

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, May 9, 2011

Attendance

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

Members Absent: Mr. Miller, Dr. Whyte

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 6:38 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the April 11, 2011 regular meeting minutes.

2011-41 Ms. Allen moved and Mr. Anderson seconded the motion to approve the April 11, 2011 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

A. OLC Trustee Dinner Report

Ms. Shatten reported that Ms. Allen, Mr. Anderson, Dr. Whyte, Ms. Switzer and she attended the OLC Trustee Dinner on April 27 in Independence and asked for feedback from attendees. Mr. Anderson said he was interested in the discussion about the history of PLF funding and the role of Library Trustees in advocating for their libraries. He also said that he was alarmed by the shift in library funding from the State to the local level and the increase of new levies over the past few years to support library operations. Ms. Shatten recommended that OLC provide more networking time before dinner.

B. Board Retreat Review

Ms. Shatten reported the May 7 Board retreat was a data driven presentation showing past Library performance and projected financial and customer trends. Ms. Shatten commented the last strategic plan had a one year planning period and was impacted by State funding reductions. She said an ad hoc committee consisting of Ms. Allen, Mr. Anderson, and Mr. Miller would discuss and provide the Board with recommendations on the next steps toward a new strategic plan.

C. Memorial Day Parade

Ms. Shatten said that she is participating in the Memorial Day parade and offered other trustees the opportunity.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- Mr. Piskac reported year-to-date revenue was \$2,148,914.11 before fund advances and transfers, which is \$30,912.97 higher than 2010 revenue.
- Mr. Piskac reported year-to-date PLF receipts were \$26,870.40 more than 2010. He said the April receipt was 10.4% higher than April 2010 and noted the Ohio Library Council website shows the overall 2011 April PLF distribution as 14.95% higher than 2010. He said due to the share of the excess tax equalization formula used by the State to achieve per capita equality, Shaker Heights Public Library received approximately 4.5% less than the OLC year-to-year comparison.
- He reported April year-to-date Real Estate Property Tax collections were \$45,536.18 lower than 2010 year-to-date collections. He still anticipates annual receipts to reach \$3M.
- He said year-to-date Fines and Fees were approximately \$6,000 less than 2010 and noted the revenue gap is increasing over the course of the year.
- Interest on Investments decreased due to lower interest rates.
- He said the current month Refunds and Reimbursements line item is higher than 2010 due to higher grant reimbursement activity.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$1,612,151.53 before advances and transfers, which is \$131,279.50 less than 2010. He said the smaller final City renovation note payment was the majority of the savings. He said if the Rent & Leases line item was removed, the 2011 month-to-date expenditures would be approximately \$21,000 higher than 2010. He said the Library Material Budget spending was \$42,107.95 higher than 2010 and the Furniture & Equipment line item includes \$35,372.18 in payments for computer purchases for the Gates grant, Computer Center and CEO grant. He also said the Refunds and Reimbursements line item includes a \$10,000 payment for the Main Library Children's desk, which was paid by the Friends of the Shaker Library.
- He noted the overall expenditures were in line with budgetary estimates.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$321,360.45 were \$139,913.81 less than month-to-date withdrawals of \$461,274.26. He also reported the year-to-date deposits of \$2,148,914.11 were \$536,762.58 greater than year-to-date withdrawals of \$1,612,151.53. He said the ending cash balance was \$1,715,470.06, which will continue declining until the Library receives the second half real estate advance in July.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,604,404.01, \$1,094,689.63 in encumbrances, and an unencumbered balance of \$509,714.38. Mr. Piskac also reported the unexpended balance for all funds was \$1,715,470.06, \$1,138,889.34 in encumbrances, and \$576,580.72 in unencumbered funds.

Investment Report

Mr. Piskac reported the April 2011 investment balance was \$875,401.71 and the Star Ohio interest rate decreased from 0.11% in March to 0.08% in April. Since the City renovation note was paid in full in April, the Library no longer needs to track the cell tower rent in a separate Star Ohio account. During the note repayment period, the Library would deposit the monthly cell tower rent receipts into the Star Ohio Building account and use the funds towards the annual renovation note payment to the City. Now, the Library will receipt the cell tower rent and deposit the monthly check into the PNC operating account.

