

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, January 14, 2013

Attendance

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

Members Absent: Mr. Anderson

Staff Present: Mr. Dickinson, Ms. Miller, Mrs. Pandelli, 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 6:37 p.m. in the Main Library Boardroom.

Approval of Minutes

Ms. Shatten asked for a motion to approve the December 10, 2012 regular meeting minutes.

2013-07 Dr. Hutt moved and Ms. Williams seconded the motion to approve the December 10, 2012 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

President's Report

A. Trustee Appointment/Selection

Mr. Dickinson reported that on December 11, 2012 the Shaker Heights School Board reappointed Ms. Shatten for a full seven-year term beginning April 1, 2013.

Ms. Shatten asked Ms. Williams to act as Library Board liaison to the School Board in reviewing applications to replace Mr. McGovern. Although the school board had planned to make a selection from among candidates on file since early 2012, newspaper articles about Mr. McGovern's death have generated additional applications. Mr. Dickinson reported that, as a result, the Board of Education is accepting applications until the end of January. Ms. Williams and Mr. Dickinson will work with Norm Bliss of the Board of Education to review applications in February, for approval in March.

B. Board Bylaws Review

Ms. Shatten asked Dr. Hutt to perform the annual review of the Board Bylaws and to present recommendations at the February Board meeting. Dr. Hutt said that he would review them and submit recommendations for Board discussion.

C. Presentation to City Council

Ms. Shatten reported that Mr. Anderson, Mr. Dickinson, Ms. Switzer, and she will present the library's strategic plan to City Council at their regular meeting on Monday February 11, 2013. The Library Board meeting will be moved to Tuesday February 12. Ms. Shatten encouraged all trustees to attend the city council meeting if possible. Ms. Shatten will confirm the start time for the meeting and presentation. The meeting will be held in council chambers in city hall. Ms. Shatten said that the presenters will meet in advance of the meeting to review the presentation. Ms. Shatten noted that the mayor's financial task force asked for and is receiving historical and projected financial information from the library.

Mr. Dickinson said the city is hosting a public meeting at the Community Building on January 21, 2013 about the Warrensville-Van Aken project.

Interim Fiscal Officer's Report

A. Fund Transfers for 2012

In 2012, \$7,200 was transferred from the General Fund to the MyCOM Grant Fund 212. This was in addition to the \$7,000 transfer the Board approved last month. Mrs. Pandelli asked the Board to pass a resolution authorizing the transfer of \$7,200 from the General Fund to the MyCOM Grant Fund 212 retroactive to 2012.

2013-08 Dr. Hutt moved and Ms. Allen seconded the motion to transfer \$7,200 from the General Fund to the MyCOM Grant Fund 212 retroactive to 2012.

Roll Call: Ms. Allen, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams

Nays: None. Motion carried.

B. Financial Statements

Mrs. Pandelli reviewed the November 2012 revenue and expenditure statements and reported the following:

November Revenue Summary

The November PLF receipt was \$108,352.01. This is lower than what was on the report because October's PLF was booked in November. November's PLF is 1.6% lower than what was received in November 2011 and year-to-date is 6% less compared to 2011. Total November revenue was \$346,639.17, which is lower than November 2011 revenue (\$378,861.47) because the library received a property tax advance in November 2011, but received the payment in October this year.

November Expenditure Summary

November expenditures were \$504,292.48. This is higher than November 2011 because it was a three pay period month and there was the purchase of the new telephone equipment this year.

November Bank Report

The operating balance was \$918,065.44. Total bank balance as of November 30, 2012 was \$1,920,441.70.

November Fund and Investment Report

The fund balance as of November 30 was \$1,388,861.40. The STAR Ohio balance was \$999,552.26. Interest was not booked in the operating account, but was entered in December. The STAR Ohio rate of return was 0.10%.

Mrs. Pandelli recommended the Board of Trustees approve the November 30, 2012 financial statements as submitted.

2013-09 Ms. Williams moved and Mr. Miller seconded the motion to accept the November 30, 2012 financial statements as submitted.

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

Nays: None. Motion carried.

