

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, February 9, 2010

Attendance

Members Present: Ms. Allen, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Members Absent: Mr. Anderson

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

Others: Evelyn Krent, League of Women Voters Representative

Dr. Whyte called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Boardroom.

Approval of Minutes

Dr. Whyte asked for a motion to approve the January 12, 2010 organizational meeting minutes.

2010-21 Mr. McGovern moved and Mr. Miller seconded the motion to approve the January 12, 2010 organizational meeting minutes as submitted.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte
Nays: None. Motion carried.

Dr. Whyte asked for a motion to approve the January 12, 2010 regular meeting minutes.

2010-22 Mr. McGovern moved and Mr. Miller seconded the motion to approve the January 12, 2010 regular meeting minutes as submitted.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte
Nays: None. Motion carried.

President's Report

A. MLK Award

Dr. Whyte displayed the award given to the MyCom South Shaker Youth Initiative Team from the City's Human Relations Commission at their annual MLK observance.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the January 2010 revenue and expenditure financial statements and reported the following:

Revenue Summary

Mr. Piskac said the library received \$767,491.31 for the month of January after removing \$1,300 of inter-fund transfers. He reported the Public Library Fund – State Revenue was \$120,817.41 for January, which was \$22,705.45 lower than 2009. He said the Ohio Department of Taxation 2010 estimate for the Public Library Fund is \$1,357,998.02, which is \$137,800.50 less than 2009. He also reported Real Estate Property Tax advances were \$627,000, which is \$69,000 less in comparison to January 2009 collection. He said the collection is lower due to lower property tax valuations and payment options by taxpayers. He reported that Patrons Fines and Fees were about 20% higher than last January and the library received numerous in-memory donations for the Frances Belman fund. Mr. Piskac said Meeting Room revenue was \$2,017.50, which was three times the \$720 received in January 2009. He said meeting room credit card revenue was \$906.75 of the total. He said the library Evanced software, which allows 24/7 on-line bookings of library meeting rooms, and the efforts of Ms. Rosemary Nugent in processing meeting room requests enable the library to significantly increase meeting room reservations and revenue.

Expenditure Summary

Mr. Piskac reported the total January expenditures were \$417,897.65 (\$493,730.33 – 2009). He said the January 2010 expenditures were lower because there were three-pays during January 2009. Mr. Piskac reported that he broke down some of the expenditure line items to show the various employee benefit expenditures not related to day-to-day library operations. He reported the library health insurance incentive waiver was \$1,000 for January 2010 and the 2009 retirement incentive was \$34,678.80 and related vacation and sick payouts were \$23,115.90. He also reported the Insurance-Other included \$8,757.63 for the 2010 Bureau of Workers Compensation premium. Mr. Piskac reported the Property Maintenance and Security expenditure line item included the annual HVAC service contract and \$1,400 expenditure for repairing a 3” fire standpipe. He also reported the library material expenditures for January were \$22,600.89 (\$33,108.82 –2009) which is \$10,507.93 less than 2009. He said the lower spending is due to the November 2009 materials purchasing cutoff by the library. Mr. Piskac reported the Other expenditure line item was lower due to the conversion of temporary employees to regular library employees.

Bank Reports

Mr. Piskac reported the month-to-date and year-to-date reports would be the same because it is the first reporting month of the fiscal year. He said the library received deposits totaling \$767,491.21 and expended \$411,897.65, which increased the library’s cash position by \$355,593.56 to \$1,178,911.13.

Combined Month-to-Date/Year-to-Date Fund Report

Mr. Piskac reported the General Fund had an unexpended balance of \$1,091,599.53, \$1,292,133.16 in encumbrances, and an unencumbered balance of (\$200,533.63). Mr. Piskac also reported the unexpended balance for all funds was \$1,178,911.13, \$1,331,667.37 in encumbrances, and (\$152,756.24) in unencumbered funds.

Investment Report

Mr. Piskac reported the January 2010 investment balance was \$521,227.50 and the Star Ohio interest rate decreased to 0.05% from 0.10% in December. He said the library transferred \$150,000 from the regular Star Ohio account to the library operating account to cover the second January payroll prior

to the second Real Estate advance. Mr. Piskac reported accumulated interest earnings on the Fifth Third – CD was \$3,152.64 as of December 31, 2009 and the maturity date was April 18, 2010. Mr. Piskac recommended the Board of Trustees approve the January 31, 2010 financial statements as submitted.

