

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
May 16, 2016

Attendance

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

Staff Present: Ms. Brown, Ms. Cullers, Mr. Dickinson, Ms. Miller, Ms. Schultz, Ms. Switzer, Mr. Venditti

Others: Paulanita Barker, League of Women Voters Representative

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:37 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the April 11, 2016 meeting minutes.

2016-39 Mr. Bertsch moved and Mr. Gleisser seconded the motion to approve the April 11, 2016 meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Director Search Update

Ms. Williams reported that she met with Mr. Gleisser, Mr. Bertsch, and John and Beth Keister of John Keister and Associates, regarding the director search. Mr. Keister expects the process to be completed in less than four months and has created a website to provide information on the position and the library. Ms. Williams asked the board to review the draft content on the site and send suggestions for revisions to Kim Cullers, Human Resources Coordinator. The search firm will interview candidates and present four finalists for the Board's consideration.

B. Shaker School District Facilities Update

Mr. Anderson reported that he attended the April 30 meeting of the Mayor's Financial Task Force where the School District presented their facilities plan and the task force discussed the possible options. Ms. Miller is gathering information on school-library partnerships and has arranged visits to libraries with successful partnerships.

C. Library Options Update

Mr. Anderson reported that he sent a letter to Ed Blakemore, the Cuyahoga County Public Library Board President, with questions about how that system would provide services to Shaker Heights

residents. This is part of the Board's facility study of seven options discussed in January. Mr. Anderson also reported that he provided Marty Kolb of the Mayor's Financial Task Force with information about the library.

D. Memorial Day Parade

Mr. Dickinson said the library is participating in the Shaker Heights Memorial Day Parade and asked Board members to join staff. Mr. Bertsch said he would participate.

E. Resolution of Commendation for Luren Dickinson

Mr. Anderson presented Mr. Dickinson with a gift from the Trustees in recognition of his retirement. A memorial plaque will be placed on the library flagpole commemorating Mr. Dickinson's 11 years of service. Mr. Anderson read a Resolution of Commendation for Mr. Dickinson.

2016-40 Ms. Williams moved and Mr. Bertsch seconded the motion to approve a Resolution of Commendation for Luren Dickinson in recognition of his retirement.

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

Nays: None. Motion carried.

Interim Fiscal Officer's Report

A. Financial Statements

Interim Fiscal Officer Mary Schultz reviewed the January, February, March and April 2016 financial statements. She explained that the figures are based on 2015 totals carried forward. The PLF received to date is higher than estimated and the wages paid year-to-date are below the estimate, both of which are positive signs for the Library.

2016-41 Ms. Williams moved and Mr. Meinhard seconded the motion to approve the financial statements for January through April 2016.

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

Nays: None. Motion carried.

Ms. Williams departed at 7:15 p.m.

B. Appoint Amy Switzer Deputy Fiscal Officer

Mr. Anderson asked for a motion to appoint Amy Switzer Deputy Fiscal Officer effective May 25, 2016.

2016-42 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to appoint Amy Switzer Deputy Fiscal Officer effective May 25, 2016

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

Nays: None. Motion carried.

C. Set the bond of Interim Deputy Fiscal Officer, Amy Switzer

Mr. Anderson asked for a motion to set the bond of Interim Deputy Fiscal Officer, Amy Switzer at \$100,000.

2016-43 Mr. Meinhard moved and Mr. Gleisser seconded the motion to set the bond of Interim Deputy Fiscal Officer Amy Switzer at \$100,000.

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

Nays: None. Motion carried.

D. Clarify/Amend Director's contract

Ms. Schultz requested approval to amend the director's contract, regarding his severance payment, to comply with OPERS regulations. She also requested approval to disburse the severance payment with the May 27 payroll, rather than his last pay.

2016-44 Mr. Bertsch moved and Mr. Anagnostos seconded the motion to clarify the terms of the March 8, 2016 employment contract for Director Luren Dickinson as follows:

#6. Termination – "...Dickinson shall be entitled to a one-time severance payment, subject to payroll, income and employment tax withholdings, equal to 25% of this annual salary...."

Furthermore, Mr. Dickinson is to receive the severance payment with the May 27 payroll. Mr. Dickinson will remain on the Library payroll and receive paid vacation through July 27, but will not serve as Library Director during that time or receive other benefits.

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

Nays: None. Motion carried.

E. Resolution for OPERS Salary Reduction Plan

Mr. Dickinson explained that all employees have their OPERS contribution deducted from their pay before taxes. OPERS regulation requires a Board resolution approving the practice.

2016-45 Mr. Bertsch moved and Mr. Gleisser seconded the motion to confirm the current practice of the OPERS pre-tax salary reduction plan.

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

Nays: None. Motion carried.

F. Fund Transfers

Ms. Schultz asked for approval for the following fund transfers:

From: General Fund \$140,000	To: 401 Building Fund	\$80,000
	403 Technology Fund	\$60,000

Ms. Switzer explained these are based on the 2015 General Fund carryover.

2016-46 Mr. Meinhard moved and Mr. Anagnostos seconded the motion to approve transferring \$80,000 to the Building Fund and \$60,000 to the Technology Fund from the General Fund.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard
Nays: None. Motion carried.

Director's Report

Ms. Garrett arrived at 7:23 p.m.

A. Written Report

Mr. Dickinson showed a video featuring a Youth Opportunities Unlimited summer employee who was then hired by the Shaker Library. He said the video was presented at the MyCom Annual Meeting. Mr. Dickinson announced that the Library began circulating mi-fi wireless hotspots on May 16. Susie Brown, Digital Services Manager, demonstrated the devices and explained the program.

B. Operational Policies

Mr. Dickinson reviewed the Senior Person Responsibilities, Facilities, and Exhibits and Displays policies. He noted that all changes were minor and asked for approval.

2016-47 Mr. Gleisser moved and Ms. Garrett seconded the motion to approve the Senior Person Responsibilities, Facilities, and Exhibits and Displays policies as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard
Nays: None. Motion carried.

New Business

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

Unrestricted Contribution/Individual (101-6510)	
In memory of Brondy Shanker	
Gloria and Myron Chernin	\$20.00
Carol and Daniel Clancy	\$25.00
Florence Dobrin	\$50.00
Enid and Irving Kushner, M.D.	\$50.00
Lois Weiss	\$10.00
In memory of Kathryn Venditti	
Courtney Young	\$15.00
Donna Villareal	\$25.00

Marilyn Kammer Memorial Fund (209-6510)

Carolyn Grayson	
In honor of Randy Kammer	\$100.00
Randy Kammer	
In memory of Suzanne Bernard	\$25.00
In honor of Luren Dickinson	\$25.00
In memory of Donna Scoates	\$25.00

Local History Donations

A 1959 *Gristmill* yearbook and commencement program from the estate of 1959 graduate Eric Carson

Author, Dave Dressler, donated a copy of his book, *The Skooter Travels the World in Search of Adventure*

Several boxes of material of local interest from Shaker Heights City Hall

2016-48 Mr. Bertsch moved and Mr. Anagnostos 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

 Nays: None. Motion carried.

B. Personnel Action

Megan Domanski, from half-time Children's Associate to full-time Children's Associate, level 109, effective April 17, 2016

Tonya Ely, Adult Services Associate, half-time, level 109, resigned effective April 24, 2016 to Substitute Associate

Susan London, from Substitute Librarian to Adult Services Associate, half-time, level 109, effective April 25, 2016

Community Comments

None

Announcements

Ms. Switzer said the Shaker Heights Police Department is holding a Ribbon Run on Saturday, May 28 to help fight cancer and they invited library staff to participate. She said the library was promoting the event on social media and asked trustees to consider participating.

Executive Session

Mr. Anderson requested a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

2016-49 Mr. Bertsch moved and Ms. Garrett seconded the motion to enter executive session at 7:42 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees ended the executive session and returned to public session at 8:26 p.m.

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 8:27 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 13, 2016 at 6:30 p.m. in the Dietz Community Room of the Bertram Woods Branch.

Chadrick Anderson, President

Mary Schultz, Interim Fiscal Officer

Brian Gleisser, Secretary