Mrs. Pandelli reviewed the December 2012 revenue and expenditure statements and reported the following:

December Revenue Summary

The December PLF was \$99,841.38, which is 0.5% less than what was received in December 2011. Total 2012 PLF revenue was \$1,365,667.21, which is \$80,426.51 (5.6%) lower than 2011. Total Property Tax Revenue for 2012 was \$2,886,348.17, which was \$27,571.38 (0.94%) lower than 2011. Total December revenue was \$138,192.48, which was lower than December 2011 because of a grant received. All other revenue totaled \$705,959.46 for the year 2012, for a grand total of \$4,957,904.65.

December Expenditure Summary

December expenditures were \$372,634.82. This is substantially lower than December 2011 because last year December was a three pay period month. Total YTD Expenditures were \$4,827,969.00, which is actually lower than 2011 by \$51,666.46 or approximately 1.1%.

December Bank Report

The operating balance was \$590,701.28.

December Fund Report

The General Fund unencumbered fund balance was \$1,458,521.37 as of December 31 and the total for all unencumbered fund balances was \$1,521,246.11. Total unexpended balance for all funds at the end of 2012 was \$1,692,999.36. The STAR Ohio rate of return was 0.07%.

December Investment Report

The STAR Ohio account balance as of December 31, 2012 was \$1,099,474.08 and the rate of return

was 0.07%. We are in the process of opening a STAR Plus account, which is earning over 0.20%.

Mrs. Pandelli recommended the Board of Trustees approve the December 31, 2012 financial statements as submitted.

2013-10 Dr. Hutt moved and Ms. Williams seconded the motion to accept the December 31, 2012 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2012 Final and 2013 Temporary Appropriations Adjustments

Mrs. Pandelli said the highlighted lines of the report show which expense lines have been adjusted to accommodate end of year purchases. At the beginning of the year, the Board approved the Fiscal Officer making intra fund transfers, which is what she did at the end of December 2012. The total appropriations for each of these funds did not increase.

Mrs. Pandelli recommended the Board approve the 2012 Final and the 2013 Temporary Appropriations Adjustments as submitted.

2013-11 Ms. Allen moved and Ms. Williams seconded the motion to approve the 2012 Final and the 2013 Temporary Appropriations Adjustments as submitted.

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

Nays: None. Motion carried.

D. Resolution regarding expenditures for Board meetings.

Mrs. Pandelli noted that by law the Board is allowed to use library funds to pay for meeting refreshments and departing gifts for trustees. Refreshments must be for formal or informal meetings and gifts are for recognition of service of trustees. These expenditures should be authorized each year.

Mrs. Pandelli asked the Board to approve the expenditure of library funds for refreshments for formal and informal meetings and gifts in recognition of services of trustees.

2013-12 Dr. Hutt moved and Ms. Allen seconded the motion to approve the expenditure of library funds for refreshments for formal and informal meetings and gifts in recognition of services of trustees.

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

Nays: None. Motion carried.

E. Authorize the Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with PNC Bank, STAR Ohio and STAR Plus

Currently the library invests in PNC and STAR Ohio and is in the process of opening a STAR Plus account, which currently offers a higher interest rate than STAR Ohio.

Mrs. Pandelli asked the Board to authorize the Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with PNC Bank, STAR Ohio and/or STAR Plus.

2013-13 Mr. Miller moved and Ms. Allen seconded the motion to authorize the Fiscal Officer to invest available funds in U.S. Securities or certificates of deposit with PNC Bank, STAR Ohio and/or STAR Plus.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams
Nays: None. Motion carried.

F. Authorize the Fiscal Officer to make intra fund transfers when necessary during fiscal year 2013.

Mrs. Pandelli noted that this will give the Director and Fiscal Officer the authority to transfer money from one expense budget line to another, without having to get Board approval every time. The Board will be kept apprised of any adjustments made. Mrs. Pandelli asked the Board to authorize the Fiscal Officer to make intra fund transfers when necessary during calendar year 2013.

2013-14 Mr. Miller moved and Ms. Williams seconded the motion to authorize the Fiscal Officer to intra-fund transfers when necessary during calendar year 2013.

Roll Call: Ayes: Ms. Allen, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams
Nays: None. Motion carried.

G. 2012 Final Revenue Budget

Mrs. Pandelli noted that there is no legal or policy requirement for the Board to approve a Final Revenue Budget for the year as has been done in the past. The Board already approved everything in the revenue budget in the 2012 Final and 2013 Temporary Appropriations Adjustments above. No further action is needed.

H. Authorize the renewal of the following contracts and services over \$25,000 per year:

Mrs. Pandelli reviewed the following list of contracts and services the library anticipates using during 2013. She noted that the former Fiscal Officer asked approval for contracts and services over \$2,000. However, both the law and library policy only require Board approval for contracts and services over \$25,000. Mrs. Pandelli noted that not all of the contracts and services may reach \$25,000.

Aetna (Employee Benefits)
Baker & Taylor (Books)
CASS Information (Dominion East Ohio Gas Co-op)
Cleveland Public Library (CLEVNET)
Dell Marketing, L.P. (Computer Purchases)
Gardiner Trane (HVAC Maintenance – Main and Bertram Woods)
Glacial Energy
Home Depot Credit Services
Ingram Book Company
Midwest Tape Exchange
OPERS
Ohio Bureau of Worker's Compensation

Random House
Recorded Books, LLC
The Edward H. Sutton Insurance Company
The Illuminating Company

Mrs. Pandelli recommended renewal of the above contracts and services for 2013.

2013-15 Ms. Williams moved and Ms. Allen seconded the motion to authorize the renewal of the above 2013 contracts and services over \$25,000 per year.

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

Nays: None. Motion carried.

I. Approve institutional memberships and the payment of dues to the following organizations in 2013.

Mrs. Pandelli recommended the renewal of the following institutional memberships for 2013:

Employers Resource Council
Northeast Ohio Regional Library System (NEO-RLS)
Ohio's Cooperative Purchasing Program
Ohio Library Council
OHIONET

2013-16 Ms. Allen moved and Ms. Williams seconded the motion to approve institutional memberships and the payment of dues to the above organizations in 2013.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report, noting that library expenditures in 1992 were almost identical to library expenditures in 2012 when adjusted for inflation, while Ohio government spending increased over 60%. He also noted that during that same time period library usage has risen over 50%.

Mr. Dickinson said that state income tax revenues in December were 8% higher than projected, sales tax revenue was up 1.5% over 2011, and the state unemployment rate is declining. Total tax revenue increased 6% over December 2011.

Mr. Dickinson reported that OLC Legislative Day is March 6, 2013 and invited Board members to attend. He noted that the Governor is expected to unveil the 2013-2014 budget in February.

B. 2012 Circulation Report

Mr. Dickinson reviewed 2012 circulation. Total circulation decreased 2.9% for the year. Mr. Dickinson surveyed mid-sized libraries in the state and virtually all of them had negative circulation for 2012. Generally, the few exceptions had new branches or dramatically increased their material

budgets with newly increased milage. On average, circulation in these libraries declined 2% from 2011. CLEVNET circulation was flat, after excluding libraries that joined at the end of 2011 and beginning of 2012.

The door count was down 1.1% system wide. Woods visitors decreased 3.9% while Main visitors decreased only 0.1%. Program attendance increased 13%. Although we are still a net lender, the ratio of interlibrary loan continues to drop closer to 1:1. Computer use for the year increased 18.48%. However, such growth in computer use will probably not continue as we are now reaching a saturation level in the new Computer Center, and not comparing stats with the old, smaller Computer Center.

C. 2013 Policy Review Schedule

Mr. Dickinson reviewed the 2013 policy review schedule. It is almost the same as last year and is designed to complete policy revision approvals in December.

D. Status of Fiscal Officer Search

Mr. Dickinson said that we offered the position to a candidate who, in spite of wanting the job, had to decline because of relocation issues with her family. The position has been reposted in a variety of places, including Ohio Association of Public Treasurers, Ohio Government Finance Officers Association, Ohio Library Council, OHIONET and the *Plain Dealer*. The deadline for first consideration is February 4. We hope to complete interviews by early March and have someone in place by April 1.

E. Extend Interim Fiscal Officer Contract and set her bond at \$100,000.

Mr. Dickinson recommended extending Mrs. Pandelli's contract as temporary Fiscal Officer for 90 days at the rate of \$40 per hour for up to 15 hours per week. As an independent contractor, Mrs. Pandelli is responsible for her own taxes.

2013-17 Ms. Allen moved and Mr. Miller seconded the motion to approve extending Molly Pandelli's contract as temporary Fiscal Officer at a rate of \$40 per hour for up to 15 hours per week until mid-April 2013 (excluding February 8-16), as well as setting her bond at \$100,000.

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

Nays: None. Motion carried.

F. Audit Bid Award

Mr. Dickinson said he received a letter from the Auditor of State awarding the contract to audit the library to Julian & Grube, Inc. The audit should begin in April. Mr. Miller asked how much the audit will cost. Mr. Dickinson will investigate and report at the next meeting.

G. Technology Plan/E-Rate Update

Mr. Dickinson noted that the State Library of Ohio has approved the Technology Plan for 2013 and certified it for participation in the federal Schools and Libraries Universal Service program. On January 23 Mr. Dickinson will attend a workshop to get the latest information about the E-rate program.

Recent Donations and Revenue

Mr. Dickinson reported that Friends of the Shaker Library received a gift of \$700 designated for use at the Bertram Woods Branch.

Our partnership with Dynamic Media Partners, which manages the flat panel digital bulletin boards in both buildings, submitted a check for \$190 for ad revenue for 2012, which represents a 25% increase over last year.

Mary Lynne McGovern donated the book *Urban Code* for the library's collection of urban planning and architecture in memory of her husband, Ken McGovern. Money received in Mr. McGovern's memory will be dedicated to enhancing that collection.

New Business

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

Unrestricted Contribution Individual (101-6510)

In memory of Ken McGovern

| | |
|-----------------------------------|------------|
| Sara and Albert Brahm | \$100.00 |
| Christine Burroughs | \$20.00 |
| Linda Hayman | \$1,000.00 |
| Paula Ockner | \$25.00 |
| Joellen and Tod Podl | \$50.00 |
| Kersti and Charles Riehl | \$100.00 |
| Jeanne Shatten and Lawrence Oscar | \$200.00 |
| Karen Schlain and George Sweeting | \$25.00 |
| Melinda and Michael Tabor | \$50.00 |
| Julia and John Voyzey | \$100.00 |

Joan Steinberg

In honor of Kate and David Burleigh and Family \$50.00

Eileen and James Wilkoff \$100.00

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of William Tarleton \$25.00

In memory of Mina Wirtshafter \$25.00

Local History Donations

Reuben Harris donated material related to his leadership and activities in Caring Communities Organized for Education

Merrill Henkin lent and/or donated photographs, play programs and news clippings from the 1950s related to his Shaker Heights school years

Mary Solomon donated a 1969 *Cleveland Press* article on Shaker resident and noted Cleveland politician Alfred Benesch

2013-18

Mr. Miller moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Leave of Absence Request

Mr. Dickinson recommended that the Board approve a personal leave of absence for half-time staff member Adrian Griffin to care for a seriously ill family member. The leave of absence is scheduled for January 14 - March 17, 2013.

2013-19 Dr. Hutt moved and Ms. Allen seconded the motion to approve a personal leave of absence for Adrian Griffin from January 14 - March 17, 2013.

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

Nays: None. Motion carried.

Community Comments

None

Announcements

Mr. Dickinson noted that he and Ms. Williams attended a focus group led by a consultant for the Shaker Heights schools to help plan for hiring a new superintendent. Ms. Shatten participated in a different focus group on the same topic.

Adjournment

Since there was no further business to discuss, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 7:44 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, February 12, 2013 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Luren Dickinson, Deputy Fiscal Officer

Carmella Williams, Secretary