Mr. Piskac recommended the Board of Trustees approve the April 30, 2011 financial statements as submitted.

2011-42 Dr. Hutt moved and Mr. Anderson seconded the motion to approve the April 30, 2011 financial statements.

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

Nays: None. Motion carried.

B. 2012 Tax Budget

Mr. Piskac presented the 2012 Tax Budget and said the Library is requesting \$4,437,808.56 in general property tax from the county budget commission, which is higher than the Schedule A amount. He said the higher funding request offsets the past losses from the PLF and real estate revenue. After reviewing the various 2012 tax budget schedules, he anticipates the ending balance of the General Fund to be \$764,922, which is from the library's budgetary forecast.

Mr. Piskac recommended the Board of Trustees approve the 2012 Tax Budget as submitted.

2011-43 Mr. McGovern moved and Dr. Hutt seconded the motion to approve the 2012 Tax Budget as submitted.

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

Nays: None. Motion carried.

C. Property Insurance Audit Update

Mr. Piskac reported that he and Ms. Lamont performed an audit of Library materials to update the schedule of value on file with the insurance company. He said the current insured value was \$4.8 million and the audit value was \$6.8 million and the premium for the additional coverage would be \$903 per year.

Mr. Piskac recommended the Board of Trustees approve the increase in the schedule of Library material value from \$4.8 million to \$6.8 million and \$903 premium for the additional insurance coverage.

2011-44 Mr. McGovern moved and Dr. Hutt seconded the motion to approve the increase in the schedule of Library material value from \$4.8 million to \$6.8 million and the additional \$903 premium for the additional insurance coverage.

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

Nays: None. Motion carried.

D. Security Camera Bidding Update

Mr. Piskac reported the additional 8 cameras for the Main Library first floor will be installed this week and the cameras for the renovation area are installed. He also said the Main Library west employee stairwell card access system was completed today.

E. HVAC Bidding Update

Mr. Piskac reported that he just received the second quote today to rebuild the Main Library centrifugal compressor for the air conditioning system. He said the quote from McQuay was \$14,800 and the quote from Wadsworth Slawson Northeast was \$17,760. He said the compressor is very large and has to be rebuilt prior to start up this summer and is included in year one of the 20-year facilities maintenance schedule discussed at the Board retreat.

Mr. Piskac recommended the Board of Trustees authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

2011-45 Mr. Anderson moved and Mr. McGovern seconded the motion to authorize the Fiscal Officer to approve the lowest and most responsive bid after reviewing the quotes.

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

Nays: None. Motion carried.

F. Second Floor Renovation Brick Work Quote

Mr. Piskac reviewed the not to exceed quote of \$69,125 from Sterling Professional Group to perform brick repairs on the Main Library south and partial west elevations of the second floor. He also reviewed the Van Dyke Architects recommendation to perform this work and their recommendation to tuck point the entire building as funding permits. Mr. McGovern noted the architect did not guarantee the brick repairs would stop the water entry problem in the renovation area. Mr. Piskac said the exterior water tests and the existing construction design suggests that once the brick is repaired, the water will stop entering the building.

Mr. Piskac recommended the Board of Trustees approve the not to exceed quote of \$69,125 from Sterling Professional Group to perform brick repairs on the Main Library south and partial west elevations of the second floor.

2011-46 Mr. McGovern moved and Dr. Hutt seconded the motion to approve the not to exceed quote of \$69,125 from the Sterling Professional Group to perform brick repairs on the Main Library south and partial west elevations of the second area.

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

Nays: None. Motion carried.

Mr. Piskac also noted that he received a letter from Van Dyke Architects regarding fees for the additional services performed during the renovation. He said the additional services were for the brickwork, floor slab cracks, repair of the masonry piers, and the floor infill (leveling). Mr. Piskac said the additional service fees would not exceed the initial fee amount because the Library is not going forward with the first floor renovation at this time.

G. Furniture Purchase

Mr. Piskac reviewed the computer furniture quote from Ohio Desk for the new Main Library computer center. He said the \$26,165.77 quote includes 20 tables, 39 task chairs, 13 fabric chairs for staff and various components for the table system. He said the quote also includes fabric treatment for the 13 staff chairs. Mr. Piskac said the furniture would be paid from the Library Bond Fund and commented Ohio Desk is a member of the State Coop program so the Library is receiving the best price and competitive bidding is not required.

Mr. Piskac recommended the Board of Trustees approve the not to exceed quote of \$26,165.77 from Ohio Desk for computer and staff furniture for the Main Library renovation area.

2011-47 Mr. Anderson moved and Mr. McGovern seconded the motion to approve the not to exceed quote of \$26,165.77 from Ohio Desk for furniture in the Main Library renovation area paid from the Library Bond Fund.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

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

B. Update on Unique Management Collections

Mr. Dickinson asked Ms. Switzer to provide an overview of Unique Management Collections services. Ms. Switzer reviewed the account activity history and said the Library submitted 884 past-due accounts and Unique Management Collections was able to return \$5,491.44 in cash, \$13,711.20 in lost materials, and waived only \$410.05 due to various circumstances. Ms. Switzer said the Library has a 25% account activation rate. She said the Library was invoiced \$7,911.80 by Unique Management Collections with \$2,010.31 of the invoiced amount being deferred until they recover more Library materials or receive cash payment for lost items to maintain budget neutrality. Overall, Ms. Switzer said the Library return on investment is \$3.32:\$1, which saves the Library time and money from purchasing replacement past-due materials.

C. Administrative Policies, 2nd Review

Mr. Dickinson said the Administrative Policies were distributed and reviewed at the April Board meeting. He 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 policies as submitted.

2011-48 Mr. McGovern moved and Dr. Hutt seconded the motion to approve the Administrative Policies as submitted.

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

Nays: None. Motion carried.

D. Operational Policies, 1st Review

Mr. Dickinson asked Ms. Switzer to review the Operational Policies. Ms. Switzer said the Locations and Hours of Service Policy only had one change, which was to add the word "Day" to Christmas Eve to clarify the Library is closed for the entire day, not just the evening. Under the Meeting Room Policy, Ms. Switzer said just some minor word clarification and tiering the late fee by room size. Lastly, Ms. Switzer said a contact position was added to the Community Bulletin Board Policy so the public knows whom to contact if they want to advertise.

Mr. Dickinson asked Board members to review the proposed policies so they can be recommended for approval at the June meeting. Since the changes were so minor, Dr. Hutt recommended the Operational Policies revisions be approved immediately.

2011-49 Dr. Hutt moved and Ms. Allen seconded the motion to approve the Operational Policies as submitted.

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

Nays: None. Motion carried.

E. Renovation Update

Mr. Dickinson said the renovation area has a few electrical items that need to be completed and the contractor is hoping to obtain at least a temporary occupancy permit next week so staff can start setting up offices.

F. Resolution of Commendation for Margaret Chin

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

2011-50 Ms. Allen moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mrs. Margaret Chin for twenty-five years of service with the library.

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

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 Delores Lindstrom \$25.00

Janet Rogers

In honor of Randy Kammer \$1,000.00

Friends of the Shaker Library Fund (211-76-48799)

Friends of the Shaker Library

For Local History Collection \$505.00

2011-51

Mr. McGovern moved and Dr. Hutt seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action (information only)

Michelle Garnett, promoted from Page II to Technical Services Assistant, Level 106, half-time, effective April 11, 2011

Michael Barnes, Custodian, resigned effective April 23, 2011

Community Comments

None

Announcements

Mr. Dickinson said the Ice Cream Social will be held at Bertram Woods on Friday, June 10 to kickoff the Summer Reading Program.

Mr. Dickinson said the Library received three Best of Show awards from the 2011 ALA PR Xchange competition. He said the Library received awards in the Fundraising, Annual Reports and Reading Programs Children categories by competing against other libraries within the same budgetary range. Mr. Dickinson commended Mrs. Margaret Simon for all of her hard work and success in this endeavor.

Adjournment

Since there was no further business, Ms. Shatten adjourned the regular board meeting at 7:52 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 13, 2011 at 6:30 p.m. in the Bertram Woods Dietz Community Room.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary