

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

Attendance

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

Members Absent:

Staff Present: Mr. Dickinson, Ms. Lamont, 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 6:34 p.m. in the Bertram Woods Dietz Community Room.

Approval of Minutes

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

2010-86 Ms. Allen moved and Mr. Miller seconded the motion to approve the October 12, 2010 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Director and Fiscal Officer Evaluations

Dr. Whyte said Board members received the Director and Fiscal Officer self-evaluations and individual Trustee reviews for each position at the October Board meeting. She said the self-evaluations and individual Trustee evaluations for each position are going to be reviewed during Executive Session and a compilation evaluation will be completed.

B. Nominating Committee

Dr. Whyte said the Board has traditionally established a Nominating Committee to recommend officers at the January Organizational meeting. She said Ms. Allen has agreed to chair the Nominating Committee and to provide the committee's recommendations at the January Organizational meeting.

C. Other

Dr. Whyte reported that Mrs. Margaret Simon, Public Relations Coordinator, is updating the Board member plaques in the Main Library Boardroom and will be taking photographs at the December Board meeting.

Staff Presentation – Loraine Lamont, Technical Services

Ms. Lamont provided Board members with an updated handout outlining the changes in the Technical Services Department from 2004-2010. She said one major change to the Technical Services Department was during 2009 when the materials budget was reduced due to the State funding reduction. As a result of the funding reduction starting mid-year 2009 and continuing through 2010, Ms. Lamont said her staff worked in other Library departments such as Circulation, Adult Services, Computer Center, and Youth Services as well as performing Technical Services duties. She said a full time staff member has announced her retirement and will be evaluating departmental needs for a replacement. Ms. Lamont also said Shaker Heights Public Library was the first library other than CPL to implement both 9XX and EDI invoicing. She said a benefit of the new system is that invoicing is streamlined and invoices are forwarded to the Business Office faster than the old system. Ms. Lamont showed Board members material labels from the new Dymo printers. She said the printers have made processing new material a little easier and less expensive over the old system. Ms. Lamont said October material orders increased by 1,000 items over September and increased 1,514 items over October 2009. Dr. Whyte asked if the 1,000 items were new items. Ms. Lamont said the items were mostly back orders, additional items, and a result of an increase in order time from prior orders. Mr. Anderson asked for clarification on the 9XX ordering system. Ms. Lamont said the 9XX system is an automatic order system and the Library is using this system with Ingram orders. She said the 9XX system is similar to an electronic Internet shopping cart. Mr. McGovern asked how long time staff adapted to the technological improvements made over the years in her department. Ms. Lamont said one of the most adaptive was the person who actually retired last year with 48 years of experience. Overall, her staff has adapted well to technological improvements.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$4,638,043.94 (\$5,049,514.20 – 2009), which is \$411,470.26 or approximately 8% lower than 2009 revenue.
- Mr. Piskac reported October PLF was \$9,033 more than October 2009 and the year-to-date PLF receipts were \$106,481.68 less than 2009. Mr. Piskac said the November receipt was approximately \$5,496 or 4.8% more than last year and said 2010 year-to-date November receipts are approximately 7.3% less than the November 2009 year-to-date receipts.
- He reported year-to-date Real Estate Property Tax was \$166,991.34 higher than estimated. He said the \$74,000 October 2009 month-to-date revenue includes \$35,000 for DTAN and \$39,000 for real property advance #1, and during November 2010 the Library received \$26,000 for DTAN and \$39,000 for real property advance #1. He also said the Library will receive the second half HERB payment either in November or December depending on when the State issues the check.
- He reported meeting room revenue was approximately \$3,000 higher than this time last year.
- Verizon has provided the Library notice that they are terminating their lease with the Library for housing their cell tower and related equipment in the Library chimney. He said lease payments would continue through April 2011 and he will contact the City to see what options the Library has on leasing the space.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$4,009,436.61 (\$4,540,340.24 – 2009), which is \$530,903.63 or 12% less than 2009. He said the Salaries expenditure line item was approximately \$350,584.54 less than last year. He said \$110,000 of the amount was related to the three pay January month during 2009 and the rest of the breakdown is consistent with prior Board presentations.
- He reported related payroll Retirement Benefits were \$33,186.89 less due to the lower salary and wage expenditures.
- He said the Library health insurance was approximately \$50,262.13 less than last year due to changes in the HRA coverage and premium reductions.
- He reported overall supply expenditures were less than last year.
- He reported the month-to-date Books and Pamphlets and Audiovisual Materials expenditure line items were approximately twice the amount of October 2009 expenditure levels.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$145,657.05 were \$227,723.83 less than month-to-date withdrawals of \$373,380.88. He also reported the year-to-date deposits of \$4,638,043.94 were \$628,607.33 greater than year-to-date withdrawals of \$4,009,436.61. He said the \$1,451,924.90 ending cash balance would decrease for the remaining two calendar months. He said the last large revenue receipts are the HERB and CAT revenue. He said the Library would receive the HERB payment in either November or December and the CAT revenue would be received in November.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,389,825.10, \$565,151.19 in encumbrances, and an unencumbered balance of \$824,673.91. Mr. Piskac also reported the unexpended balance for all funds was \$1,451,924.90, \$598,399.55 in encumbrances, and \$853,525.35 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.

