

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, April 8, 2013

Attendance

Members Present: Ms. Allen, Mr. Anderson, Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams
Staff Present: Mr. Dickinson, Mrs. Harvey Ms. Miller, Ms. Switzer, Ms. Pandelli
Others Present: Dolores Aiken, Peter Anagnostos

Ms. Shatten called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Main Library Boardroom.

President's Report

A. Trustee Appointment

Ms. Shatten introduced Peter Anagnostos. The School Board is expected to approve Mr. Anagnostos' appointment at their April 9 meeting. Mr. Anagnostos is the Chief Development Officer at the Cleveland Museum of Natural History.

Ms. Shatten praised the Library News section of the most recent Shaker Life. She noted that twenty pages were devoted to the library, including a strategic plan/facilities update and "The Top 10 Things Most People Don't Know About Shaker Library."

Ms. Shatten reminded everyone that the OLC Trustee dinner is April 17 in Independence. Ms. Allen, Mr. Anderson, Mr. Anagnostos, and Ms. Shatten all plan on attending the dinner. Ms. Shatten encouraged board members to join Friends of the Shaker Library. Mr. Dickinson noted that the Friends book sale is next week and the preview night for Friends members is Thursday April 18.

B. Introduction of Fiscal Officer

Ms. Shatten introduced Dolores Aiken. Ms. Aiken will be the library's Business Manager/Fiscal Officer effective Monday April 15, 2013.

Approval of Minutes

Ms. Shatten asked for a motion to approve the March 11, 2013 regular meeting minutes and the March 24, 2013 special meeting minutes.

2013-38 Ms. Allen moved and Mr. Anderson seconded the motion to approve the March 11, 2013 regular meeting minutes the March 24, 2013 special meeting minutes as submitted.

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

Nays: None. Motion carried.

Staff Presentation – Tricia Harvey, Circulation Services

Mrs. Harvey gave a presentation on Circulation Services, including a general overview of the work Circulation does and an introduction to self-check, which debuted Tuesday April 2.

Mrs. Harvey left the meeting.

Interim Fiscal Officer's Report

A. Correction to 2013 Final Appropriation

Ms. Pandelli noted a revision to the 2013 final appropriation approved in March. The salaries subtotal was \$39,700 less than actual appropriation as there was an error on the spreadsheet. She said all of the items on the budget were listed correctly but there was an error in the formula totaling the items. The new salaries total is \$2,856,909.89 (previously \$2,817,209.89). This increases the total general fund appropriation from \$5,192,367.76 to \$5,232,067.76. The 2013 final appropriation will increase from \$5,394,867.76 to \$5,434,567.76.

2013-39 Mr. Anderson moved and Mr. Miller seconded the motion to approve the corrected 2013 Final Appropriations as submitted.

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

Nays: None. Motion carried.

B. Financial Statements – March 31, 2013

Ms. Pandelli reviewed the March 2013 financial statements.

Revenue Summary

The March PLF was \$79,252.29, which is a 0.2% increase from last year (or \$149.15). The Library did not receive property tax payments in March. Total revenue was \$106,325.17, which is \$222,093.05 less than last year. Last year, the settlement for the first half of 2011 property taxes was received in March, this year the Library will receive the payment in April.

Expenditures

Expenditures were \$440,301.73. Total YTD expenditures were \$1,244,491.54, which is approximately 11% higher than last year. This is mostly due to maintenance work on the first floor and the increase in salaries.

Fund Report

The General Fund had a total unexpended balance of \$2,060,755.64 and an unencumbered balance of \$990,337.13. For all funds the total unexpended balance was \$2,137,590.17 and the total unencumbered balance was \$1,024,799.67.

Bank Report

There was a transfer of \$500,000 from the investment account to the operating account to cover operating expenditures. The final bank balance as of February 28 was \$2,137,590.17.

Investment Report

The STAR Ohio account balance was \$721,818.16 and was earning 0.05%. Total interest for March was \$51.65. The STAR Plus account balance was \$1,000,325.18 and earning 0.22%. The total interest deposited into the STAR Plus account was \$186.69.

2013-40 Dr. Hutt moved and Ms. Allen seconded the motion to approve the March 31, 2013 financial statements as submitted.

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

Nays: None. Motion carried.

Ms. Pandelli and Ms. Aiken left the meeting.

Director's Report

A. Written Report

Mr. Dickinson noted that the deadline for the request for proposal for the facility assessment and feasibility study has been extended to Friday April 19, 2013.

B. Quarterly Circulation Statistics

Mr. Dickinson reviewed the quarterly circulation statistics. He noted that there continues to be a decline in circulation and visitors. He said other libraries across the state are experiencing similar declines. Downloadables are still seeing double-digit growth and the library remains a net lender.

Ms. Switzer recommended that strategic plan measures relating to circulation and cardholders be changed from increasing 3% per year to increasing 1% per year, based on current trends in libraries.

2013-41 Mr. Anderson moved and Ms. Williams seconded the motion to approve changing strategic plan measures relating to circulation and cardholders from increasing 3% per year to increasing 1% per year.

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

Nays: None. Motion carried.

C. Cell Tower Site Development

Mr. Dickinson said he was approached by Unison Site Management to increase marketing and use of the library's cell tower. The Unison staff asked for information about the cell tower income, who is using the tower, and how much money is received annually. Mr. Dickinson will provide the information, as it is public record. Unison takes a share of the income earned, sometimes as much as fifty percent. There is also an option to receive money up front. Mr. Dickinson said we currently have excess capacity in the cell tower, as Sprint is the only company using it. He said Sprint is changing all of their equipment in the next twelve months. Unison could possibly bring in other wireless providers as well as companies with other uses of frequency. He will notify the board if he receives more information or a proposal from Unison. Mr. Anderson asked if they have approached

the schools. Mr. Dickinson said he did not know but that they had worked with Shaker Towers and gave them money up front for a parking structure.

D. Administrative Policies

Mr. Dickinson reviewed the proposed changes to the Records Retention and Disposal and Purchasing Policies. There were minor clarifications to the Records Retention and Disposal Policy. The Purchasing Policy was updated to reflect changes in Section 3375.41 of the Ohio Revised Code. The ORC now requires works of improvement costing more than \$50,000 to have two or more quotations. Previously the law required works of improvement costing more than \$25,000 to have two or more quotations. The law was revised in 2012 as part of the library omnibus bill.

2013-42 Ms. Allen moved and Mr. Anderson seconded the motion to approve Records Retention and Disposal and Purchasing Policies as submitted.

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

Nays: None. Motion carried.

E. Joint Informal Meeting with EPL Board

Mr. Dickinson reported that a joint informal meeting is scheduled for Monday May 6, 2013 with the Euclid Public Library Board of Trustees. A light meal will be served before the meeting and tour of the library. Mr. Dickinson will work with Ms. Armstrong, the Euclid Library Director, on an agenda for the meeting. Ms. Allen requested that background information on the Euclid Library, including size and comparative statistics, be distributed before the meeting. Mr. Dickinson will prepare background information for the Board.

F. Other

Mr. Dickinson distributed the Board roster and asked trustees to review and note any changes to their information. He also highlighted the Barbara Luton exhibit, which was unveiled March 24 and is currently on display. He said approximately 80 people attended the opening.

New Business

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

Unrestricted Contribution Individual (101-6510) Court Community Service In memory of Ken McGovern	\$100.00
Bertram Woods Branch Fund (208-6510) Florence Sable	\$20.00
Marilyn Kammer Memorial Fund (209-6510) Randy Kammer In honor of Judy Paul	\$25.00

Mr. Dickinson noted that the library has received over \$3,000 in memory of Ken McGovern.

2013-43 Dr. Hutt moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

DawnDra Landon, Young Adult Associate, Level 109, half-time, hired effective March 4, 2013

Richard Camp, IT Technician, Level 109, full-time, end of employment effective March 5, 2013

Community Comments

None.

Announcements

None.

Adjournment

Since there was no further business, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 7:40 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 13, 2013 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Luren Dickinson, Deputy Fiscal Officer

Carmella Williams, Secretary