

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
June 20, 2016

Attendance

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

Members Absent: Ms. Garrett

Staff Present: Ms. Brodar, Ms. Cullers, Mr. Grabski, Ms. Switzer

Others: Paulanita Barker, League of Women Voters Representative  
Kevin Kennedy, HBM Architects  
Mike Thomas, R Strategy Group

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

Approval of Minutes

Mr. Anderson asked for a motion to approve the May 16, 2016 regular meeting minutes.

2016-50 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the May 16, 2016 regular meeting minutes.

Roll call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

President's Report

A. HBM Architects Presentation

Kevin Kennedy of HBM Architects, presented renovation options for Main Library and Bertram Woods Branch at budget levels of \$10 million and \$5 million. These options are part of the facility study the Board agreed to do in January.

Mr. Gleisser arrived at 6:40 p.m.

B. R Strategy Group Presentation

Mike Thomas, R Strategy Group, presented an overview of their activities and a summary of the interviews they have conducted with community stakeholders.

C. Memorial Day Parade

Mr. Bertsch reported that the Memorial Day Parade went well. Several spectators asked about the book cart routine that staff performed in the past and which was replaced by a parade of marching books this year.

#### D. Library Options Update

Mr. Anderson reported that he sent a revised list of questions to Ed Blakemore of Cuyahoga County Public Library and is awaiting a reply.

#### Interim Fiscal Officer's Report

##### A. Financial Statements

Ms. Switzer recommended the Board approve the May 31, 2016 financial statements as submitted.

2016-51 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to approve the May 31, 2016 financial statements as submitted.

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

Nays: None. Motion carried.

##### B. Amended Appropriations

Ms. Switzer requested approval of the amended appropriations budget reflecting the transfer of \$80,000 to the Building Fund and \$60,000 to the Technology Fund from the 2015 General Fund carryover.

2016-52 Mr. Meinhard moved and Mr. Bertsch seconded the motion to approve the transfer of \$80,000 to the Building Fund and \$60,000 to the Technology Fund.

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

Nays: None. Motion carried.

##### C. Extend R Strategy Group Contract

Ms. Switzer reported that the original contract R Strategy Group will expire July 31, 2016. Due to unforeseen circumstances, our facility study is not complete and no decision has been made on which option to pursue, which precludes their work being completed by July 31. Ms. Switzer requested approval to extend R Strategy Group's contract for three months, covering the period August 1 – October 31, 2016.

2016-53 Mr. Bertsch moved and Mr. Meinhard seconded the motion to extend R Strategy Group's contract for three months, August 1 – October 31, 2016, at a rate of \$5,000 per month.

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

Nays: None. Motion carried.

D. Approve Interim Director's salary increase

Ms. Switzer explained that past practice has been to grant a 15% wage increase to a staff member while serving as Interim Director. She noted that Board approval is required for this temporary increase.

2016-54 Mr. Gleisser moved and Ms. Williams seconded the motion to approve a 15% wage increase for Amy Switzer as Interim Director, effective May 25, 2016.

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

Nays: None. Motion carried.

Interim Director's Report

A. Written Report

Ms. Switzer said there was nothing to add to her written report distributed in the packet, and noted that Ms. Miller's summary of research on joint school-library facilities was also included.

B. Library Card Sign-up Month, Parental Incentive

September is National Library Card Sign-Up month and the nine library systems in Cuyahoga County are celebrating with A Card for Every Kid campaign. Parents and guardians are asked to complete a survey about kids and library cards to receive a \$5 fine waiver. Ms. Brodar requested the Board approve offering a one-time coupon for fine forgiveness up to \$5 for parents and guardians who complete a survey as part of the countywide collaborative.

2016-55 Mr. Bertsch moved and Mr. Gleisser seconded the motion to approve offering a one-time coupon for fine forgiveness up to \$5 for parents and guardians who complete a survey as part of the countywide collaborative.

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

Nays: None. Motion carried.

C. Board Retreat

A retreat to discuss the results of the facilities study is scheduled for Saturday, September 10, 2016, 9 a.m. – 1 p.m.

D. Public Library Fund Update

Ms. Switzer noted that the June PLF distribution was 16.8% below the estimate for June. She said year-to-date distributions were 4.3% below estimate and 1.7% below the 2015 distribution.

E. Strategic Plan Update

Ms. Brodar distributed copies of the Balanced Scorecard update covering January through May 2016.

## F. Collection Development, Circulation and Reference Policies

Ms. Switzer reviewed the changes in the policies and requested approval as submitted.

2016-56 Ms. Williams moved and Mr. Anagnostos seconded the motion to approve the Collection Development, Circulation and Reference Policies as submitted.

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

Nays: None. Motion carried.

## G. Resolution of Commendation for Margaret Simon

Ms. Switzer requested approval of a Resolution of Commendation for Margaret Simon on the occasion of her 30-year anniversary of employment with Shaker Heights Public Library.

2016-57 Mr. Meinhard moved and Ms. Williams seconded the motion to approve a Resolution of Commendation for Margaret Simon.

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

Nays: None. Motion carried.

## New Business

### A. Personnel Action

Jeffrey Bowen, Technology Trainer, half-time, level 109, hired effective May 2, 2016

Jane Puleo, Circulation Services Assistant, half-time, level 106, hired effective May 11, 2016

Maureen Brodar, promoted from Youth Services Manager to Interim Main Library Manager, full-time, level 116, effective May 25, 2016

Shannon Titas, promoted from Children's Librarian to Interim Youth Services Manager, full-time, level 113, effective May 25, 2016

## Community Comments

None

### B. Executive Session

Mr. Anderson requested a motion to enter executive session to consider the appointment of a public employee.

2016-58 Mr. Gleisser moved and Ms. Williams seconded the motion to adjourn to executive session to consider the appointment of a public employee.

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

Nays: None. Motion carried.

The Board entered executive session at 9:15 p.m.

The Board ended the executive session and returned to open session at 9:45 p.m.

2016-59 Mr. Meinhard moved and Ms. Williams seconded the motion to extend an offer of employment to Susan Beaver as Shaker Heights Public Library's Business Manager/Fiscal Officer at an annual salary of \$74,000.

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

Nays: None. Motion carried.

#### 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 9:50 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, September 12, 2016 at 6:30 p.m. in the Main Library Boardroom.

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Chadrick Anderson, President

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Amy Switzer, Interim Deputy Fiscal Officer

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Brian Gleisser, Secretary