2010-23 Ms. Allen moved and Ms. Shatten seconded the motion to accept the January 31, 2010 financial statements.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Health and Dental Insurance Update

Mr. Piskac reported that Structured Employee Benefits of Ohio (SEBO) advised him the United Health Care renewal for the library health insurance increased by 9% and Metlife Dental insurance increased by 5%. He said the single health insurance rate would increase from \$581.95 to \$634.33 and the single dental rate would increase from \$34.67 to \$36.40 per month. Mr. Piskac said the annual health insurance increase would be \$27,025 and dental would be approximately \$1,000. He said the total library health insurance cost would be reduced from last year due to recent retiring employees and the health insurance waiver benefit.

B. Gates Grant Phase II Matching Funds Transfer

Mr. Piskac said under the terms of phase two of the Gates Grant, the library is required to match 50% of the \$2,600 grant. Mr. Piskac recommended the Board of Trustees approve a \$1,300 transfer from the General Fund (101) to the Gates Grant Special Revenue Fund (213) to satisfy phase two grant requirements.

2010-24 Mr. McGovern moved and Mr. Miller seconded the motion to approve a \$1,300 transfer from the General Fund (101) to the Gates Grant Special Revenue Fund (213) to satisfy phase two grant requirements.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

C. Copier Coin Box

Mr. Piskac reported the Main Library copier coin box in Children's is not functioning and needs to be replaced. He spoke with ComDoc and they estimated a new copier coin and dollar bill acceptor is about \$1,500. Mr. Piskac recommended the Board of Trustees approve up to \$1,500 to purchase a new coin and dollar bill acceptor. He said it would be the same model as the coin and dollar bill acceptor as the ones near Movies and Music.

2010-25 Ms. Shatten moved and Mr. McGovern seconded the motion to authorize the Fiscal Officer to spend up to \$1,500 to purchase a new coin and dollar bill acceptor for the Children's copier.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

D. Audit Update

Mr. Piskac said he met with the state auditors on Friday regarding the audit report. He said there were no citations regarding the audit. The auditors asked Mr. Piskac if the Board of Trustees wanted a post audit meeting. The auditors advised Mr. Piskac that post audit meetings are usually held with the Board if audit citations are issued. Mr. Piskac asked the Board of Trustees if they wanted to schedule a post audit meeting. Dr. Whyte asked for a recommendation from Board members, and hearing no request for a post audit meeting, she advised Mr. Piskac that a post audit meeting would not be necessary due to the clean audit with no citations.

Board Presentation – Duane Van Dyke, Architect

Mr. Duane Van Dyke provided the Board a brief summary of his 23 years of experience as a professional architect. Mr. Van Dyke discussed the various design processes and the use of staff input into the library renovation project. Mr. Van Dyke referenced the various drawings on the Boardroom walls of staff layout ideas. Mr. Van Dyke reported the library may be able to complete phase 1.1 (unfinished second floor area), phase 1.2 (circulation area), and possibly phase 1.3 (current Movies and Music area) depending on the bids. He briefly reviewed additional Main library renovation phases in the conceptual drawings but he said they would require additional funding to complete. Mr. Van Dyke said he would focus future efforts on moving forward with phase 1.1 to phase 1.3 and said the bids would determine what phases would be completed with available bond funds.

Director's Report

A. Written Report

Mr. Dickinson provided a summary of meetings he attended.

Mr. Dickinson reported the 2010 Notable Books winners and noted that Ms. Susie Brown, from the Shaker Library staff sat on the Notable Books Council.

Mr. Dickinson said the Shaker Arts Council's second exhibit is being displayed on the Main Library second floor from January 31 - March 11, 2010.

He reviewed the 2009 Year in Review and said the library computer usage has significantly increased from 2008.

Mr. Dickinson reported from the Ohio Library Council (OLC) legislative overview that HB 400, if approved, would phase out the Ohio personal income tax over ten years.

Mr. Dickinson said he received a letter from the School Board re-appointing Mr. Chad Anderson to a full seven-year term as Library Board Trustee.

Mr. Dickinson reviewed the 2007 to January 2010 monthly circulation statistics and noted January 2010 circulation was less than prior years. He also said 2009 monthly circulation started to decline steadily starting in the fall following cuts to the collection development budget. Mr. Dickinson said circulation might also be dropping due to library customers getting DVD's, movies, etc. from Netflix, Blockbuster, Internet sites and other service providers.

Mr. Dickinson said the Library and City were moving forward with the Shaker Library banners to be put up during Shakerfest in April. He said the banners will be installed by the City on Lee and

Chagrin and possibly on Warrensville and Shaker. Dr. Whyte asked how long the banners would be displayed. Mr. Dickinson said they would be up for about a month and then taken down by the City.

