewed a handout showing property tax collections were \$100,000 higher than expected due to a higher collection rate than estimated by Cuyahoga County. He expects the same to

be true for 2014 collections. He also reviewed the Public Library Fund projected cash flow for 2014 and how it will vary because of the new funding structure that started with the state budget in July 2013.

E. Resolution of Commendation for Marcia Fein

Mr. Dickinson requested a resolution of commendation for Marcia Fein who retired December 31, 2013.

2014-09 Mr. Miller moved and Ms. Shatten seconded the motion to approve a Resolution of Commendation for Marcia Fein.

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

Nays: None. Motion carried.

New Business

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

Unrestricted Contribution Individual (101-6510)	
Patricia and Joseph Sweeting	\$100.00
In memory of Ken McGovern	

Bertram Woods Branch Fund (208-6510)	
Anonymous	\$700.00
George and Rebecca Dent	\$300.00

Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In honor of Dr. Ron Elinoff	\$25.00
In memory of Watson Healy	\$25.00

2014-10 Ms. Allen moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Joyce Becker, Adult Services Associate, retired effective December 31, 2013

Margaret Chin, Senior Technical Services Assistant, retired effective December 31, 2013

Kristen Drake, Audio Visual Specialist, retired effective December 31, 2013

Marcia Fein, Page I, retired effective December 31, 2013

Elfriede Heaney, Page Supervisor, retired effective December 31, 2013

Merle Perkins, Circulation Services Assistant, retired effective December 31, 2013

Galina Piskounova, Page II, retired effective December 31, 2013

Laurie Rosenberg, Circulation Manager, position eliminated effective December 31, 2013

Virginia Schoelch, Youth Services Associate, position eliminated effective December 31, 2013

Philip Socha, Adult Services Associate, retired effective December 27, 2013

Community Comments

The new observer from the League of Women Voters, Ms. Wendy Munyon, was introduced to the Trustees. She invited the Board to the Public Officials Reception on January 22.

Adjournment

Since there was no further business to discuss, Mr. Anderson adjourned the regular board meeting at 7:52 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, February 10, 2014 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Dolores Aiken, Fiscal Officer

Peter Anagnostos, Secretary