

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
December 14, 2015

Attendance

Members Present: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser,
Mr. Meinhard, Ms. Williams

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

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:31 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the November 9, 2015 regular meeting minutes.

2015-69 Mr. Meinhard moved and Ms. Williams seconded the motion to approve the November 9, 2015 regular meeting minutes.

Roll Call: Ayes: Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard,
Ms. Williams

Nays: None. Motion carried.

President's Report

A. Trustee Reappointment

Mr. Anderson reported that Mr. Bertsch has been reappointed for a full seven-year term commencing April 1, 2016.

B. Annual Performance Review for Director

Mr. Anderson said that he and Ms. Williams will meet with Mr. Dickinson on Tuesday, December 15 to review his performance evaluation.

C. Nominating Committee Report

Mr. Bertsch, Nominating Committee Chair, stated that he had conferred with board members and they recommend the following slate of officers for 2016:

Mr. Anderson - President
Ms. Williams - Vice President
Mr. Gleisser - Secretary

Mr. Anderson asked for a motion from Board members not being nominated.

2015-70 Ms. Garrett moved and Mr. Meinhard seconded the motion to approve the recommendation of the Nominating Committee to appoint the following slate of officers for 2016:

Mr. Anderson - President
Ms. Williams - Vice President
Mr. Gleisser - Secretary

Roll Call: Ayes: Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Mr. Anagnostos arrived at 6:35 p.m.

D. Public Awareness Campaign Proposals

Mr. Anderson said Mr. Dickinson and Ms. Switzer developed an RFP and sent it to four public relations firms on November 30. Proposals were due Friday, December 11. Mr. Dickinson, Mr. Anderson, and Ms. Switzer will review the proposals and invite two firms to present more information about their proposals. Mr. Dickinson said that up to \$36,000 will be available to spend from the endowment fund and requested approval to spend the available funds on a public awareness campaign regarding the library's facility issues.

2015-71 Ms. Williams moved and Ms. Garrett seconded the motion to authorize use of income from the endowment fund up to \$36,000 for a public awareness campaign.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Mr. Anderson noted that the schools published their calendar for facility master planning workshops, which are open to the public. Mr. Dickinson and Mr. Anderson will attend January sessions. Mr. Anderson encouraged other board members to attend, as well.

Deputy Fiscal Officer's Report

A. Financial Statements

Mr. Dickinson noted the Fiscal Officer position has been reposted. Ms. Keenan has agreed to continue with limited hours at least through the end of the year.

Mr. Dickinson reviewed the financial statements prepared by Ms. Keenan. He estimated that expenditures will be \$200,000 under budget at the end of the year, with most of the savings coming from staff vacancies. He noted that investments increased \$1,000 this year due to higher interest through STAR Plus.

2015-72 Mr. Meinhard moved and Mr. Anagnostos seconded the motion to approve the November 30, 2015 financial statements as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. 2015 Final/2016 Temporary Appropriation

Mr. Dickinson reviewed the 2015 Final and 2016 Temporary Appropriation Budget prepared by Ms. Keenan. The temporary budget is required by state law to cover the first few months of 2016. The final budget will be approved at the March Board meeting.

Mr. Dickinson noted that the final budget will include an increase in the amount allocated to Play & Learn for the first time since the library began providing funding in 1998. The additional \$2,500 would support restoring some programming that was cut due to Family Connections' reduced funding. Mr. Dickinson said the budget would also include a \$70,000 increase in the materials budget, in support of the strategic plan.

2015-73 Mr. Bertsch moved and Mr. Anagnostos seconded the motion to approve the 2016 Temporary Appropriation as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

C. PNC Credit Cards Extension of Credit

Mr. Dickinson led a discussion about the library's effort to pay for as much as possible with charge cards to maximize cash back benefits, which has been delayed due to staff turnover at PNC Bank. It was agreed to put the project on hold until a Fiscal Officer has been hired and proper procedural controls are in place.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report. He noted the Anthony Doerr event, presented in partnership with University School, earned almost \$4,000 in profit. The proceeds will be divided evenly between the library and University School.

Mr. Dickinson said that visitors to Main Library increased 10% in November and shared some recent facility improvements, including carpeting of the Boardroom, Quiet Study and Meeting Room G, as well as concrete repairs outside the receiving room.

Mr. Dickinson reviewed upcoming programs and meetings. He noted that Friends of Shaker Library is once again hosting a Literary Libations fundraiser. The event will be February 5, 2016 and will cost \$25 per person. The theme will be Shakespeare, in keeping with the designation of 2016 as "Year of the Bard." He reminded Trustees of the library's partnership with Cleveland Public Library for the Shakespeare First Folio exhibit and noted that the library will host a "Billy the Bard" webcam during 2016.

Mr. Dickinson reported that he signed a memorandum of understanding with the eight other library systems in the county to participate in a drive to ensure every child in the county has a library card. This will take place in September 2016, which is National Library Card Sign Up Month.

B. PLF Funding Review

Mr. Dickinson said the PLF revenue was 10.3% higher this year than in 2014 and 2% more than the state estimate. The library has not yet received the state projection for 2016 PLF revenue.

C. 2016 Board Presentations

Mr. Dickinson distributed and reviewed the presentation schedule for 2016. Mr. Gleisser suggested inviting the superintendent to speak to the board.

D. Creation of Digital Services Department

Ms. Switzer distributed a proposal to create a Digital Services Department and promote Susie Brown, currently the Technology Specialist, to Digital Services Manager. The Digital Services Manager would develop, coordinate, and direct the library's digital services, including managing the Computer Center, technology classes, and the library's social media and web presence. The Digital Services Manager would supervise the Computer Center staff and the Technology Trainer, and supervise the IT Technician in cooperation with the Director. Ms. Brown would also provide leadership for identifying and implementing emerging technology, as well as planning for ongoing technology needs.

2015-74 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to create a Digital Services Department that reports to the Deputy Director and promote Susie Brown from Technology Specialist to Digital Services Manager effective December 27, 2015.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

E. 2016 Salary Schedule and Cost of Living Increase

Mr. Dickinson requested approval of the proposed 2016 salary schedule, as well as a 3% cost of living increase off the midpoint for all staff, including the director. Raises will be reflected in the January 22 paychecks.

2015-75 Mr. Meinhard moved and Ms. Garrett seconded the motion to approve the proposed 2016 salary schedule, as well as a 3% cost of living increase off the midpoint for all staff, including the director, beginning with paychecks distributed January 22.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

F. 2016 Technology Plan, 2nd Review

Mr. Dickinson reviewed highlights of the proposed changes and asked for approval of the revised technology plan as submitted.

2015-76 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the Technology Plan as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

New Business

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

Unrestricted Contribution-Individual (101-6510)
Mary Jane and Philip Safford
In memory of Barbara Luton \$25.00

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
In memory of Edythe Adler \$25.00

Frances Belman Fund (210-6110)
Lissa Johnson
In memory of Frances Belman \$100.00

Local History Donations

The Country Club: The First Hundred Twenty-Five Years, 1889-2014 by Jack Thalman from The Country Club

A bound volume of *The Shaker School Review, 1925-1975*, a set of bound *Shaker Life Magazine* annual volumes, 1983-1998 from the Shaker Heights City School District

Author, Alissa Glenn donated *Eat happy: Transform your health with foods you love*

Lomond Community Association has deposited a time capsule in the Local History Collection in honor of its 50th Anniversary

2015-77 Mr. Anagnostos moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. Personnel Action

Gabriel Venditti, Community Engagement Librarian, full-time, level 111, hired effective November 2, 2015

Matthew Grabski, Adult Services Librarian, full-time, level 111, hired effective November 23, 2015

Community Comments

None

Announcements

None

Adjournment

Since there was no further business to discuss, Mr. Anderson moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:04 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Wednesday, January 13, 2016 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Luren E. Dickinson, Deputy Fiscal Officer

Peter Anagnostos, Secretary