

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, May 11, 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 6:38 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the April 13, 2015 regular meeting minutes.

2015-32 Mr. Meinhard moved and Ms. Williams seconded the motion to approve the April 13, 2015 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. OLC Trustee Dinner

Mr. Anderson reported that Michelle Francis, Director of Government and Legal Services for Ohio Library Council, gave a presentation about the campaign to restore the PLF at the OLC Trustee Dinner on April 29. Mr. Dickinson noted that a presentation to the Senate Finance Committee on the topic is scheduled for May 13.

Mr. Gleisser arrived at 6:43 p.m.

B. Joint Meeting with Twinsburg Public Library

Mr. Dickinson and Mr. Bertsch attended the joint meeting with the Twinsburg Public Library Board of Trustees on May 6. Mr. Anderson noted that since only one trustee and the Director were able to attend the joint meeting, the Board should consider whether it is helpful to schedule meetings with other library boards in the future.

Ms. Garrett arrived at 6:44 p.m.

Mr. Dickinson reviewed information about the visit and the Twinsburg Library.

Mr. Bertsch arrived at 6:53 p.m.

C. Memorial Day Parade

Mr. Anderson invited trustees to participate in the parade on the library's behalf. Mr. Gleisser and Mr. Bertsch agreed. Ms. Garrett said she may be able to attend.

Deputy Fiscal Officer's Report

A. Financial Report

Mr. Dickinson reviewed the April financial statements. Mr. Dickinson noted that PLF funding continues to be very positive, as it is 9.9% higher year-to-date than last year.

2015-33 Mr. Anagnostos moved and Mr. Meinhard seconded the motion to approve the April 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. Authorize PNC to issue Library credit card to Maggie Keenan

Mr. Dickinson noted that this is the standard procedure for employees who have a credit card under the library's account. Mr. Dickinson said that there must be an approved purchase order before an employee can use the credit card. Employees log credit card use and submit receipts to the Business Office immediately after a purchase is made.

2015-34 Mr. Gleisser moved and Ms. Williams seconded the motion to authorize PNC to issue a Library credit card to Maggie Keenan.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report, which focused on the Summer Reading Program, and highlighted recent and upcoming programs. Mr. Dickinson and Ms. Switzer attended Legislative Day April 28 and spoke with legislators regarding library funding issues.

Mr. Gleisser and Mr. Meinhard asked about a recent article on cleveland.com about an incident requiring police intervention in the library. Ms. Williams requested that the Board President be notified of incidents that result in articles on cleveland.com.

B. Operational Policies, 1st Review

Mr. Dickinson reviewed minor changes in the Senior Person Responsibilities Policy and asked for Board approval of the changes.

2015-35 Ms. Williams moved and Mr. Gleisser seconded the motion to approve the Senior Person Responsibilities Policy as submitted.

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

Nays: None. Motion carried.

C. Circulation Policy

Ms. Switzer noted minor revisions to the Circulation Policy, including clarifying loan periods for multi-disc sets, in compliance with CLEVNET procedures.

2015-36 Mr. Gleisser moved and Ms. Williams seconded the motion to approve the Circulation Policy as submitted.

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

Nays: None. Motion carried.

D. Meeting Room Policy

Mr. Dickinson said the Meeting Room Policy was revised to allow for-profit groups the use of rooms. The for-profit rental rate is the same as the social rate. Mr. Bertsch recommended Mr. Dickinson notify the library's insurance broker of the policy changes. Mr. Gleisser recommended that the word "normally" be deleted from the statement on page two about waiving meeting room fees for public school and government entities. Mr. Anderson asked that once the policy is implemented Mr. Dickinson notify the Mayor and Tania Menesse, Shaker Heights Director of Economic Development, of the business-friendly policy change.

2015-37 Ms. Williams moved and Ms. Garrett seconded the motion to approve the Meeting Room Policy as amended and subject to approval of business use by the library's insurance broker.

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

Nays: None. Motion carried.

E. Community Survey Draft

Mr. Dickinson reviewed the draft community survey prepared by TRIAD Research Group. He noted the survey is tentatively scheduled to begin after Memorial Day and should be completed by early June. Mr. Anderson asked that the question on the importance of specific amenities in modern libraries include easy-to-access parking and dynamic spaces such as a reading garden or café. Mr. Anderson asked for recommendations from TRIAD about whether architecture-specific safety issues be included in the survey. Mr. Meinhard asked that the survey be able to distinguish between support for a new facility at the Main Library site and support for maintaining the branch. Mr. Dickinson recommended the Board give the Director authority to convey their suggestions and questions to TRIAD Research Group and approve a final version of the survey.

Ms. Garrett departed at 8:35 p.m.

2015-38 Mr. Meinhard moved and Ms. Williams seconded the motion to give the Director authority to convey their suggestions and questions to TRIAD Research Group and approve a final version of the community survey.

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

Nays: None. Motion carried.

F. Book Drop and Landscaping Update

Mr. Dickinson reported that concrete for the drive-up book drop has been poured and we are waiting for it to cure. The project should be complete by the end of the week, at which time there will be one drive-up book drop and one walk-up book drop.

Mr. Dickinson said he met with city staff regarding Main Library landscaping. A new tree was planted and some dead bushes were removed.

New Business

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

Unrestricted Contribution/Individual (101-6510)	
Thomas Love	\$50.00
Bertram Woods Branch Fund (208-6510)	
Joyce Flescher	\$50.00
In honor of Jean and David Foxman	
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Dianne Mintz	\$25.00
In memory of Rose Smith	\$25.00

2015-39 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, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. Personnel Action

Isabel Klein, Children's Associate, half-time, level 109, resigned effective April 1, 2015

Amy Gerson, Senior Account Clerk, full-time, level 109, resigned effective April 10, 2015

Stacie Anderson, promoted from Substitute Librarian to Adult Services Librarian, half-time, effective April 20, 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 8:49 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 8, 2015 at 6:30 p.m. in the Dietz Community Room at the Bertram Woods Branch.

Chadrick Anderson, President

Luren E. Dickinson, Deputy Fiscal Officer

Peter Anagnostos, Secretary