Investment Report

Mr. Piskac reported the October 2010 investment balance was \$748,314.07 and the Star Ohio interest rate increased to 0.15% from 0.14% in September. He noted the Library's commercial bank account also had approximately \$700,000 to offset any monthly banking fees.

YTD General Fund Summary and 4th Quarter Projection (Updated for October)

Mr. Piskac reviewed October financial activity to the 4th Quarter projection and highlighted the following.

Revenue – Overall revenue for the month was \$2,824 less than estimated.

Expenditure – Overall expenditures were \$3,464 less than estimated. He noted the Materials expenditure line item was about twice the monthly estimate and expects the Materials budget to be approximately \$150,000 under budget for the year.

Overall net operating revenue was \$640 more than estimated. He said the Library was basically in line with estimates and anticipates a \$300,000 operating surplus, which will increase the General Fund to approximately \$1 million.

Mr. Piskac recommended the Board of Trustees approve the October 31, 2010 financial statements and reports as submitted.

2010-87 Ms. Allen moved and Mr. Anderson seconded the motion to accept the October 31, 2010 financial statements and report.

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

Nays: None. Motion carried.

B. Authorization to Create Fund 216 – Connect Ohio Grant

Mr. Piskac said the Library recently learned the Connect Ohio grant was approved and recommended the Board of Trustees approve the creation of Fund 216 in January 2011 to account for financial activity under the grant.

2010-88 Ms. Shatten moved and Mr. Miller seconded the motion to approve the creation of Fund 216 to account for activity under the recently approved Connect Ohio grant.

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

Nays: None. Motion carried.

C. Approval of Matching Funds for Connect Ohio ECO Grant

Under the terms of the grant, Mr. Piskac said Connect Ohio requires the Library to match a portion of each computer purchase. He said the Board of Trustees approved in March 2010 (Board action 2010-32) the first of two authorizations to use Shaker Heights Public Library Fund of the Cleveland Foundation to purchase computers if the BTOP grant was not approved. Mr. Piskac said the Library's BTOP application was not approved so the Library is recommending the second approval to use the Library Fund of the Cleveland Foundation to purchase 16 computers for the new Computer Center. He said the Board already approved the formulary \$7,440 amount in March and is requesting an additional \$12,560 for the computer purchase. Mr. Piskac reviewed the September 30, 2010 Shaker Heights Public Library Cleveland Foundation statement and reported the net assets increased by \$6,000 since January 1 and anticipates the fund value to increase as the economy recovers.

Mr. Piskac recommended the Board of Trustees approve the second motion for an additional \$12,560 from the Shaker Heights Public Library Fund of the Cleveland Foundation to purchase the 16 computers through the Connect Ohio grant and as many as ten additional computers to equip the new Training Lab and Computer Center.

2010-89 Mr. McGovern moved and Mr. Miller seconded the motion to approve the second motion for an additional \$12,560 from the Shaker Heights Public Library Fund of the Cleveland Foundation to purchase 16 computers through the Connect Ohio grant

and as many as ten additional computers to equip the new Training Lab and Computer Center.

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

Nays: None. Motion carried.

D. Resolution to Request Advance of the 2011 Property Taxes

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

“Request from the County Auditor to draw and the County Treasurer 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 2011 except such amount that may be required by law to be paid State authorities.”

Mr. Piskac recommended the Board of Trustees approve the Resolution to Request Advance of the 2011 Property Taxes as submitted.

2010-90 Dr. Hutt moved and Mr. Anderson seconded the motion to accept the Resolution to Request Advance of the 2011 Property Taxes as submitted.

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

Nays: None. Motion carried.

E. McQuay HVAC Assurance Agreement

Mr. Piskac reported that he received the annual renewal agreement from McQuay for HVAC assurance services at Main Library. He said McQuay added a \$14,800 air compressor service repair as a contingency to the service agreement renewal or they will increase the overall service agreement for all three agreements the Library has with them. He said McQuay stated the air compressor has to be taken 100% apart and all tolerances checked. Mr. Piskac said the air compressor quote does not include any additional repair cost that may be required. He said the introduction of additional work at the time of assurance agreement renewal is not within the terms of the service agreement. Mr. Piskac also said the Library will be adding additional HVAC equipment to a service agreement once the second floor renovation is completed.

Mr. Piskac recommended the Board of Trustees authorize him to research the feasibility to obtain quotes for repairs to the Main Library air compressor and to obtain bids for the 2011 HVAC Assurance agreement, which starts November 1, 2011.

2010-91 Ms. Shatten moved and Mr. Miller seconded the motion to authorize the Fiscal Officer to research the feasibility to obtain quotes for repairs to the Main Library air compressor and to obtain bids for the 2011 HVAC Assurance agreement, which starts November 1, 2011.

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

Nays: None. Motion carried.

F. Records Retention and Disposal Update

Mr. Piskac reported that, under HB 9, the records retention officer (Fiscal Officer of the library) is required to report annually any request to destroy any public records. Mr. Piskac reported that he did not receive any requests and would be following the established records retention and disposal policy of the library for discarding records.

Director's Report

A. Written Report

- Mr. Dickinson provided a summary of meetings he attended.
- The Friends raised about \$500 from their *What's It Worth?* antiques appraisal program held November 4.
- The new card reader system was installed at the employee entrance.
- Completing paperwork for 16 computers under the Connect Ohio grant.

B. Main Library Renovations Update

Mr. Dickinson reported that on-site construction began October 18. He said the Historical Society was interested in some of the old classroom fixtures and would be taking them out for reuse. He said there was some noticeable construction noise in the Children's area due to the demolition being performed above their department. Mr. Dickinson said the electrical and sprinkler work is slated to start after demolition is completed and reported a roof leak was noticed along the west wall but the recent snow is prohibiting the roofer from determining the source of the leak. Overall, Mr. Dickinson said the contractor reported at the last construction meeting that they are slightly ahead of schedule at this time.

C. OLC Election Update

Mr. Dickinson said Ms. Linda Murray of OLC reported about 80% of library levies passed at the November polls, which reflects strong public support for libraries. He commented that Ms. Murray is waiting for the PLF certification from the Department of Taxation before commenting on 2011 PLF revenue. Mr. Dickinson said OPERS is reviewing its retirement system in the wake of poor first half market performance.

D. Savings in 2010 through Cost Controls, Grants, etc.

Mr. Dickinson reviewed a summary of cost savings the Library was able to obtain during 2010 as follows:

Reduced annual membership fees	\$20,000
Successful grant funding receipts	60,750
Changes in health insurance	116,500
Various negotiated fee reductions	6,000
Control of non-fulltime staff hours used	94,250
Materials Budget	150,000

Retirement incentives and unfilled positions	<u>186,000</u>
Total	\$633,500

He said the Library saved another \$17,500 in CLEVNET fees this year and the MyCom and CEO grants made up a large portion of the grant funding. Mr. Dickinson also said the reduction of staff hours and the retirement incentive significantly contributed to the Library savings in personnel cost.

E. Program and Technology Policies, 2nd Review

Mr. Dickinson said the Program and Technology Policies were distributed at the October Board meeting and recommended the Board of Trustees approve them as submitted.

2010-92 Ms. Shatten moved and Ms. Allen seconded the motion to approve the Program and Technology Policies as submitted.

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

Nays: None. Motion carried.

F. Customer Conduct and Library Security Policies, 1st Review

Mr. Dickinson said the Customer Conduct and Library Security Policies were included in Board members packets and asked Ms. Switzer to review the proposed revisions. Ms. Switzer said the Customer Conduct policy focuses on positive and welcoming service while still setting clear behavioral boundaries for the public. She said the Policy on Unattended or Disruptive Youth clarified consequences for violating the code of conduct. Mr. McGovern asked if the disruptive youth problem is decreasing or increasing. Mr. Dickinson said the disruptive youth issue has increased slightly this school year, but we also have more youth in the Library than in recent years. Ms. Allen asked if the playing of classical music at the entrance has been helpful. Mr. Dickinson said it was not effective and the Library no longer plays it. Dr. Hutt asked about the frequency of disruptive youth and the types of behavior staff encounter. Mr. Dickinson said disruptive youth are daily issues for staff and he writes one or two letters every week to parents of disruptive youth, usually for being too loud and disruptive. Ms. Switzer said the Unattended Youth Policy includes provisions that a caregiver must be at least 12 years old and that teachers and daycare providers are not permitted to leave unattended children in the Library regardless of their age. Ms. Switzer said the Reinstatement of Library Privileges is a new policy and provides guidance about how customers can petition the Library to reinstate their borrowing privileges. Ms. Switzer said the Video Surveillance Policy is new and noted the surveillance film is restricted to Library use. She said Appendix A was included from the County Prosecutor on the handling and use of surveillance film under ORC Section 149.432. Ms. Switzer said the only major change to the Crisis Communication Policy is the statement that personnel matters are confidential and a minor change to the Emergency Closing Policy was changing patron to customer. Mr. Dickinson asked Board members to review the proposed policies so they can be recommended for approval at the December meeting.

New Business

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

Bertram Woods Branch Fund (208-6510)	
Holzheimer Bolek + Meehan Architects, LLC	\$50.00

In memory of Shirley Gendel

Patty Abdenour	\$20.00
Ronna Harris	\$10.00
Kathy Matish	\$40.00

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Jenny Maurisak \$25.00

2010-93 Ms. Allen moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

Announcements

None

Community Comments

None

Executive Session I

Dr. Whyte requested a motion to enter executive session to discuss personnel compensation. She said Board action may or may not be taken afterwards.

2010-94 Ms. Shatten moved and Mr. McGovern seconded the motion to enter executive session to discuss personnel compensation.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:52 p.m.

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

2010-95 Ms. Allen moved and Mr. McGovern seconded the motion to return to regular session.

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

Nays: None. Motion carried.

Trustees returned to regular session at 8:20 p.m.

Dr. Whyte asked for a motion to approve a 1.5% midpoint increase for staff effective with the January 28, 2011 pay date and to cancel the December 31, 2010, February 21, 2011 and April 22, 2011 furlough days.

2010-96 Mr. Miller moved and Mr. McGovern seconded the motion to approve a 1.5% midpoint increase for staff effective with the January 28, 2011 pay date and to cancel the December 31, 2010, February 21, 2011 & April 22, 2011 furlough days

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

Nays: None. Motion carried.

Executive Session II

Dr. Whyte asked for a motion to enter executive session to discuss items of personnel regarding the Director and Fiscal Officer annual evaluations. Dr. Whyte said no Board action would be taken after the executive session.

2010-97 Ms. Shatten moved and Mr. Anderson seconded the motion to enter executive session to discuss items of personnel regarding the Director and Fiscal Officer annual evaluations.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:25 p.m.
Trustees returned to regular session at 8:57 p.m.

Adjournment

Dr. Whyte said that there being no further business Board members unanimously moved and seconded the motion to adjourn the regular board meeting at 8:59 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, December 14, 2010 at 6:30 p.m. in the Main Library Boardroom.

Dr. Whyte, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary