

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

Attendance

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

Members Absent:

Staff Present: Mrs. Cullers, Mr. Dickinson, Ms. Hays, 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 6:33 p.m. in the Main Library Boardroom. Ms. Shatten said Ms. Allen, Mr. Anderson, and Dr. Whyte are running late and Dr. Hutt will be leaving at 7:45 p.m. due to a prior engagement.

Approval of Minutes

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

2011-81 Mr. McGovern moved and Mr. Miller seconded the motion to approve the October 11, 2011 regular meeting minutes with correction.

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

Nays: None. Motion carried.

Ms. Allen and Dr. Whyte arrived at 6:35 p.m.

Presidents Report

A. Annual Performance Reviews for Director and Business Manager/Fiscal Officer

Ms. Shatten said Board members received the Director and Fiscal Officer self-evaluations and individual Trustee reviews at the October Board meeting. She said the self-evaluations and individual Trustee evaluations are going to be reviewed during executive session and a compilation evaluation will be completed.

B. New Trustee Search

Ms. Shatten announced Dr. Whyte will not seek another term. Her term ends March 31, 2012. Ms. Shatten asked Mr. McGovern to work with the school board on the new trustee selection process.

C. Nominating Committee

Ms. Shatten 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 December Board meeting.

Mr. Anderson arrived at 6:40 p.m.

Staff Presentation – Meghan Hays, Local History

Ms. Hays provided Trustees with a comprehensive overview of the Local History Collection at Main Library. Ms. Hays discussed the four primary service areas, which are patrons, programming, projects and promotion. Ms. Hays explained that patron services include assisting residents with researching their home's history and providing academic research to students. In addition, patron services include providing on-going assistance to the City and Schools in digitizing historical pictures of Shaker buildings and collaboration with the City's Planning Department in grant writing and programming. Under the programming service area, Ms. Hays said the Library has offered several meet the Shaker author programs. Ms. Hays explained that she is currently working on a collaborative project with the City and the Ohio Historical Society to digitize building index cards. She said several volunteers are helping input over 10,500 building index cards to convert the paper system to digital. Ms. Hays said the project will be completed this year and the database will be shared with the City and available online to the public during 2012. Ms. Hays recruits volunteers to promote the services of the Local History Collection and to serve as mentors for various Shaker Heights High School senior projects. As an active member of the Library social media committee, Ms. Hays promotes the recruiting of volunteers through the Library Facebook page. Ms. Hays also said that she serves on the Shaker Historical Society Board of Trustees, the Shaker Heights Landmark Commission and the City "Making History" Centennial Committee.

Fiscal Officer's Report

A. Financial Statements

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

Revenue Summary

- The October PLF receipt was \$119,220.47, which is \$8,193.08 (6.4%) lower than October 2010. He said the 2011 October PLF distribution was anticipated to be lower than last year based on the State Biennium budget and the remaining 2011 disbursements would be also lower than 2010. He reported year-to-date PLF receipts were \$57,316.78 more than 2010, which was also anticipated. Mr. Piskac estimated 2011 PLF receipts to total \$1,447,755.69, which is \$11,000 more than 2010 PLF revenue and 1% more than the 2011 estimate. For calendar year 2012, he said the PLF is projected to be \$1,365,667.22, which is \$82,088 (5.7%) less than 2011.
- The Library received the Real Estate Final Settlement disbursement as shown in the current month column. Mr. Piskac said the Library is estimating \$2.9 million for the year in receipts, which exceeds the \$2,780,885.67 original estimate.
- Mr. Piskac said he spoke with Sprint regarding the lease agreement and they said the lease agreement was in legal review and would be finalized in December. He said the revenue in arrears is \$10,350.
- He said the current month Refunds and Reimbursements line item is higher than 2010 due to the \$5,492 Erate reimbursement. He said the Library should receive \$28,719.90 in CEO grant reimbursements by year-end.

- Mr. Piskac reported year-to-date revenue was \$4,614,438.09 before fund advances and transfers, which is \$23,605.85 less than 2010 revenue. He estimates net 2011 revenue to be approximately the same amount as 2010 revenue.

Expenditure Summary

- Mr. Piskac reported year-to-date expenditures were \$3,937,994.80 before advances and transfers, which is \$71,441.81 less than 2010.
- He reported year-to-date salary expense was \$466 lower than 2010.
- He said year-to-date health insurance was \$50,703.67 less than 2010 expenditures due to lower employee enrollment, higher out of pocket employee expenses, and higher employee deductibles for doctor office visits and prescriptions.
- He commented the smaller 2011 final renovation note payment \$35,000 is material to the operating expenditure variance explanation when comparing to 2010.
- He said the capital outlay for furniture and equipment increased in October due to payment for CEO grant items. He said the \$50,298 for CEO expenditures would not reoccur next year so the 2012 budget may be lower. For example, he said of the \$10,818.85 in current month General and Administrative Supplies expenditure line item, it includes \$6,215.99 for CEO supply expenses.
- He noted the overall expenditures were in line with budgetary estimates.

Bank Reports

Mr. Piskac reported the month-to-date deposits of \$199,025.71 were \$256,179.18 lower than month-to-date withdrawals of \$445,204.89. He also reported the year-to-date deposits of \$4,614,438.09 were \$676,443.29 greater than year-to-date withdrawals of \$3,937,994.80. He said the ending cash balance was \$1,855,150.77, which is higher than the beginning of the year balance due to July and August real estate advances.

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

Mr. Piskac reported the General Fund had an unexpended balance of \$1,803,365.62, \$631,901.80 in encumbrances, and an unencumbered balance of \$1,171,463.82. Mr. Piskac also reported the unexpended balance for all funds was \$1,855,150.77, \$664,032.81 in encumbrances, and \$1,191,117.96 in unencumbered funds.

He also commented that the advance for Fund 212 was returned and the remaining Fund balance was zero. He also said the CEO Fund 215 has a negative balance and will be zero once the Library receives the grant reimbursement. Mr. Piskac also said the Connect Ohio ECO grant reporting software was corrected and the Library received the August reimbursement. He anticipates the Library to receive regular reimbursements going forward.

Investment Report

Mr. Piskac reported the October 2011 investment balance was \$1,356,750.48 and the Star Ohio interest rate decreased to 0.03% from 0.04% in September.

Other

Mr. Piskac said the County recently sold approximately fourteen million dollars worth of delinquent tax notes to the public. He estimated the Library would receive approximately \$1,400 from the sale.

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

2011-82 Dr. Whyte moved and Mr. Anderson seconded the motion to approve the October 31, 2011 financial statements as submitted.

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

Nays: None. Motion carried.

B. Local Government Services Contract

Mr. Piskac reviewed the Local Government Services (LGS) engagement letter for a cash basis compilation for years ending December 31, 2011, December 31, 2012, and December 31, 2013. He said the cost is not to exceed \$1,500 per year (\$50 per hour x 30 hours). Mr. Piskac said the benefit to the Library is that the compilation reduces audit costs by reducing the amount of fieldwork to perform the audit.

Mr. Piskac recommended the Board of Trustees approve the Local Government Services engagement letter for a cash basis compilation for years ending December 31, 2011, December 31, 2012, and December 31, 2013 for a not to exceed cost of \$1,500 per calendar year.

2011-83 Ms. Allen moved and Mr. McGovern seconded the motion to approve the Local Government Services engagement letter for a cash basis compilation for years ending December 31, 2011, December 31, 2012, and December 31, 2013 for a not to exceed cost of \$1,500 per calendar year.

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

Nays: None. Motion carried.

C. Main Library Roof Repairs

Mr. Piskac reviewed the summary EPDM (flat roof) and slate roof repairs quote from eziQC, The Gordian Group for the Main Library. He said the eziQC is part of the State of Ohio Administrative Services Co-op for pre-bid public services. Mr. Piskac said the scope of the slate repairs involves replacing a large number of missing slate pieces on the outer perimeter of the building and applying a sealant on the first two courses of slate to prevent future slate loss due to high winds and freezing water. He said some slate that is blown off the roof by high winds has punctured the flat roof. He said eziQC would replace all the seams on the EPDM (flat roof) (quoted 11,681 linear feet of seams), which is the bulk of the quote. The scope of work would also cover replacing the roof substructure around the drains because water is sitting around the drain that is directly over the Information Desk and most likely causing the water damage on the ceiling beam. He also reported the most recent leak was due to the flashing failure causing water to enter the Library and damage the wall mounted acoustic panels. The quote also would cover replacing the flashing in all the valleys of the roof. Mr. Piskac said the entrance door and the wooden steps leading onto the roof will be replaced. The current door is severely weathered and not sealing water from entering the building. The wooden steps are rotting and not safe and should be replaced. Lastly, Mr. Piskac said the quote also includes replacing areas of the EPDM flat roof where a large number of repairs were

done over the years to prevent future leaks. Mr. McGovern questioned Mr. Piskac's knowledge of roofs since he has a finance background. Mr. Piskac said he went on the roof with Mr. Harchar, Maintenance Manager to discuss what needed to be done on the roof. Mr. Dickinson said Mr. Harchar was working at the Library when the original roof was installed. Mr. Piskac said Mr. Harchar communicated the repairs needed for the roof and exIQC provided a quote. Dr. Whyte asked Mr. Piskac about only having one quote. Mr. Piskac said the company was on the State of Ohio approved pre-bid list and the bidding requirement is already done. Mr. Anderson asked Mr. Piskac how much a new roof would cost. Mr. Piskac said the Library was going to obtain a quote, but it would probably be a few hundred thousand dollars. Mr. Piskac said according to Mr. Harchar, the roof repairs would extend the current roof life another 5-7 years and then at that time need replacing.

Mr. Piskac recommended the Board of Trustees approve the \$50,357.71 in flat roof repairs and \$13,796.00 in slate roof repairs as submitted.

2011-84 Mr. Anderson moved and Mr. McGovern seconded the motion to approve \$50,357.71 in flat roof repairs and \$13,796.00 in slate roof repairs as submitted.

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

Nays: None. Motion carried.

D. CEO Grant Financial Update

Mr. Piskac reported the Library will receive \$28,719.90 in CEO reimbursements from grant expenditures. He said the Library filed the final expenditure reimbursement request by October 31, 2011 and should receive the reimbursement by year-end. Mr. Piskac said the Library fully expended the entire grant and was able to furnish the new CEO on the second floor of the Main Library with computer workstations, computer server, color copier, laminator, fax machine, 2 scanners, 24" HP banner printer, folding machine and numerous other supplies to operate the CEO.

E. Cash Register Update

Mr. Piskac reported the Library purchased three Sharp XE-A206 cash registers for Main and Bertram Woods at approximately \$120 per register. He said two registers would be located at the Main Library circulation desk and one at Bertram Woods. He will program each register once Mr. Camp installs the cash register software on his computer workstation. Mr. Piskac said the cash registers will help circulation staff account different sales instead of using multiple envelopes for tracking transactions.

F. Records Retention and Removal Annual 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 public records. Mr. Piskac reported that he did not receive any requests and will be following the established records retention and disposal policy of the library for discarding records.

G. Resolution to Request Advance of the 2012 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 Fiscal Officer to draw and 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 2012 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 2012 Property Taxes as submitted.

2011-85 Dr. Whyte moved and Mr. Anderson seconded the motion to accept the Resolution to Request Advance of the 2012 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.

H. Estate of Wilmar McLaughlin Update

Mr. Piskac reported that he spoke to Mr. Gregory Klucher, VP & Trust Officer, for Huntington Bank regarding the Estate of Wilmar D. McLaughlin. Mr. Piskac said he learned from Mr. Klucher the Library would be receiving an initial \$50,000 disbursement from the estate and the remaining balance in the near future. Mr. Piskac said the funds from the estate are not restricted and would be added to the Library General Fund.

I. Cleveland Foundation Report

Mr. Piskac reported that as of September 30, 2011, the Cleveland Foundation Endowment Fund had an ending balance of \$110,240.53. He noted that the Unrealized Gains/Losses line item shows a \$3,379.00 loss and the overall net change to Net Assets was negative \$24,674.25, which includes the \$20,000 distribution for Library computers.

Director's Report

A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- He said the Library Court Apartments had their ribbon cutting ceremony and open house on Friday, October 21 at 11 a.m. He said Library would receive \$3,000 from PIRHL for signage on Lee Road.
- The fall Friends book sale had gross sales of approximately \$10,000.
- He attended the OLC Convention in Toledo, October 26-28.
- The Library planted 4 pear trees in the Bertram Woods orchard. Three of the original 12 trees had died due to excessive water from the heavy rain this year.
- The Library has tentatively planned an after hours fund raising event marking the 75th Anniversary of the Shaker Library.
- On November 4, he attended the CLEVNET Directors meeting in the morning and served as a panelist for the MyCom “Leveraging Your Neighborhood Library” training program.

- He attended the City Centennial poster competition awards and exhibit opening.
- He reported the Library is having a public showcase starting on December 6 for the Tablet and E-Reader devices at both Library locations and continuing during the month of December.
- He conducted the observational study on November 12 and 19.
- He said state senator Nina Turner is hosting a Mobile Town Hall meeting at Main Library on December 6 from 11:30 a.m. to 12:30 p.m.

B. OLC Election Update

Mr. Dickinson said Ms. Lynda Murray of OLC reported about 77% of library levies passed at the November polls, which reflects strong public support for libraries. He said there were 17 new levies on the ballot and 12 of them passed. Mr. Dickinson said of the 251 libraries on Ohio, 174 of them or 69% now have property tax support. In comparison, he said in 1975 only 16 of the 249 libraries had property taxes for operating support.

C. Change Date of 2012 March Staff Meeting to March 9 and close at 6 p.m. on December 31

Mr. Dickinson recommended moving the 2012 March Staff Meeting date from March 16 to March 9 and change the closing time to 6 p.m. on December 31, 2012.

2011-86 Mr. Miller moved and Mr. Anderson seconded the motion to change the 2012 March Staff Meeting date to March 9 and to change the closing time to 6 p.m. on December 31, 2012.

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

Nays: None. Motion carried.

Dr. Hutt left at 7:50 p.m.

D. Strategic Planning Update

Mr. Dickinson asked Ms. Switzer to provide a Strategic Planning update. Ms. Switzer said the observational study started October 31 and will run through November 19. The Balanced Scorecard Team (BSC) will review the observational study results and volunteer David Crampton is going to analyze the results using SPSS statistical program. OrangeBoy recently completed the cardholder survey (October 20 – November 2, 2011) and will provide a final analysis of the survey at the December Board meeting. Mr. Anderson, Ms. Maxey, and Ms. Switzer will review the Mission, Vision, and Values statements and prepare drafts for review and approval at the December 12 Board meeting. Mr. Anderson asked Board members if there were any scheduling problems with stakeholder interviews to complete them by the December 5 deadline. No Board member reported any scheduling conflicts. Lastly, the Board of Trustees scheduled a brainstorming retreat on January 7, 2012 from 1-4 p.m., which will include the BSC team, Board of Trustees, Executive Team and the Branch Manager. The meeting location will be determined.

E. Programs, Outreach, Special Services, Technology, etc. 2nd Review

Mr. Dickinson asked if there were any questions from the last Board meeting discussion. Hearing none, Mr. Dickinson recommended the Board of Trustees approve the recommended Programs, Outreach, Special Services, and Technology changes as submitted.

2011-87 Mr. Miller moved and Ms. Allen seconded the motion to approve the recommended Programs, Outreach, Special Services, and Technology changes as submitted.

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

Nays: None. Motion carried.

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

Mr. Dickinson asked Ms. Switzer to review the recommended Customer Conduct and Library Security Policies changes. Ms. Switzer said the recommended Customer Conduct changes were very minor and many of them clarifications. She reviewed one change to the smoking policy of the Library, which includes the distance a smoker has to be from the entrance. She reported the Library Security Policies focuses on the digital video surveillance and the use of still photographs. She reviewed a few other proposed changes and asked if there were any questions. Mr. Dickinson asked Board members to review these proposed changes so they can be approved at the December meeting

G. Resolutions of Commendation for Elfriede Heaney and Sara Schiller

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Elfriede Heaney for twenty-five years of service and Mrs. Sara Schiller for thirty-five years of service with the library.

2011-88 Ms. Allen moved and Mr. Anderson seconded the motion to approve the Resolution of Commendation for Mrs. Elfriede Heaney for her twenty-five years of service and Mrs. Sara Schiller for thirty-five years of service with the library.

Roll Call: Ayes: Ms. Allen, 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 Frances Reeves Jollivette Chambers \$25.00

In memory of Johnson Wendell Harmon \$25.00

In honor of Jill Downey and Mark Lodinger \$25.00

Randy Kammer and Jeffrey Wollitz

In memory of Seymour Matuson \$25.00

2011-89 Dr. Whyte moved and Ms. Allen seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

Community Comments

None

Announcements

Mr. Dickinson reported the Library was designated a 5 Star Library by *Library Journal* for the fourth year in a row. He said the Library will face greater competition next year to maintain the 5 Star rating due to operating expenditure reductions. Mr. Dickinson explained the Library is currently competing with 211 other libraries in the \$5-9.9M operating expenditure range. Since the Library dropped below five million in expenditures last year, the Library will be competing with 1,307 libraries in the lower expenditure range during the next round of rating.

Executive Session

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

2011-90 Ms. Allen 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, Mr. McGovern, Mr. Miller, Ms. Shatten, Dr. Whyte

Nays: None. Motion carried.

Trustees entered executive session at 7:58 p.m.

Trustees returned to regular session at 8:45 p.m.

Adjournment

Ms. Shatten said that there being no further business Board members unanimously moved and seconded the motion to adjourn the regular board meeting at 8:47 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 12, 2011 at 6:30 p.m. in the Dietz Community Room.

Jeanne Shatten, President

David D. Piskac, Fiscal Officer

Kurt Miller, Secretary