

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, September 21, 2015

Attendance

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

Members Absent: Ms. Williams

Staff Present: Mr. Dickinson, Ms. Jacobs, Ms. Keenan, Ms. Miller, Ms. Switzer

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 June 8, 2015 regular meeting minutes.

2015-45 Mr. Gleisser moved and Mr. Bertsch seconded the motion to approve the June 8, 2015 regular board meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Community Survey by TRIAD Research Group

The Library received a public records request from a resident for the data collected by TRIAD from the telephone survey. The Library complied with the request. There is a need to form a communication strategy for informing the community about the financial needs of the Library in regard to maintenance and facility improvement costs.

B. Mayor's Financial Task Force

The Mayor's Financial Task Force met Saturday, September 19; this was the first meeting since the Library presented in April. The meeting included an update on economic activity in Shaker and the results of the triennial property appraisal. The Task Force has now heard from the Library, the Schools, and the City. It is unclear what the next step will be.

Mr. Anagnostos arrived at 6:42 p.m.

C. Meeting with School Officials

Mr. Anderson and Mr. Anagnostos met with school representatives to discuss possible ways the two entities might work more closely. The conversation on collaborative fundraising opportunities will

continue. There seems to be a natural opportunity between the Middle School and the Bertram Woods Branch for some type of partnership.

#### Teen Center Presentation – Audrey Jacobs

Ms. Jacobs presented an overview of the Library's Teen Center. She indicated that the biggest problem nationwide is that teens do not use the library. Shaker does not have that problem. In 2014, there were a total of 5,136 visits to the Teen Center by 750 unique members representing 35 schools. In the last 10 days, 145 teens have registered.

Ms. Garrett arrived at 7 p.m.

#### Fiscal Officer's Report

##### A. Financial Report – August 31, 2015

Ms. Keenan presented the financial update through August 2015, which reflects a nearly 10% surplus in the All Funds budget. In the General Fund, revenue is projected to exceed expenditures by \$352,000.

2015-46            Mr. Meinhard moved and Mr. Bertsch seconded the motion to approve the August Update.

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

Nays: None. Motion carried.

##### B. Records Retention and Removal Update

The records presented to the Board in September 2014 were approved for removal and destruction in accordance with the Library's Records Retention and Removal Policy and all applicable laws and regulations. There are no records subject for removal at this time.

##### C. New Financial Accounting Software

Ms. Keenan presented a request to purchase a new financial system to replace CMI. Quotes were solicited from five vendors, including CMI, to upgrade the existing application and the recommendation is to enter into agreement with Software Solutions for a one-time implementation cost of \$35,000 and on-going maintenance costs of \$6,900. This represents a \$2,100 increase from what is currently paid to CMI.

2015-47            Mr. Bertsch moved and Mr. Anagnostos seconded the motion to approve the purchase of accounting software from Software Solutions.

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

Nays: None. Motion carried.

#### D. HVAC Control Systems Replacement

Ms. Keenan presented a request to enter into agreement with Gardiner to replace the Library's Building Automation System including the various system and room controllers in order to improve proper distribution of cooling in the summer and heating in the winter. The total cost of the project is \$162,000. Mr. Anderson questioned whether the Library had solicited more than one proposal, which they have not. Mr. Gleisser noted that there is a bid process outlined in the Ohio Revised Code for building repairs. Mr. Dickinson questioned whether the repairs fell under the "urgent necessity" exception since the temperature in the building is so extreme. Trustees requested Ms. Keenan solicit bids and she agreed.

#### Director's Report

##### A. Written Report

Mr. Dickinson indicated that consideration is being given by the seven participating libraries in the county as to whether there will be another collaborative summer reading program in 2016. This summer's program included pre- and post-testing to determine what impact, if any, summer reading had on student performance, but the results are not yet complete.

##### B. Public Library Fund Update

Public Library Fund revenue is up 10% from 2014, which equates to approximately \$140,000. It is anticipated that the changes in the biennial budget will maintain revenue at this higher level through year's end.

Shaker Heights property values increased on average 6%, which is three times the County average and the eighth highest of any municipality in Cuyahoga County.

##### C. Landscaping and Physical Plant Update

The Library will be contracting for landscape work at Bertram Woods this fall. Also in the fall, the Quiet Study Room, Boardroom, and Meeting Room G will be recarpeted and the receiving area will be retiled.

##### D. Personnel Policies, 1st Review

Proposed changes to the Shaker Library Personnel Manual were distributed to Trustees with a request to review for discussion at the next Board Meeting.

##### E. Strategic Plan Update

Ms. Switzer distributed a draft copy of the Library's two-year Strategic Plan, which includes revised initiatives and measurements to the existing goals and objectives. Trustees were requested to review the draft and provide feedback to Ms. Switzer on or before October 12 so that it can be revised prior to the October Board Meeting. One of the proposals was to do more purchasing via credit card to take advantage of generous "cash back" offers. Ms. Keenan made a request to increase the credit limits on two of the Library's credit cards (in the names of Loraine Lamont, Technical Services Manager, and Maggie Keenan, Fiscal Officer) to \$250,000.

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Mr. Anagnostos moved and Ms. Garrett seconded the motion to approve the increased credit card limits.

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

F. Resolutions of Commendation for John Harchar, Lana Jernejcic, Joy Weiss

Mr. Dickinson requested Resolutions of Commendation for three staff who are retiring.

2015-49 Mr. Meinhard moved and Mr. Anagnostos seconded the motion to approve Resolutions of Commendation for John Harchar, Lana Jernejcic, and Joy Weiss in recognition of their retirement.

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

G. Anthony Doerr Program

Mr. Dickinson informed Trustees that they each have access to one ticket for the Anthony Doerr event on October 12, 2015 at University School. This event sold out (600 seats) the day after tickets went on sale.

Finally, Mr. Dickinson provided an update on the “Three for Me” program, which is moving forward and expects to be implemented soon. It will enable children to have their own library cards – without parental signature – and check out three juvenile books at a time.

New Business

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

Author Stephen Haven donated *The Last Sacred place in North America*

Bertram Woods Branch Fund (208-6510)  
Malvern Association \$158.53

Marilyn Kammer Memorial Fund (209-6510)  
Randy Kammer  
In memory of Jerry Felos \$25.00  
In honor of Ann Finnell and Sandy Ebersold \$25.00  
In memory of Arnie King \$25.00  
In memory of Lillian McLane \$25.00  
In honor of Dr. Sue Nussbaum \$25.00  
In honor of Ju’Coby Pittman \$25.00  
In honor of Gail Mendelson Serman \$25.00

Frances Belman Fund (210-6110)  
Marilyn Gardner and Marsha Moses \$25.00  
In memory of Frances Belman

Local History

Judith Karberg donated a copy of “The Brothers Van Sweringen,” *Fortune* Vol. IX, no. 3, March 1934, and two booklets, *The Heritage of the Shakers*, Van Sweringen Company, 1923.

The Lomond Community Association donated copies of the DVD of the Association's 50th Anniversary event plus miscellaneous clippings about Lomond.

Shaker Heights City School District donated copies of the 2015 Gristmill yearbook, the 2015 High School Commencement DVD, SGORR Magazine, bound volumes of *Shaker Life/Shaker Magazine*, and Shaker School Review; several copies of the following DVDs: The Sounds of Shaker, The Best of the 1997-1998 Season, ABC News, "The Reunion," August 18, 2004, China Tour 2007, Shaker Heights High School Marching Band, The President Comes to Shaker/The Presidential Speech, July 23, 2009, and 100 Years: Shaker Heights High School Centennial Concert, February 15, 2012.

Joyce Becker donated miscellaneous photographs of Library staff

Lynda Thomas donated a copy of the SHHS *Shakerite*, February 28, 1997: "Black & White or Shades of Gray" and the *Plain Dealer* opinion, *Sun Press* article, and *Sun Press* letter to the editor regarding *the* article. She also donated a SHHS 1997 fall sports schedule and programs from SHHS Music Department, 1997-98 and Theatre Arts Department Programs, 1997; A Celebration of the Life & Work of Dr. Martin Luther King Jr., January 22, 1998 published by City of Shaker Heights's Human Relations Commission.

Richard Brock donated a \$25 gift card in appreciation for scans of SHHS Shakerites.

Lorraine Lamont donated *Yankee Connections: The Life and Times of Henry Turner Bailey, "The Cheerful Dean,"* by Jean Bailey Gaede.

Jonathan Goldenberg donated a copy of his Shaker Heights High IB Extended Essay, May 2015

Judy Garncarek donated a copy of her Cleveland State University School of Social Work essay, May 2015

2015-50 Mr. Gleisser moved and Ms. Garrett 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.

### Community Comments

Ms. Barker, from the League of Women Voters, provided a word of caution regarding the plans to do major upgrades to the Library's HVAC system, noting that the community complained when CMSD replaced windows in its buildings that were demolished a few years later.

### Adjournment

2015-51 Mr. Gleisser moved and Ms. Garrett seconded the motion to adjourn to executive session at 8:35 p.m. to discuss personnel matters.

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

Nays: None. Motion carried.

2015-52 Mr. Gleisser moved and Mr. Meinhard seconded the motion to return to regular session at 8:47 p.m.

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

Nays: None. Motion carried.

Mr. Anderson said that there being no further business, board members unanimously agreed to adjourn the regular board meeting at 8:47 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, October 19, 2015 at 6:30 p.m. in the Main Library Boardroom.

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Chadrick Anderson, President

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Maggie Keenan, Fiscal Officer

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Peter Anagnostos, Secretary