

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Tuesday, October 12, 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 6:30 p.m. in the Main Library Boardroom. Dr. Whyte stated that Ms. Shatten would be arriving a little late and Dr. Hutt had to leave around 7 p.m.

Approval of Minutes

Dr. Whyte asked for a motion to approve the September 15, 2010 regular meeting minutes.

2010-72 Mr. Miller moved and Mr. McGovern seconded the motion to approve the September 15, 2010 regular meeting minutes.

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

President's Report

Dr. Whyte said it was time for the annual reviews for the Director and Business Manager/ Fiscal Officer. Dr. Whyte distributed the annual performance self review packets from the Director and Fiscal Officer. She said each Trustee has to complete the Trustee review for both positions by the November meeting. Dr. Whyte said the Board will review each Trustee evaluation and then complete a final evaluation for both positions.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$4,492,386.89 (\$4,827,851.79 – 2009), which is \$335,464.90 lower than 2009 revenue.
- Mr. Piskac reported September PLF was \$6,475.46 more than September 2009 and the year-to-date PLF receipts were \$115,514.89 less than 2009. Mr. Dickinson said the October receipts are approximately \$9,033 or 5% more than last year and said the year-to-date October receipts are

approximately 0.1% less than the State current year estimate. Mr. Dickinson said the PLF funding trend appears to be improving over last year.

- He reported year-to-date Real Estate Property Tax was \$166,991.34 higher than estimated and said the Library will receive a delinquent tax disbursement for real estate tax payments received by the County after July 20, which should be received in November.
- He reported meeting room revenue was still approximately \$3,000 higher than this time last year primarily due to implementing the Evanced online meeting room software last year.
- The month-to-date Refunds and Reimbursements line item includes a \$23,000 CAT receipt from the State. He said the Library would receive another CAT receipt during November for about the same amount.
- Mr. Piskac commented the interest earned on the PNC sweep account was approximately \$183 and the monthly banking expense for the accounts was about \$70, which is significantly less than the prior bank.

Ms. Shatten arrived at 6:40 p.m.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$3,636,055.73 (\$4,175,109.16 – 2009), which is \$539,053.43 less than 2009. He said the Salaries expenditure line item was approximately \$344,871.31 less than last year. He said \$110,000 of the amount was related to the three pay January month during 2009, \$26,000 in furlough days, and approximately \$60,000 in early retirement wage savings during 2010. He said the remaining \$148,800 (rounded) was due to unfilled positions, reduced Sunday hours and non-full time employee schedules.
- He reported related payroll Retirement Benefits were \$31,000 less due to the lower salary and wage expenditures.
- He said the Library health insurance was approximately \$38,000 less than last year due to changes in the HRA coverage.
- He reported overall supply expenditures were less than last year.
- He reported the year-to-date Books and Pamphlets and Audiovisual Materials expenditure line items totaled \$247,981.06 in comparison to the \$496,636 annual budget. He said the total spent was approximately 50%, which indicates the Materials budget is spending at June levels. Dr. Hutt asked Mr. Piskac what areas of the Materials budget are under spent. Mr. Piskac said that he has a breakdown of the Materials budget expenditures by line item, which he will present after the financial statements.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$249,746.17 were \$101,864.47 less than month-to-date withdrawals of \$351,610.64. He also reported the year-to-date deposits of \$4,492,386.89 were \$856,331.16 greater than year-to-date withdrawals of \$3,636,055.73. He said the \$1,679,648.73 ending cash balance would decrease for the remaining calendar months.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,615,805.64, \$726,294.03 in encumbrances, and an unencumbered balance of \$889,511.61. Mr. Piskac also reported the unexpended balance for all funds was \$1,679,648.73, \$752,657.87 in encumbrances, and \$926,990.86 in unencumbered funds. Mr. Piskac said Fund 212 has a negative balance due to recent expenditures under the new MyCom grant. He said the MyCom grants are all accounted for in Fund

212. He also noted Fund 214 will net out to zero due to a timing difference in closing the purchase order.

Investment Report

Mr. Piskac reported the September 2010 investment balance was \$1,042,923.16 and the Star Ohio interest rate increased to 0.14% from 0.13% in August. He said the Star Ohio Main account was receiving all Real Estate and PLF ACH receipts and amounts would be wired to the PNC Bank Operating account as needed for accounts payable and payroll.

MyCom Grant Fund 212 – Update

Mr. Piskac said the final expenditure report for the MyCom grant, which ran from June 16 to September 30 was filed. He said the award amount of the grant was \$15,282.52 and the Library submitted \$12,862.80 of expenditures for reimbursement. The remaining \$2,419.72 of unspent grant funds, which is from under utilization of homework helpers in the homework helper program primarily due to one of the homework helpers being ill, will remain with MyCom. Mr. Piskac said the Library just received the July reimbursement on October 11 from MyCom and anticipates receiving the remaining balance in the near future.

Gates Grant Fund 213 – Update

Mr. Piskac reported that the \$5,200 in funding from Phase I was almost completely spent on computers and computer related accessories for Bertram Woods. He said the Library had approximately \$47.54 left in the fund and it would be used for ongoing sustainability of the computers. He said Phase II is under way and he will cover the financial action steps later in his report.

LSTA Community Growing Grant Fund 214 – Update

Mr. Piskac reported the Library and its Community Partners in the Community Growing grant have spent the entire \$6,900 in funding. He said that he was going to file the financial summary report this month.

YTD General Fund Summary and the 4th Quarter Projection

Mr. Piskac reviewed the year-to-date 2010 General Fund financial activity and 4th Quarter projection and highlighted the following areas.

Column C – the YTD September amounts represent the actual expenditures on a cash basis of accounting.

Column D – 4th Quarter Projection amounts based on estimates

Column E – Total YTD and 4th Quarter Projection amounts.

Revenue

Line 1 Public Library Fund – The October PLF amount is the actual amount to be received by the Library. The Library anticipates receiving approximately \$30,000 over the Department of Taxation estimate.

Line 2 Real Estate Tax – The Budget Commission said they would disburse a delinquent tax collection during November. Since the real estate tax collection percentage rate is slightly higher, the Library anticipates receiving approximately \$200,000 more than the original collection estimate set by the Budget Commission.

Line 3 Intergovernmental – Since Real Estate Collections are slightly higher than estimated, the Library anticipates receiving at least \$225,000 in December.

Line 5 Other – During November, the Library anticipates receiving another \$23,000 CAT receipt.

Total Revenue – The Library anticipates receiving \$219,633 more than estimated.

Expenditures

Line 6 Salaries and Leave Benefits – The Library anticipates expending approximately \$72,889 less than estimated due to not filling vacant positions, reduced Sunday hours, and non-full time employee schedules.

Line 8 Health Insurance – The anticipated \$32,944 under budget amount is an estimated carryover liability for the HRA portion of the employee health insurance and is not a budgetary saving until the health insurance coverage is expired for the benefit year (April 1, 2010 – March 31, 2011).

Line 10 Materials – The Library anticipates the overall Materials budget to be under spent by approximately \$186,968. Mr. Piskac said the 4th Quarter amounts are last years' monthly expense rounded up to the nearest thousand and would review a breakdown of the Materials budget after the General Fund projection.

Line 11 Capital Outlay – The Library spent only \$3,350 on capital and does not anticipate any future capital expenditures for the duration of the budget year.

Line 12 Other – Mr. Piskac said the Other line item includes, utilities, insurance, supplies, maintenance & repair, and any item not covered above.

Line 13 Transfers to Other Funds – The Library does not anticipate any transfers to other funds for the remaining budgetary year. Mr. Piskac said the final Library Renovation Note transfer and payment for 2011 will be \$35,000 plus interest.

Total Expenditures – The Library anticipates spending approximately \$301,182 less than budget.

Mr. Piskac said the Library is operating within budget but at reduced funding levels.

2009 & 2010 General Fund Materials Budget Comparison

Mr. Piskac reviewed the 2009 & 2010 Comparative General Fund financial activity for the Library Materials Budget and highlighted the following areas.

Column A September YTD – Library expenditures through September 30 on the cash basis of accounting

Column B Annual Budget – The calendar year budget for each line item

Column C Variance \$ - The difference expressed in dollars between the September YTD column and the Annual Budget Column B.

Column D Variance % - Column C expressed in percentage format

Column E September % - The estimated budget percentage that should be spent based on a twelve-month budget basis

Column F Variance % - The under (-) or over spending (+) variance in comparison to the September budget spending percentage (9/12 months equals 75%)

Mr. Piskac reported all Materials budget accounts are under spent as of September 30 and a majority of the accounts are under spent in comparison to 2009 spending levels. He noted the September 2009 spending levels for Books, Audio Visual showed positive spending variances while the other accounts were under spent. He reviewed the December 2009 spending levels and noted all material line items were under spent for the year. Mr. Piskac noted the Standing Orders were under spent September 2009 (40%), December 2009 (30%) and September 2010 (35%). Mr. Piskac said he spoke briefly with Ms. Lamont, Technical Services Manager, regarding the analysis and commented that the Library is receiving favorable competitive pricing, fewer copies of items are being purchased, and conservatism by staff in purchasing items have helped the Library realize savings. Mr. Piskac said he gave Ms. Lamont a copy of the Materials budget analysis as a planning tool. Mr. McGovern asked if there were any customer complaints about availability of library materials. Ms. Miller noted that she heard some customers comment about waiting for some materials, but said it was more in passing than a complaint.

Mr. Piskac recommended the Board of Trustees approve the September 30, 2010 financial statements and reports as submitted.

2010-73 Mr. Miller moved and Mr. McGovern seconded the motion to accept the September 30, 2010 financial statements and reports.

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

Nays: None. Motion carried.

Dr. Hutt left at approximately 7:00 p.m.

B. Gates Grant Matching Fund Resolution

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 said the \$1,300 transfer was done in January and recommended the Board of Trustees approve the prior transfer and authorize the Fiscal Officer to execute the necessary phase two matching fund forms, which are due by December 31, 2010.

2010-74 Ms. Shatten moved and Mr. McGovern seconded the motion to approve the prior \$1,300 transfer and authorize the Fiscal Officer to execute the necessary phase two matching fund forms.

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

Nays: None. Motion carried.

C. Library Credit Card Update

Mr. Piskac said PNC Bank has a different credit structure for its credit cards than Fifth Third Bank. He said under Fifth Third Bank, the Library had four cards with a generic name for each card. For example, Mr. Dickinson said his issued credit card said "The Director". Under the terms of the financial reform act, financial institutions are required to list an individual's name on a credit card. He said the Library has credit cards on file in the Business Office with individual employee names that use a credit card. He said with the exception of Mr. Dickinson's card limit of \$1,500, all credit card users have a \$1,000 limit and an aggregate limit of \$8,000. Mr. Piskac said the \$8,000 credit limit for all cards is less than the \$10,500 limit under the four Fifth Third Bank credit cards. He said the employee names on the credit cards are only for identification purposes and will not appear on the employee's credit report, only the Library's.

Mr. Piskac recommended the Board of Trustees approve the aggregate \$8,000 credit card limit for Library issued credit cards.

2010-75 Ms. Shatten moved and Ms. Allen seconded the motion to approve the aggregate \$8,000 credit card limit for Library issued credit cards.

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

Nays: None. Motion carried.

D. Closure of Fifth Third Bank Accounts

Mr. Piskac said he closed the HRA, FSA and payroll Fifth Third Bank accounts during the summer while opening PNC Bank accounts. He said Fifth Third would be closing the Operating account this month and the Library would receive the remaining interest income of two cents.

Mr. Piskac recommended the Board of Trustees approve the closing of all Fifth Third Bank accounts.

2010-76 Mr. Miller moved and Ms. Shatten seconded the motion to approve the closing of all Fifth Third Banks accounts.

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

Nays: None. Motion carried.

E. Authorization to Create Fund 215 – CEO Grant

Mr. Piskac said the Library recently learned the CEO grant was approved and recommended the Board of Trustees approve the creation of Fund 215 to account for financial activity under the grant. He said Fund 215 would be set up in January and under the grant terms, the Library would have to provide a 25% matching fund, which would be included in the 2011 budget.

2010-77 Ms. Allen moved and Mr. Miller seconded the motion to approve the creation of Fund 215 to account for activity under the recently approved CEO grant.

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

Nays: None. Motion carried.

F. Erate Funding Update

Mr. Piskac reported the Library anticipates receiving approximately \$7,033.28 in Erate reimbursements for fiscal year July 1, 2009 to June 30, 2010 for telecommunication services. Mr. Dickinson said the Erate funding for this fiscal year was under scrutiny by Erate because of the date span coverage under the Library Technology Plan. Mr. Piskac said the Library Technology Plan is calendar year based and Erate is fiscal year based. He said Erate had a concern regarding continuity of Technology Plan coverage for the 2010 Erate fiscal year, but was resolved with providing extensive documentation to Erate reviewers.

G. IRS Compliance Check Update

Mr. Piskac reported that he received a formal report from Mr. John Darr, Revenue Agent for the Internal Revenue Service. Mr. Piskac said Mr. Darr outlined three areas of concern for the Library to review for compliance. Mr. Piskac said the three subjects discussed were the following.

1. Employee Uniforms
2. Library Cell phone usage documentation
3. 1099 Documentation

Mr. Piskac said employee uniforms, such as maintenance and security staff, could only be worn while performing Library duties. He said the IRS requires the Library to include the cost of employee uniforms as income to the employee if the uniforms are worn outside normal Library duties.

Mr. Piskac said the Business Office is required to have employees that use Library provided cell phones to indicate on the monthly cell phone bills which calls are personal or business. He said the Library is required to prorate the cost of these calls, even if they are within the free calling time bank under the cell phone agreement, as income to the employee.

He said the Library is required to continue collecting 1099 information for annual reporting purposes.

H. Employee Entrance Card Reader System

Mr. Piskac said the current employee entrance access system is not functioning properly and creating employee safety concerns. He said that Mr. Harchar and he obtained quotes for a new card reader system. He said the lowest and most responsive quote came from Zadar Technology, Inc. for a key fob system. Mr. Dickinson said the key fob is about the size of a quarter and the employee waves it near the card reader to activate the door. He also commented the system can be programmed for individual employees and the fobs can be reused if staff leave the Library. Mr. Piskac said the system and installation is \$3,784.21 and includes 150 fobs.

Mr. Piskac recommended the Board of Trustees approve the purchase of the employee entrance card reader system from Zadar Technology, Inc. for \$3,784.21.

2010-78 Mr. McGovern moved and Mr. Miller seconded the motion to approve the purchase of the employee entrance card reader system from Zadar Technology, Inc. for \$3,784.21.

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

Nays: None. Motion carried.

I. Glacial Energy Proposal

Mr. Piskac reported that he was working with Mr. George Zajankala, Business Development Manager, of Glacial Energy, Inc. regarding purchasing electricity through Glacial Energy instead of The Illuminating Company. Mr. Piskac said he was tracking the past three billing periods, the kilowatt-hour cost that would be charged by Glacial Energy and what The Illuminating Company is charging during the same periods. Mr. Dickinson said the Library already participates in the First Energy Solutions electrical program, which provides a 5.75% discount on electricity. Mr. Piskac said the Library would have saved approximately \$1,800 under Glacial Energy during the month of September. He said there is no service contract or set up fee to enroll with Glacial Energy.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to purchase electricity for the Library through Glacial Energy.

2010-79 Ms. Allen moved and Mr. McGovern seconded the motion to authorize the Fiscal Officer to purchase electricity for the Library through Glacial Energy.

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

Nays: None. Motion carried.

J. AVI Vending Service

Mr. Piskac said he spoke with Mr. Jerry Andrea, Account Executive – Business Development from AVI Vending Service regarding changing Main Library vending service. Mr. Piskac said the current vending machines seem to have many misfeeds of product, coin issues, and at times stocking issues. Mr. Piskac said he learned about AVI while attending a workshop at Youngstown State University. He said the machines the Library will be receiving are new and feature positive vending to reduce problems. Mr. Piskac said the financial difference between the two companies is AVI Vending offers 8% commission from sales vs. 10% from the current provider. He said the extra staff time addressing staff problems associated with the machines outweighs the percentage difference. Mr. McGovern asked Mr. Piskac how much the Library receives from commissions. Mr. Piskac said approximately \$300 per year. Mr. Piskac also said there is no service contract or set up fee.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to use AVI Vending for Library vending services.

2010-80 Mr. Miller moved and Ms. Shatten seconded the motion to authorize the Fiscal Officer to use AVI Vending for Library vending services.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.

- The Friends Fall Book Sale grossed approximately \$10,000, which is slightly less than prior sales.
- He met Ms. Candace Wallace, who replaced Mr. Erik Johnson, as the Director of the Shaker Prevention Coalition.
- Received a formal rejection letter on October 4 for the BTOP grant the Library applied for in March 2010.
- Spoke with Mr. Jeff Beebe, area representative for Connect Ohio regarding obtaining additional computers for the new computer center. He said the Library is currently set to receive 13 computers to be installed in the new training lab.
- Reported Ms. Linda Murray of the Ohio Library Council expressed concern for Library funding in the next biennium depending on who is elected as Governor.
- Mr. Dickinson reported Staff Day was well received by staff. He said Dr. Whyte attended and the guest speakers included author and *Plain Dealer* columnist Ms. Regina Brett and Mr. John Dunn, head of security for Cuyahoga County Public Library who discussed Library security.
- He is executing documents for the Library CEO grant this evening, which will be submitted to the State Library.

B. Circulation Statistics Report, Third Quarter

Mr. Dickinson reported overall Library circulation was down 9% and noted area Libraries were averaging about a 4% decrease in circulation. He said Library furlough days and reduction of Sunday hours could account for some of the difference. He also said the door count was down by about 3%. Ms. Switzer also commented that as of October 1, the limit on video checkout was removed so circulation may increase for the fourth quarter.

C. Cuyahoga County Budget Commission Reports

Mr. Dickinson reported that he and Mr. Piskac attended the annual Cuyahoga County Budget Commission meeting on September 30 at the Cuyahoga County Public Library Brecksville Branch. He said the 2011 PLF estimated entitlement for the Library is \$1,464,424.91, which is approximately \$90,000 higher than 2010 revised estimated collections. He commented other libraries such as Cleveland Heights and Rocky River have significantly higher operating property mills than our Library and have not been affected as much during the PLF funding reductions. Mr. Dickinson said our Library appeared to have more grant activity than other attending libraries based on the Director presentations during the Budget Commission meeting.

D. Close the Library Monday, December 26, 2011

Mr. Dickinson recommended the Board of Trustees amend the 2011 Holiday Schedule and Hours of Operation to include Monday, December 26, 2011 as a holiday closing.

2010-81 Ms. Allen moved and Ms. Shatten seconded the motion to amend the 2011 Holiday Schedule and Hours of Operation to include Monday, December 26, 2011 as a holiday closing.

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

Nays: None. Motion carried.

E. Renovation and Redesign Timeline

Mr. Dickinson reviewed the renovation and redesign timeline and said construction meetings have already started with the contractor Sterling. He said Mr. John Harchar would have the renovation area cleaned out and ready for actual construction, which is scheduled to begin Monday, October 18. The anticipated completion date for the renovation is April 8, 2011.

F. Personnel Manual, 2nd Review

The recommended revisions to the Library Personnel Manual were distributed to Board members at the September meeting. Ms. Switzer asked if there were any questions regarding the revisions. Mr. Miller asked about section 313.2 – Employment of Spouses and inquired about the rationale for the policy section. Ms. Switzer said spousal relationships, especially if one of the spouses is the supervisor, are discouraged to remove the perception of favoritism by other staff. Mr. McGovern asked how much input staff had in the review process. Ms. Switzer said the input came primarily from supervisors. Ms. Switzer said once the manual is printed, supervisors will have to read the manual, sign a document that they did read it, and training will be provided about the new manual. Mr. Miller asked about section 613 & 614 the inclusion of Life & Disability benefit information and inquired if these were new benefits being offered. Ms. Switzer said the Life & Disability benefit information has been included in the staff handbook, but for whatever reason, was not in the Personnel Manual. Ms. Switzer said the Library already offers these benefits and is merely including the information for consistency. Mr. Miller asked for clarification about Section 433.2 regarding procedures for an evaluation. Ms. Switzer said before an employee receives an evaluation, the supervisor’s supervisor would review the employee evaluation before the supervisor discusses the employee evaluation with them.

2010-82 Mr. McGovern moved and Mr. Miller seconded the motion to approve the Personnel Manual revisions as submitted.

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

Nays: None. Motion carried.

G. Program and Technology Policies, 1st Review

Mr. Dickinson said the Program and Technology Policies are included in the Board packets. He asked Board members to review these polices so they can be approved at the November meeting.

New Business

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

Bertram Woods Branch Fund (208-6510)

In memory of Shirley Gendel

Frances Bleiweiss	\$15.00
Arda Golden	\$20.00
Francine and Donald Golden	\$50.00
Stacey Jonas	\$10.00
Kathleen and James Penko	\$50.00
Judy and Dave Prasek	\$25.00
Maxine and Charles Rosenbaum	\$10.00
The Rosenberg Family	\$25.00
Robert Smith	\$50.00
Laura Whitlow	\$25.00

In honor of Phyllis Rotman
Laurel Rosenberg \$15.00

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer
In memory of Patricia Grimes \$25.00
In honor of Glenda Mixon \$25.00
In memory of Ernest Rosenbaum \$25.00
In memory of Mario Rubio \$25.00
In memory of Jennifer Rutansky \$25.00

2010-83 Ms. Allen moved and Mr. McGovern seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Adrian Griffin, Young Adult Associate, Level 109, half-time, hired September 1, 2010

Announcements

Mr. Dickinson reminded everyone the next Board meeting is at Bertram Woods.

Community Comments

Ms. Evelyn Krent said a candidate forum for County offices was being held at the Shaker Heights Middle School this evening.

Executive Session

Dr. Whyte requested a motion to enter executive session to discuss personnel compensation. She said no Board action would be taken afterwards.

2010-84 Ms. Shatten moved and Ms. Allen seconded the motion to enter executive session to discuss personnel compensation.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:56 p.m.

Dr. Whyte requested a motion to return to regular session.

2010-85 Ms. Shatten moved and Ms. Allen seconded the motion to return to regular session.

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

Nays: None. Motion carried.

Trustees returned to regular session at 8:07 p.m.

Adjournment

Dr. Whyte said that there being no further business, Ms. Allen moved and Ms. Shatten seconded the motion to adjourn the regular board meeting at 8:08 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, November 9, 2010 at 6:30 p.m. in the Bertram Woods Dietz Community Room.

Dr. Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary