

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, April 9, 2012

Attendance

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

Members Absent:

Staff Present: Mr. Dickinson, Ms. Miller, Mr. Piskac, Ms. Switzer

Others: Evelyn Krent, League of Women Voters Representative  
Joyce Braverman, Director of Planning, City of Shaker Heights  
Annette Sutherland, Board President, Shaker Heights City School District

Ms. Shatten 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.

Mrs. Annette Sutherland administered the oath of office to Ms. Carmella Williams the newly appointed Trustee. Ms. Williams' term is April 1, 2012 to March 31, 2019. Mrs. Annette Sutherland did not stay for the remainder of the meeting.

President's Report

A. LGIF Meeting

Ms. Shatten reported that Mr. Anderson, Mr. Dickinson, Mr. Piskac, Ms. Switzer, and she are going to meet with City officials Ms. Jeri Chaikin, Chief Administrative Officer, and Mrs. Joyce Braverman, Director of Planning on April 23 at City Hall. The purpose of the meeting is to discuss a joint application with the City to obtain a LGIF grant so the Library can perform a feasibility study to determine if the Library should stay at its current locations or move.

B. OLC Trustee Events

Ms. Shatten reminded Trustees about the opportunity to attend the annual OLC Trustee Dinner on April 25. Mr. Dickinson said the New Trustee workshop was being offered on April 21 in Delaware County and may be an opportunity for Carmella Williams. He also said the Cleveland Heights-University Heights Public Library Board is hosting an informal collaborative session with our Board on Thursday, May 3 at the Lee Road Branch and will cover agenda items under his report.

Approval of Minutes

Ms. Shatten asked for a motion to approve the March 12, 2012 regular meeting minutes.

2012-31 Ms. Allen moved and Mr. Miller seconded the motion to approve the March 12, 2012 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

Presentation – Joyce Braverman, Director of Planning, City of Shaker Heights

Mrs. Joyce Braverman provided an outline of the City's future plans for the Warrensville-Van Aken intersection. The City envisions re-routing the current State Route 8 and Van Aken away from the intersection and the demolition of some existing buildings, which will enable the development of a concentrated walking business district. The new business district will have a park atmosphere with benches, walk ways, and structured parking. Mrs. Braverman said the City is also applying for LGIF funding to perform a feasibility study for joint fire services.

Fiscal Officer's Report

A. Financial Statements

Mr. Piskac reviewed the March 2012 revenue and expenditure financial statements and reported the following:

Revenue Summary

- Year-to-date revenue was \$1,925,668.17, which is \$98,114.51 more than 2011.
- Major revenue differences include PLF (\$17,843.97), Real Estate Advance \$179,958.64.
- The Library received a \$230,958.64 Real Estate Advance in March.
- Meeting room revenue was \$5,548.40, which is \$2,571.65 more than 2011 due to increased usage.

Expenditure Summary

- Year-to-date expenditures were \$1,119,323.83, which is \$31,553.44 less than 2011.
- Major expense differences include Retirement Incentive \$13,243.10, Vacation and Sick Payouts \$11,930.20, Insurance – Other includes \$19,592.87 annual Bureau of Workers' Compensation premium. Under the current month Professional Services column, is \$31,716 in County fees from Real Estate collection. The Library material expenditure line items were approximately the same levels as 2011. After netting out the differences, the overall expenditure level was approximately the same as 2011.

Bank Reports

- Mr. Piskac reported the month-to-date deposits of \$328,418.22 were \$35,479.34 less than month-to-date withdrawals of \$363,897.56. He also reported the year-to-date deposits of \$1,925,668.17 were \$806,344.34 greater than year-to-date withdrawals of \$1,119,323.83. He said the ending cash balance was \$2,344,008.05, which is due to a higher 2012 beginning cash balance and real estate revenue receipts. He also reported the \$300 increase to the Business Office Change Fund is not reflected in the Bank Report because he has to work with CMI to create a new bank account. The Change Fund increase is shown on the monthly PNC Bank reconciliation worksheet as an outstanding item.

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

- The General Fund had an unexpended balance of \$2,268,107.74, \$944,443.47 in encumbrances, and an unencumbered balance of \$1,323,664.27.

- The MyCom Fund 212 includes a \$2,000 current month advance. Mr. Piskac reported he was going to include an advance request for \$7,200 for the fund until expense reimbursements are received by the Library.
- The Connect Ohio Fund 216 received a \$28.04 reimbursement for the November 2011 invoice during March.
- All Library Funds had an unexpended balance of \$2,344,008.305, \$977,070.20 in encumbrances, and an unencumbered balance of \$1,366,937.85.

#### Investment Report

- The Star Ohio investment balance was \$543,988.96 as of March 31 and the interest rate increased to 0.06% from 0.04% in February.

Mr. Piskac recommended the Board of Trustees approve the March 31, 2012 financial statements as submitted and approve a \$7,200 advance from the General Fund 101 to the MyCom Fund 212 for \$7,200, which includes the prior \$2,000 advance.

2012-32 Mr. Miller moved and Ms. Allen seconded the motion to approve the March 31, 2012 financial statements as submitted and to approve a \$7,200 advance from the General Fund 101 to the MyCom Fund 212 for \$7,200, which includes the prior \$2,000 advance.

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

Nays: None. Motion carried.

#### B. Circulation Department Cash Register Update

Mr. Piskac reported two cash registers are going to be placed into service on Tuesday, April 17 at Main Circulation. He and Mrs. Harvey worked together on training circulation staff and developed procedures for reconciliation. He expects the new registers to enable circulation staff to perform transactions faster and easier. He also said each cash register will have a credit card machine next to it so circulation staff will not have to leave the register to swipe the customer's credit card.

#### C. Circulation Department Start Up Funds

Mr. Piskac recommended the Board of Trustees approve \$570 in new start-up cash funds for Main Library Circulation to conduct business with the new cash registers. He said a new bank will be created in CMI to account for the new start up cash and the old start up cash balance reversed from the existing bank balance.

2012-33 Mr. Miller moved and Mr. McGovern seconded the motion to approve \$570 in new start-up cash funds for Main Library Circulation.

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

Nays: None. Motion carried.

## Director's Report

### A. Written Report

- Mr. Dickinson provided a brief summary of meetings he attended.
- The Friends of the Shaker Library Spring Book Sale starts Thursday, April 19 and runs through Sunday, April 22.

### B. Funding and Legislative Update

Mr. Dickinson reported there were no real changes to report except library omnibus legislation was introduced in the Ohio Senate as SB 321 on April 3. He said the bill will eliminate overlapping public library taxing districts among other changes.

### C. Quarterly Circulation Statistics

Mr. Dickinson reviewed the 2012 first quarter statistics and reported overall library circulation was down in comparison to 2011. He said video circulation was down by 5.5% and print circulation was down by 3.3%. On the other hand, new library registrations increased by approximately 25%, the door count increased 3% and computer sessions increased by over 30% in comparison to last year.

### D. Informal Meeting with CH-UH Board

Mr. Dickinson said some topics to be discussed at the informal meeting include automatic library sorting equipment, automatic discharge equipment, and joint benefits such as snowplowing and other physical plant services.

### E. 75th Anniversary Celebration

Mr. Dickinson said invitations were sent for the Library's 75th Anniversary Party to be held at Main Library on Friday, April 20 from 7 to 9 p.m. and he anticipates a good turnout for the event.

## New Business

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

75th Anniversary (101-65-46110)	
Randy Kammer	\$75.00
Unrestricted Contribution (101-6510)	
Eva Hurst	
In memory of Harvey Legris	\$50.00
Bertram Woods Branch Fund (208-6510)	
Carolyn and Samuel Selekmán	\$500.00
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Barbara Geismer	\$25.00
In honor of Richard Greene	\$50.00
In honor of Megan Kenyon	\$25.00

In memory of Robert Parks \$25.00  
In honor of Antonio de Sousa \$25.00

Frances Belman Fund (210-6110)  
Carolyn and Samuel Selekman \$500.00

2012-34 Mr. Miller 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, Mr. Miller, Ms. Shatten, Mrs. Williams

Nays: None. Motion carried.

B. Personnel Action (information only)

Harry Edwards, Custodian, half-time, Level 105, hired effective March 6, 2012

Joshua Wolfe, Custodian, half-time, Level 105, hired effective March 16, 2012

LaVaughn Woods, Maintenance Specialist, half-time, Level 107, hired effective March 6, 2012

Community Comments

None

Announcements

None

Adjournment

Since there was no further business, Ms. Shatten adjourned the regular board meeting at 8:07 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 16, 2012 at 6:30 p.m. at Main Library Boardroom.

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Jeanne Shatten, President

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David D. Piskac, Fiscal Officer

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Kurt Miller, Secretary