B. Strategic Planning Progress Report, Fourth Quarter

Ms. Switzer reported the library strategic plan fourth quarter results and said reduction in library funding has impacted the achievement of some goals. She also mentioned some goals, such as, Increase Teen Programs by 20%, were achieved during 2008 and expecting 20% increases on top of the 2008 level is not realistic or physically possible. After reviewing the progress reports, Ms. Switzer said she was working on developing customer surveys with the Administrative Team to measure public feedback.

C. Community Garden LSTA Grant

Mr. Dickinson said the library was applying for an LSTA grant for a community garden at the Bertram Woods branch. He said the library was partnering with other area agencies in the grant application, which is due March 1, 2010. Under the grant provisions, Mr. Dickinson said there was a 25% matching requirement. He said the Friends of the Library may help with the match requirement.

D. Medicare Eligibility Coverage Option

Mr. Dickinson recommended amending the library employee Medicare eligibility coverage option by capping the combined monthly Medicare premium reimbursement amount to the current library monthly single health insurance rate.

2010-26 Ms. Allen moved and Mr. Miller seconded the motion to amend the library employee Medicare eligibility coverage option by capping the combined monthly Medicare premium reimbursement amount to the current library monthly single health insurance rate.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

E. Policy Review Schedule

Mr. Dickinson said the Executive Team will be reviewing the library policies over the next 12 months and noted the tentative schedule of library policies for Board approval. Mr. Dickinson said the first set of reviewed policies for Board review and approval is scheduled for March 9. He said the policies for the March meeting include Board Policies, Record Retention and Disposal, Public Access to Library Records and Finance policies. As part of the overall review process, Mr. Dickinson recommended the Library Board review the Board's Bylaws.

F. Staff Day Date Change

Mr. Dickinson said the library received an invitation to attend a meeting with the Office of Budget Management Director on March 12 to discuss state funding. He said the library all staff meeting is scheduled for that date. Mr. Dickinson recommended the Board of Trustees approve rescheduling the all staff meeting from March 12 to March 19, restore library hours for March 12, and defer opening March 19 until 10 am.

2010-27 Mr. McGovern moved and Mr. Miller seconded the motion to approve rescheduling the all staff meeting from March 12 to March 19, restore library hours for March 12, and defer opening March 19 until 10 am.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

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 Sandra Jackson	\$25.00
In memory of Richard Richmond Kenyan	\$25.00
In memory of Jamie Merritt	\$25.00
In memory of John Niemershien	\$25.00
In memory of Harry Shapiro	\$25.00
In memory of Patricia Williams	\$25.00

Frances Belman Fund (210-6110)

In memory of Frances Belman

Abby and Tom Abelson	\$30.00
Oneita and Patrick Alarcon	\$25.00
Marilyn and Ronald Artz	\$25.00
Anthony Avallone	\$50.00
Berchem, Moses & Devlin, P.C.	\$1000.00
Robert Berchem	\$250.00
Karen and Ira Bloom	\$25.00
Ellen Bresky	\$100.00
Maria and Richard Buturla	\$100.00
Fairmount Richmond Condo Association	\$30.00
Emily Audra Fleisher	\$10.00
Wendie and Thomas Forman	\$25.00
Cynthia and Robert Gilchrest	\$25.00
Nancy and William Hart	\$5.00
Patricia and Stephen Johnson	\$50.00
Donna and Jacob Koskuba	\$35.00
Language Services Dept. of the CH-UH Schools	\$100.00
Karl and Michael Lewin	\$20.00
Jonnie Marks	\$50.00
The daughters of Frances Belman	
Marsha Moses, Barbara Winicki, Marilyn Gardner	\$50.00
Patricia Meyer and Robert Silver, M.D.	\$20.00
Jo-Anne and Neil Moriarty	\$25.00
Ethel Nathanson	\$10.00
Grace Ordin	\$15.00
Joan Parker	\$25.00
Brenda and Martin Powers	\$100.00
Marjorie Sachs	\$10.00
Nadine and John Schwab	\$50.00
Barbara and James Segaloff	\$36.00

Laura and Gary Sklaver	\$250.00
Beatrice Spacone	\$20.00
Deborah and Stephen Studer	\$100.00
Lynda and John Thomas	\$50.00
Merry and Angelo Vespe	\$50.00

2010-28 Ms. Allen moved and Ms. Shatten seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Mr. McGovern, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Community Comments

None

Announcements

None

Adjournment

There being no further business, Mr. Miller moved and Ms. Shatten seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 8:28 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, March 9, 2010 at 6:30 p.m. at Bertram Woods.

Dr. Donna Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary