

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Tuesday, February 15, 2011

Attendance

Members Present: Mr. Anderson, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte  
Members Absent: Ms. Allen, Dr. Hutt  
Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer  
Others: Evelyn Krent, League of Women Voters Representative

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the January 18, 2011 organizational meeting minutes.

2011-22 Dr. Whyte moved and Mr. Miller seconded the motion to approve the January 18, 2011 organizational meeting minutes as submitted.

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

Ms. Shatten asked for a motion to approve the January 18, 2011 regular meeting minutes.

2011-23 Mr. McGovern moved and Dr. Whyte seconded the motion to approve the January 18, 2011 regular meeting minutes as submitted.

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

President's Report

A. Discuss Board Meeting Dates

Ms. Shatten asked Board members if they had a preference for having Board meetings on Tuesday or Monday. Ms. Shatten asked Dr. Whyte if her class schedule still conflicts with Monday. Dr. Whyte said her department chair does not believe they are funding the evening class so she would be able to attend Board meetings on Monday evening. Mr. Dickinson also mentioned Tuesday Board meeting dates sometimes conflict with the Friends meeting schedule.

Ms. Shatten asked for a motion to change the monthly Board meeting day back to Monday.

2011-24 Mr. Miller moved and Mr. Anderson seconded the motion to change the monthly Board meeting day to the second Monday of the month starting in March 2011.

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

Nays: None. Motion carried.

## B. Spring Board Retreat Agenda

Ms. Shatten said at the January meeting, the Board discussed various locations and decided to pursue either the Shaker Historical Society or the Community Building for the Saturday, May 7 retreat. Ms. Shatten asked Board members for agenda items for discussion at the retreat. Board members suggested various financial information comparisons with area libraries, financial benchmarks, future funding for the City, an update on the Library's Strategic Plan, guest speaker to provide a perspective regarding the role of the Library in the community and financial considerations about the Library. Ms. Shatten said she was going to get input from Ms. Allen and Dr. Hutt for agenda items before proposing an agenda.

## C. Appoint Board Bylaws Review Committee

Ms. Shatten asked if any Board member was interested in reading over the Board Bylaws as part of the annual review process. Dr. Whyte volunteered and will report any items that should be considered by the Board.

## Fiscal Officer's Report

### A. Financial Statements

Mr. Piskac reviewed the January 2011 revenue and expenditure financial statements and reported the following:

#### Revenue Summary

- Mr. Piskac said he changed the financial statement format to show total revenue before advances and transfers. He said he always reports the total revenue less advances and transfers so he changed the financial statement format to reflect financial reporting to the Board.
- Mr. Piskac reported year-to-date revenue was \$736,318.12 (\$767,491.21 – 2009), which is \$31,173.09 lower than 2010 revenue.
- Mr. Piskac reported the January PLF receipt was \$2,324.08 more than 2010. Mr. Piskac said Mr. Dickinson would be covering comparative PLF information under his agenda.
- He reported January Real Estate Property Tax collections were \$34,000 lower than January 2010 collections. He said that difference could be related to the number of homeowners changing their property tax payment from the January single payment option to the January and July two pay option plan for paying property taxes.
- Fines and Fees revenue was \$2,511.28 less than 2010.
- Meeting Room revenue was \$976.25 less than 2010.
- He said the Refunds and Reimbursements line item is higher than 2010 due to a recent grant reimbursement from the MyCom grant.

#### Expenditure Summary

- Mr. Piskac said he changed the financial statement format to show total expenditures before advances and transfers. He said he always reports the total expenditures less advances and transfers so he changed the financial statement format to reflect financial reporting to the Board.

- Mr. Piskac reported year-to-date expenditures were \$346,700.31 (\$411,897.65 – 2010), which is \$65,197.34 less than 2010. He said \$10,924.24 of the reduction was due to switching health insurance carriers from UnitedHealthcare to Aetna.
- He reported 2011 Insurance – Other is lower than 2010 due to the 2010 Workers’ Compensation payment and the extra payroll amount for Medicare for the three-pay month.
- He reported overall supply expenditures were slightly higher this month because of additional purchases for snow melting chemicals due to the snowy weather.
- He said the Capital Outlay includes \$495 for a snow blower purchased in December for Bertram Woods. He said the old snow blower would cost close to \$600 to repair so a new one was purchased.
- Mr. Piskac reported the \$1,300 transfer during January 2010 was for the Gates Grant matching portion by the Library.
- He reported overall month-to-date expenditure activity was well within the temporary appropriation budget.

#### 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 calendar year. He said the library received deposits totaling \$736,318.12 and expended \$346,700.31, which increased the library’s cash position by \$389,617.81 to \$1,568,325.29. He said the January 2011 ending balance was \$389,414.16 higher than the 2010 ending balance of \$1,178,711.13

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,482,361.89, \$1,295,554.05 in encumbrances, and an unencumbered balance of \$186,807.84. Mr. Piskac also reported the unexpended balance for all funds was \$1,568,325.29, \$1,321,041.42 in encumbrances, and \$247,283.87 in unencumbered funds. Mr. Piskac said future reports will not have inactive funds listed. He said CMI has a new option to remove inactive funds from the report.

#### Investment Report

Mr. Piskac reported the January 2011 investment balance was \$1,146,234.26 and the Star Ohio interest rate decreased to 0.11% from 0.12% in December.

Mr. Piskac recommended the Board of Trustees approve the January 31, 2011 financial statements as submitted.

2011-25            Mr. Anderson moved and Mr. McGovern seconded the motion to accept the January 31, 2011 financial statements.

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

Nays: None. Motion carried.

#### B. Authorize Fiscal Officer to Renegotiate Cell Tower Agreement with Sprint

Mr. Piskac reported he received notice from Sprint, which is a sub-lessor of Verizon, to continue leasing the cell tower space at the Main Library for their equipment. Mr. Piskac said Sprint is currently paying the Library \$579.64 each month, which represents 25% of their total payment to

Verizon. He said with a new agreement, the Library would receive the full Sprint lease payment, not just 25%. He said that he would bring the agreement to the Board for approval and recommended the Board of Trustees authorize him to renegotiate a lease agreement with Sprint.

2011-26 Mr. McGovern moved and Mr. Anderson seconded the motion to authorize the Fiscal Officer to renegotiate the Library cell tower agreement with Sprint.

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

#### C. Door Access Control Proposal

Mr. Piskac said he obtained a quote from Zadar Technologies to replace the broken and outdated first floor west stairwell door access system at the Main Library. He said employees would be issued a small special card to put behind their current Library ID badge. In order to go through the doors without activating the alarm, employees would wave their ID badge in front of the card reader to gain access. Mr. Miller asked why an employee would need to carry two separate devices to access doors. Mr. Piskac said the concept of the original fob system was to have a device employees could attach to their key chains so that when employees arrived at work they would have the fobs in their hands. He said since all employees carry their ID badges on their person while in the building and not their keys, it would be easier to use employee ID badges than the fobs. He also noted that not all employees are issued a fob due to their time status. Zadar Technologies installed the employee exterior door access system last year and staff has been pleased with its performance. Mr. Piskac recommended the Board of Trustees approve the \$3,972.80 proposal from Zadar Technologies to install a new card reader system, with cards, for the first floor west stairwell of the Main Library as submitted.

2011-27 Dr. Whyte moved and Mr. McGovern seconded the motion to approve the \$3,972.80 proposal from Zadar Technologies to install a new card reader system, with cards, for the first floor west stairwell of the Main Library as submitted.

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

#### D. Additional Security Camera Proposal for Main Library

Mr. Piskac recommended the Board of Trustees approve the proposal from Zadar Technologies to install eight additional cameras on the first floor of Main Library for \$12,982.23. He also recommended the Board of Trustees approve a proposal from Zadar Technologies to increase the four hard drives in the security camera DVRs by one terabyte each for \$2,992. He said the additional hard drive space would allow the Library to extend its video camera retention period.

2011-28 Dr. Whyte moved and Mr. McGovern seconded the motion to approve both proposals from Zadar Technologies for the eight additional security cameras for \$12,982.23 and the \$2,992 proposal to increase the four hard drives in the security camera DVRs by one terabyte each.

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

## E. Glacial Energy Update

Mr. Piskac reviewed the second electric billing cycle under the new electric supplier Glacial Energy. He said under the prior electrical supplier, The Illuminating Company, the Library would have paid 6.85 cents per KWH. Under the Glacial Energy program, the Library paid 5.3380 cents per KWH, which resulted in a savings of \$1,317.84 for the January billing. He said the Library still has to pay The Illuminating Company for transportation and generation related costs, but the Library realized about a 1.5 cent per KWH savings with Glacial Energy for January. He said that he would monitor Glacial Energy rates to ensure the Library is receiving the best price for electricity.

## F. 1099 Repeal Update

Mr. Piskac said he read in his professional CPA journal that the 1099 repeal has some momentum. He said the Senate, in an 81-17 vote approved an amendment to remove the 1099 requirement from the health care reform law that would require a 1099 filing with every vendor or employee the Library paid starting in 2012. Mr. Miller asked how many 1099s does the Library issue every year? Mr. Piskac said about twelve, but under the health care reform law, the Library would have to issue several hundred. Mr. Piskac also said he was obtaining W9s from new and existing vendors prior to 2012.

## Director's Report

### A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- He evaluated the SMART Boards at Fernway School and is in the process of ordering a SMART Board for the new training lab.
- Mrs. Cullers, Mr. Piskac and he met with SEBO on February 9 to discuss the health insurance renewal.
- Mr. Ray Zapp retired into OPERS from the Library on February 11.
- Mr. Wil Headen started as the new Security Supervisor on February 14.
- The Library began conducting new employee orientation starting February 15.
- The Ohio Library Council annual Library Trustee Dinners will be held Wednesday, April 27 in Independence and Tuesday, March 22, at Kent State University Main Campus.

### B. Annual Report

Mr. Dickinson reviewed the 2010 annual report (Year in Review) and said overall circulation has dropped off and E-books circulation is rapidly increasing. Mr. Dickinson said the total revenue was slightly over \$5.1 million and total expenses were a little over \$4.8 million. He said property taxes are still the main revenue support for the Library and commented that salaries and benefits accounted for 71% of all expenses. He asked Mr. Piskac for any comment on the financial section. Mr. Piskac said the Library is fortunate to be able to show a surplus in this economy.

### C. Public Library Fund and Legislative Update

Mr. Dickinson reviewed the 2011 PLF report and said the initial revenue activity for the fund is very positive. He said the fund was 1.6% and 7.9% higher than estimates for January and February distributions respectively. The cumulative total for the first two months is approximately 5% over estimate. Mr. Dickinson said while the first two months are initially a positive sign for libraries, he said the State may reduce library funding under the next biennium budget starting July 1, 2011.

Mr. Dickinson reviewed an OLC handout listing the library levies that are going to be on the May ballot. He said no Cuyahoga County library is on the ballot but commented the number of libraries with local levies has increased from about one-third to about two-thirds since PLF funding was reduced.

Mr. Dickinson reported other current legislation that affects libraries:

- HB 69 and SB 3 referred to as the “Retirement Bill” changes criteria for OPERS eligibility.
- SB 5 proposes a number of changes to collective bargaining and other public employee benefits.
- HB 3 is a proposal to eliminate the current Estate Tax.
- HB 88 proposes clarification on the role of the County Prosecutor in providing legal advice to public libraries and association form libraries.

D. Special Services, Confidentiality of Customer Records, and Public Access to Library Records Policies, 2nd Review

Mr. Dickinson said the Special Services, Confidentiality of Customer Records, and Public Access to Library Records Policies, Outreach Services and Interagency Relationships Policy was distributed and reviewed at the January regular Board meeting. Ms. Switzer briefly reviewed the highlights of the policies and asked if there were any questions or clarifications. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the policy as submitted.

2011-29 Dr. Whyte moved and Mr. McGovern seconded the motion to approve the Special Services, Confidentiality of Customer Records, and Public Access to Library Records Policies, Outreach Services and Interagency Relationships Policy as submitted.

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

Nays: None. Motion carried.

F. Resolution of Commendation for Marcia Fein

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Marcia Fein for twenty-five years of service with the library.

2011-30 Mr. McGovern moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mrs. Marcia Fein for twenty-five years of service with the library.

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

Nays: None. Motion carried.

G. Resolution of Commendation for Ray Zapp and Norma Jean Vaughn

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mr. Ray Zapp for ten years of service and Mrs. Norma Jean Vaughn for twenty-nine years of service with the library.

2011-31 Mr. McGovern moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mr. Ray Zapp for ten years of service and Mrs. Norma Jean Vaughn for twenty-nine years of service with the library.

Roll Call: Ayes: Mr. Anderson, Mr. McGovern, Mr. Miller, 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 Florence Kidder \$25.00

Paul Gabrail of Shaker Square Properties donated bookshelves for the Local History Collection

2011-32 Dr. Whyte moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

#### B. Personnel Action (information only)

Norma Jean Vaughn, Account Clerk, retired effective January 28, 2011

### Community Comments

None

### Announcements

Mr. Dickinson said that we will partner with Cuyahoga Community College (Tri-C) to host Job Seeker Workshops in May.

The Public Libraries annual subscription was recently renewed for Board members. Mr. Dickinson noted that he has served for a number of years on the editorial Advisory Committee for Public Libraries and will begin a similar position with American Libraries magazine this summer.

The Main Library renovation project is taking shape. The contractor is painting walls and the interior windows are being installed. An Open House is scheduled for May 17 prior to the Library opening.

### Adjournment

Since there was no further business, Ms. Shatten requested a motion for adjournment. Mr. Anderson moved and Mr. McGovern seconded the motion and Board members agreed unanimously to adjourn the regular board meeting at 7:57 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, March 14, 2011 at 6:30 p.m. at Bertram Woods.

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Jeanne Shatten, President

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David D. Piskac, Fiscal Officer

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Kurt Miller, Secretary