

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, February 17, 2014

Attendance

Members Present: Ms. Allen, Mr. Anagnostos, Mr. Anderson, Mr. Miller, Ms. Williams
Members Absent: Dr. Hutt, Ms. Shatten
Staff Present: Ms. Aiken, Mr. Dickinson, Mrs. Simon, Ms. Switzer
Others Present: Ms. Munyon, League of Women Voters Representative

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Main Library Boardroom.

Approval of Minutes

2014-11 Ms. Allen moved and Mr. Miller seconded the motion to approve the January 13, 2014 organizational meeting minutes as submitted.

Roll Call Ayes: Ms. Allen, Mr. Anagnostos, Mr. Anderson, Mr. Miller, Ms. Williams
Nays: None. Motion carried.

2014-12 Mr. Miller moved and Ms. Williams seconded the motion to approve the January 13, 2014 regular meeting minutes as submitted.

Roll Call Ayes: Ms. Allen, Mr. Anagnostos, Mr. Anderson, Mr. Miller, Ms. Williams
Nays: None. Motion carried.

Staff Presentation - Margaret Simon, Public Relations Coordinator

Mrs. Simon, Public Relation Coordinator, presented a slide show highlighting art in the library and art exhibits. She explained the Annual Barbara Luton Art Competition. 2014 will be the 15th year for the event. There is a \$25 entry fee and each artist is allowed to submit two pieces.

President's Report

A. Trustee Search

Mr. Anderson reported on the ongoing search for a new Board member to replace Dr. Hutt. Mr. Anderson, Mr. Dickinson, Ms. Williams and Mr. Harris from the School Board met and reviewed the eight applications. Four candidates were selected to interview. Ms. Allen inquired about the criteria used to select a trustee. Mr. Anderson said there are three: diversity of experience, demonstrated ability to commit to the Board and the aptitude to be an opinion leader in the community. Mr. Anderson said since Dr. Hutt's term will end March 31, he will be presented with a resolution of recognition and a gift for his years of service at next month's meeting.

B. Board Retreat

Mr. Anderson thanked everyone for attending the Board Retreat on Saturday, February 8. He felt the time was well spent and there was a lot of good discussion. Three topics were presented at the meeting; sustainable health insurance for employees, future of libraries and how this will affect the Shaker Heights Library and review of finances and the upcoming facilities studies.

C. March Presentation to City Council/School Board

The Board's March 10 meeting will be held at City Hall in Council Chambers at 6 p.m. There will be a joint meeting with the School Board and City Council at 7 p.m. Mr. Anderson and Ms. Williams will meet with the Mayor. He has requested a presentation about the 2013 accomplishments of the library, our plans for 2014 and what challenges the library is facing in the future. Mr. Anderson hopes to discuss our facilities and feasibility study and what partnerships the library can form with the schools. Mr. Dickinson indicated there is a new member on City Council who is anxious to work on serving youth with the library and other community organizations.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the January financial statements. She noted the Public Library Fund receipts were just under last January. Levy proceeds were much lower than 2013 due to the timing of the advances on the property taxes. February collections have made up for the lag. Personnel expenses were very high in January due to several staff members retiring or leaving and the resulting large amounts of vacation, sick, retirement incentive and severance payouts. Mr. Anderson questioned why collection spending is behind last year. Ms. Aiken indicated there is new staff being trained in Technical Services and this was slowing the processing. Ms. Aiken explained insurance costs were up in January because the Worker's Compensation premium had been paid.

2014-13 Ms. Allen moved and Mr. Anagnostos seconded the motion to approve the January 31, 2014 financial statements.

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

Nays: None. Motion carried.

B. Insurance Renewal

Ms. Aiken requested renewal of the library's insurance policy. The policy is purchased from the Ohio Plan which specializes in municipalities and other public entities. The policy covers both buildings, the van, the truck, collections and liability insurance. The coverage increased to cover the rising cost of replacement but the premium remained the same.

2014-14 Ms. Williams moved and Mr. Anagnostos seconded the motion to approve renewal of the library's insurance.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report, pointing out the top ten accomplishments of the library in 2013.

B. Annual Report

Mr. Dickinson presented the Library's Annual report for 2013.

C. Health Insurance Incentive

Mr. Dickinson requested a motion to eliminate the \$200 per month health care incentive paid to staff that choose not to participate in the library's health insurance plan. This would be effective April 1 and result in a small savings to the library as only one person will return to the library's plan.

2014-15 Ms. Williams moved and Mr. Allen seconded the motion to eliminate the \$200 per month healthcare incentive paid to staff that choose not to participant in the library's health insurance plan.

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

Nays: None. Motion carried.

C. Amended Facilities Assessment Appropriation

Mr. Dickinson updated the Board on the facilities assessment study. He has talked to the architect and the work will begin in March and the report will be ready for the April 7 Board meeting. He requested a transfer of \$8,000 from Management Consultants expense line to Engineering and Architects line to fund the study. This is an additional amount because \$12,000 was transferred last month but \$20,000 is needed for the study.

2014-16 Mr. Miller moved and Ms. Williams seconded the motion to transfer the additional \$8,000 from Management Consultants expense line to Engineering and Architects line.

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

Nays: None. Motion carried.

D. OLC News and Trustee Activities

Mr. Dickinson reported there is talk by Governor Kasich of changing the current biennium budget with a mid-term adjustment. Linda Murray, outgoing Director of Government and Legal Services and Michelle Francis, her successor will meet with ETM directors, of mid-size libraries on February 28 in Westerville to discuss the issues, including an amendment that would increase the Public Library Fund from 1.66% to 2% of the General Fund.

New Business:

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

| | | |
|---|--|----------|
| Unrestricted Contribution Individual (101-6510) | | |
| Joan Steinberg | | |
| In honor of The Burleigh Family | | \$50.00 |
| Marilyn Kammer Memorial Fund (209-6510) | | |
| Randy Kammer | | |
| In memory of Mariette Benevento | | \$25.00 |
| In memory of Bryce Burgess | | \$25.00 |
| In memory of George Danson | | \$25.00 |
| Frances Belman Fund (210-6110) | | |
| Marilyn Gardner | | \$225.00 |
| Ruth Levenson Fund for Children (219-6110) | | |
| William Leahy | | \$20.00 |

2014-17 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. Williams

Nays: None. Motion carried.

B. Personnel Action

Walter Lesch, reclassified from Training Specialist to Adult Services Librarian/Technology Trainer, Level 111, effective January 12, 2014

Alexander Vargo, Technical Services Assistant, Level 106, half-time, hired effective January 14, 2014

Ajanta Sanyal, promoted from Page I to Technical Services Assistant, Level 106, half-time, effective January 20, 2014

Susan Brown, promoted from Adult Services Librarian to Technology Specialist, Level 112, full-time, effective January 26, 2014

Community Comments

None

Adjournment

Since there was no further business to discuss, Mr. Anderson adjourned the regular board meeting at 7:50 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, March 10, 2014 at 6 p.m. at City Hall.

Chadrick Anderson, President

Dolores Aiken, Fiscal Officer

Peter Anagnostos, Secretary