

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, April 7, 2014

Attendance:

Members Present: Ms. Allen, Mr. Anagnostos (arrived at 6:32), Mr. Anderson, Mr. Gleisser, Mr. Miller, Ms. Shatten, and Ms. Williams (arrived at 6:40)

Member Absent: None

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

Others Present: Ms. Holly Wang, League of Women's Voters  
Mr. Reuben Harris, Shaker Heights City Schools Board

Meeting was called to order at 6:22 by Mr. Anderson in the Dietz Community at the Bertram Woods Branch of the Shaker Heights Public Library.

Oath of Office:

Mr. Harris administered the oath of office to Mr. Gleisser, new member of the Shaker Heights Public Library Board of Trustees. Mr. Anderson welcomed Mr. Gleisser.

School Board Presentation:

Mr. Harris gave a presentation to the Board about the upcoming levy for the Shaker Heights City Schools on the May ballot. Mr. Harris said the schools require the funds to maintain the high level of excellence, to give each child the full experience of a quality education and to maintain a fund balance of 17%. The fund balance would provide for emergencies and keep the bond rating of the schools at the highest level. He stated that the schools strive to close the achievement gap.

Approval of Minutes:

Mr. Anderson asked for a motion to approve the March 10, 2014 regular meeting minutes as corrected.

2014-24 Ms. Allen moved and Ms. Williams seconded the motion to approve the amended minutes.

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

Nays: None. Motion carried.

## President's Report:

### A. Board Executive Committee Meeting

Mr. Anderson noted that the Executive Committee of the Board of Trustees met on March 17 and developed a timeline for addressing facilities, including:

1. Presentation of the Facilities Assessment in April
2. Discussion of the proposed Feasibility Study in May and development of key messages to the public
3. Approval in June to move forward with the Feasibility Study
4. Choice of a plan in December
5. Submission to School Board in January

### B. Case Statement Meeting

Mr. Anderson said he would be meeting with Mr. Anagnostos, Mr. Dickinson, Ms. Switzer and PR Coordinator Margaret Simon on April 14 to discuss the development of a Case Statement for library fundraising. He will report the results for further refinement at the May 12 Board meeting and hopes to finalize them at the June meeting. Mr. Gleisser suggested that the Board consider using an ad hoc committee to look at the finances of the Library and communicate the results to the community. He said this has worked well for the City and Schools in preparation for going to the voters.

## Fiscal Officer's Report:

### A. Financial Statements

Ms. Aiken reviewed the reports stating the Public Library Fund is the same as last year despite promises from the state for increases. The levy funds appear larger than last year but the tax settlement was earlier and the amount will be the same. She mentioned that after speaking to the Cuyahoga Budget Commission, the library will be receiving \$18,000.00 in delinquent taxes from Office Max. Salary expenditures are lower, as expected, due to the staff reductions made at the beginning of the year. Property maintenance expenses are down over last year because of payment for major stairwell repairs last year. Ms. Aiken noted the fees for levy tax collections have increased. The general fund balance is about the same as it was last year at this time.

Mr. Anderson asked for a motion to approve the March 2014 financial reports.

2014-25 Ms. Allen moved and Ms. Williams seconded the motion to approve the financial reports as submitted.

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

Nays: None. Motion carried.

B. Health care insurance costs

Ms. Aiken reported disappointing news about the health insurance savings reported last month. After receiving an excellent quote from Starmark, they withdrew their offer as a result of the health care questionnaires filled out by employees. The library's insurance agent was able to secure a comparable quote from Anthem, but it is 12% higher. The annual cost increase, however, should be closer to 5% because of fewer employees being covered and vacancies while positions are being filled.

Director's Report:

A. Written report

Mr. Dickinson reviewed his written report.

B. Quarterly Circulation Statistics

Mr. Dickinson, with help from Ms. Switzer, presented the first quarter statistics. He noted that circulation at Woods had decreased 16.65% while hours had been cut 23%. Some additional decrease was due to extreme weather conditions in January and February. He said computer usage continues to grow even though at times we are at or near capacity. It was noted that we are still receiving complaints about the reduced hours at Woods. He also reviewed statistics comparing Shaker Library with Westlake Porter Public Library. This was to familiarize the Board with the Westlake Library since the meeting with the Westlake Board is on May 7.

C. Administrative Policies

Mr. Dickinson reviewed the Investment and Record Retention Policies of the library. Since the changes were minor, Mr. Dickinson requested a motion to approve the revised policies.

2014-26 Ms. Allen moved and Ms. Williams seconded the motion to approve the policy changes.

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

Nays: None. Motion carried.

D. OLC Legislative update

Mr. Dickinson reported on his and Ms. Switzer's trip to OLC Legislative Day in Columbus. They and other library representatives attended the House Finance Committee hearing to encourage legislators to pass an amendment that would increase the Public Library Fund from 1.66% to 2% of the General Fund as part of the Mid-Biennium Review. The Committee was impressed with the number of library supporters at the hearing. The Governor's plan to cut income taxes risks decreasing

the PLF and there is already great concern with state funding for public libraries at a twenty year low, without accounting for inflation.

E. Facilities Assessment Presentation

Since representatives of HBM Architects had not arrived to give the scheduled presentation, Mr. Dickinson reported he had received a preliminary facilities assessment report last week. The data was not complete at that time, but he had hoped it would be ready for tonight's meeting. He and Maintenance Manager John Harchar will be meeting with the architect on Thursday morning to go over the report. The Board requested he contact HBM to set up a work session on April 21 to review the finalized documents.

F. Resolution of Commendation

Mr. Dickinson requested a resolution of commendation for Ronald Shmigel for his years of service with the library.

2014-27 Ms. Allen moved and Ms. Williams seconded the motion.

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

Nays: None. Motion carried.

New Business:

Gifts accepted and appropriated to the designated funds  
Marilyn Kammer Memorial Fund

Randy Kammer

In memory of Gail Mendelsohn \$25.00

In memory of Eunice Zisser \$25.00

2014-28 Ms. Allen moved to accept the gifts and Mr. Miller seconded.

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

Nays: None. Motion carried.

Personnel Actions:

Shawn Booker, Security Officer, level 106, part-time, hired effective 3/27/14

Peter Brown, Adult Services Librarian, level 111, full time, retired effective 3/28/14

Community Comment:

Mr. Harris thanked the Board for allowing him to come to the meeting.

Announcements:

Mr. Dickinson mentioned the Friends of the Shaker Library are having a joint fund raiser with Barnes and Noble on April 19 from 9:00 a.m. to 11:00 p.m. at the Eton Collection.

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, May 12, 2014 at 6:30 p.m. in the Board Room at the Shaker Heights Public Library.

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Chad Anderson, President

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Dolores Aiken, Fiscal Officer

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Peter Anagnostos, Secretary