

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

Attendance

Members Present: Ms. Allen, Mr. Anagnostos, Mr. Anderson, Mr. Gleisser, Mr. Miller, Ms. Shatten, Ms. Williams

Member Absent:

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

Others Present: Mr. Earl Leiken, Mayor, City of Shaker Heights, Ms. Wendy Munyon, League of Women Voters

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 5:47 p.m. in the Dietz Community Room.

Approval of Minutes

Mr. Anderson asked for a motion to approve the October 20, 2014 regular meeting minutes with a correction.

2014-61 Ms. Shatten moved and Mr. Miller seconded the motion to approve the October 20, 2014 regular meeting with a correction.

Roll Call: Ayes: Mr. Anderson, Mr. Miller, Ms. Shatten, Ms. Williams

Nays: None. Motion carried.

Ms. Allen and Mr. Gleisser arrived at 5:58 p.m.

President's Report

A. Mayor Earl Leiken

Shaker Heights Mayor, Earl Leiken, gave a presentation to the Board on issues faced by the City. He stated Shaker was created to be away from the City of Cleveland and free from industry. As industry has left Cleveland, however, Shaker has lost population, income and property value. Without a commercial tax base, Shaker has become the highest taxed population in the county. The schools, the city and the library have restructured and cut costs. He said he started a financial task force a number of years ago to study these problems. It made recommendations to the Library without any input from the Library. In order to correct this, Mayor Leiken invited Mr. Anderson to join the task force as a representative of the Library. The Mayor said the Library is not bound by task force recommendations but it should consider the whole community when making decisions. Mr. Anderson thanked the Mayor for his time, and expressed his interest in joining the task force.

B. Joint Informal Meeting with Westlake Library Board of Trustees

Mr. Anderson reported he and Ms. Allen had an excellent meeting with the Westlake Library Board of Trustees. Many ideas were shared and topics discussed included the Ohio Library Council campaign to return the Public Library Fund to 2.22% of the State's General Revenue Fund, the high success rate of library levies in recent elections, Westlake's new RFID tag system for sorting returned materials and their new STEAM (*Science Technology Engineering Art Math*) Librarian.

C. 2015 Discretionary Spending Consideration

Mr. Dickinson reviewed options for restoring the branch hours and/or increasing Sunday hours at Main. The staff recommendation was to continue following the strategic plan rather than to make changes at this time. Mr. Anderson agreed with the management conclusions but would still like to see efforts to boost declining circulation.

D. Appoint Nominating Committee

Mr. Anderson said a nominating committee was needed to select candidates for next year's Board Officers. Ms. Shatten and Mr. Miller volunteered.

E. Feasibility Study Discussions

Mr. Anderson reported he and Ms. Williams met separately with Superintendent of Schools Hutchings and Board President Clawson. Mr. Anderson stressed the library's willingness to cooperate with the schools. The schools indicated they are doing their feasibility study now and will not go on the ballot for capital improvements earlier than November 2016.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the October 31, 2014 financial statements. She noted the Public Library Fund collections were slightly below last year at this time. Property taxes are \$17,000 higher than 2013. Other income is below estimates. No unusual expenses were noted except for \$25,000 to \$30,000 to be encumbered for heating and air conditioning controls. Cash reserves are declining but that is normal for this time of year because property taxes have all been collected.

Mr. Anderson asked for a motion to approve the October financial reports.

2014-62 Ms. Shatten moved and Mr. Gleisser seconded the motion to approve the October 31, 2014 financial statements as submitted.

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

Nays: None. Motion carried.

B. Resolution to Request Advance of the 2015 Property Taxes

Ms. Aiken said the library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes. She read the following resolution for review and approval:

“The Shaker Heights Public Library requests from the County Fiscal Officer to draw and to pay by draft or through wire transfer to the Fiscal Officer of the library all funds due the Shaker Heights Public

Library that may be in the County treasury for the year 2015 except such amount that may be required by law to be paid State authorities.”

Ms. Aiken asked the Board of Trustees approve the Resolution to Request Advance of the 2015 Property Taxes as submitted.

2014-63 Mr. Miller moved and Ms. Williams seconded the motion to accept the Resolution to Request Advance of the 2015 Property Taxes as submitted.

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

Nays: None. Motion carried.

Mr. Anagnostos arrived at 6:55 p.m.

Director's Report

A. Written report

Mr. Dickinson reviewed his written report. He noted that at the CLEVNET meeting on October 31, Cleveland Public Library announced it was taking steps to separate CLEVNET from the Library. This will allow for more autonomy and let other member libraries have greater input into operations.

B. OLC Elections Update

Mr. Dickinson said 30 out of 31 library issues on the November ballot passed. 73% of the libraries in Ohio now have levies versus only 27% ten years ago. He noted both Euclid and Cleveland Heights Libraries passed their levy increases.

C. Strategic Planning Revision Discussion

Mr. Dickinson reported that staff has started an observational study to find out how people are using the library. Information from the study will be presented to the Board next month along with a proposal to update the strategic plan and extend it into 2016.

Ms. Williams wondered if a survey of the community about how they viewed the library would be of help. She felt a study on people's opinion of a levy would also be a good idea.

D. Landscaping and Book Return Update

Mr. Dickinson and Mr. Gleisser met with the Shaker Public Works Department. They walked the grounds of the Main Library and discussed landscaping responsibilities. The City department has agreed to mow the lawn, collect leaves, plant a tree, replant bushes and mulch. The Library will pay for the tree and landscape the areas at the front of the building, around the building, along the north path, and next to the employee parking lot. Mr. Dickinson mentioned he had spoken to a local landscaping firm about doing some work for cost in exchange for free advertising on our digital bulletin boards. The landscaper was receptive to the idea.

Mr. Dickinson reported the plan for the new book drop configuration has been approved by the city's planning department. He is waiting for a building permit. The new book drops have arrived.

E. Resolution in Support of the OLC’s Campaign “Restore the PLF”

Mr. Dickinson requested the Board pass a resolution “To support the Ohio Library Council in its efforts to urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund to 2.22% of the total General Revenue Fund.”

2014-64 Ms. Allen moved and Mr. Miller seconded the motion “To support the Ohio Library Council in its efforts to urge the Governor and members of the Ohio General Assembly to restore the Public Library Fund to 2.22% of the total General Revenue Fund.”

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

Nays: None. Motion carried.

F. Internet Use, Outreach Services and Special Services Policies, 1st review

Mr. Dickinson presented the Internet Use, Outreach Services and Special Services Policies sections of the Personnel Manual. Since the changes were minimal, Mr. Anderson called for a motion to accept the changes to the policies.

2014-65 Mr. Miller moved and Ms. Allen seconded the motion to approve the Internet Use, Outreach Services and Special Services Policies as submitted.

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

Nays: None. Motion carried.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Jan Morris

\$25.00

Frances Belman Fund (210-6110)

Marilyn Gardner

In honor of Marsha Moses

\$25.00

2014-66 Ms. Allen moved to accept and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Shannon Titas, Children's Librarian, Level 111, full-time, hired effective October 6, 2014

Cynthia Lyons, Library Assistant, Level 106, half-time, hired effective October 23, 2014

Community Comments

None

Announcements

Mr. Dickinson said he received a nice letter from the State Librarian congratulating the library on being named a "Star Library" by *Library Journal*.

Mr. Dickinson also noted the Library and University School would be hosting author Anthony Doerr in October 2015.

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

2014-67 Mr. Gleisser moved and Ms. Williams seconded the motion to enter executive session at 7:37 p.m.

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

Nays: None. Motion carried.

Mr. Anderson called for a motion for the Board to return to regular session.

2014-68 Mr. Miller moved and Ms. Williams seconded the motion to return to regular session at 8:44 p.m.

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

Nays: None. Motion carried.

2014-69 Ms. Williams moved and Ms. Allen seconded the motion to adjourn the meeting at 8:45 p.m.

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

Nays: None. Motion carried.

Adjournment

The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 15, 2014 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Luren Dickinson, Deputy Fiscal Officer

Peter Anagnostos, Secretary