

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, September 9, 2013

Attendance

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

Staff Present: Ms. Aiken, Mr. Dickinson, Ms. Miller

Others: Ms. Tara Hogan, Julian and Grube, Inc.  
Rod Houpe and Ann Palomo, Cleveland Public Library  
Anne Williams, League of Women Voters Representative

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

Approval of Minutes

2013-61 Ms. Allen moved and Ms. Williams seconded the motion to approve the June 13, 2013 regular meeting minutes as submitted.

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

Nays: None. Motion carried.

Presentation - Mr. Rod Houpe, CTO, Cleveland Public Library

Mr. Rod Houpe, new Chief Technology Officer of the Cleveland Public Library addressed the Board and spoke about the future of CLEVNET. He said the consortium has a history of sharing and hoped it would continue. He hopes to expand the services of CLEVNET while outsourcing some of the business processes like email. CLEVNET member libraries have started to develop a 36-month strategic plan. Ms. Ann Palomo spoke about the first steps of the plan. Five visioning sessions have been held to discuss where CLEVNET is and where it should go. Next, CLEVNET representatives will meet with member library directors to overcome potential obstacles as the plan moves forward. It is hoped to have a final plan by the end of 2013.

Fiscal Officer's Report

A. Post Audit Review

Ms. Tara Hogan of Julian and Grube, Inc. presented the post audit review. She covered the 2011 and 2012 audit. The report shows the library is in compliance in all material matters and there were no financial misrepresentations. She noted the audit went well and recommended to the Board to do spot checks on the business processes of the library and understand the reports that are presented each month.

## B. Financial Statements

Ms. Aiken reviewed the financial reports for June, July and August. Beginning with June, she noted that PLF amounts remain frozen until August. Other income included reimbursement from the MyCOM grant and the Friends. Personnel expenses at mid-year were a little higher than last year due to the wage increase but still less than 50% of the budget. Other expenses are within expectations. The bank report showed the reduction in the business office and circulation cash amounts.

In July, revenue shows the beginning collection of the second half real estate taxes and the reimbursement of the homestead rollback amount from the state. The rollback amount is lower this year because of lower property taxes. Expenses had a credit amount in the insurance line to reflect the \$10,972.00 refund check from the Bureau of Worker's Compensation. The STAR Ohio interest rate decreased by 0.01%.

Ms. Aiken reported August real estate revenue was higher than budgeted for the year. The collected total should be \$100,000 more than expected. The PLF amount did not increase as much as the legislature forecast when planning the state biennial budget.

2013-62 Mr. Miller moved and Ms. Williams seconded the motion to approve the reports

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

Nays: None. Motion carried.

## C. Copier Lease

Ms. Aiken met with three vendors and discussed machine options, leasing details and costs. The number of public copiers will be reduced from four to three, resulting in a cost savings. The public is doing less copying. Bids were received from all three vendors, but Meritech provided the lowest pricing for services desired and was recommended by Ms. Aiken.

2013-63 Ms. Williams moved and Ms. Allen seconded the motion to approve the lease.

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

Nays: None. Motion carried.

## President's Report

Ms. Shatten informed trustees that Dr. Hutt will be stepping down from the Board of Trustees in 2014 when his term expires. She indicated the library will be advertising for qualified candidates. She asked the Board to recommend anyone who would make a good replacement.

Ms. Shatten reported she met with Mr. Anagnostos and Mr. Dickinson during the summer to discuss fundraising ideas. Fun nights, gatherings around different themes and other social events hosted by the library might be viable ideas.

Ms. Shatten reminded the Board of their responsibility to communicate to the citizens of Shaker Heights the mission and functions of the library.

She and Mr. Anderson met with the Mayor to facilitate a Local Government Innovation Fund grant. The money would fund the facilities assessment and feasibility study. The grant has been completed and filed with the state.

### Director's Report

#### A: Written Report

Mr. Dickinson reviewed his written report highlighting the annual Constitution Read Aloud on September 17. He asked for volunteers to help in the reading. He mentioned Staff Day is scheduled for Friday, September 20, and Mr. Anderson will address the staff. The annual Cuyahoga County Budget hearing will be held Thursday, September 19. On October 18, the Euclid Public Library is having their grand reopening. The October 14 Board of Trustees meeting will be held at Bertram Woods Branch to accommodate additional visitors. The November meeting will be at Main Library. Margaret Simon has been selected the Supportive Staff Member of the Year by the Ohio Library Council. She will be recognized at the Awards and Honors Luncheon on October 9 at the OLC Convention and Expo in Sandusky.

#### B: Public Library Fund Update

Mr. Dickinson distributed a comparison of the Public Library Fund for 2012 and 2013, a graph showing the decrease in funding for the Shaker Heights Public Library and a summary of the new tax budget. The new law was forecast to produce a 4% increase in the PLF for 2013-2014. Many last minute changes were made with the consequences of reducing total revenue to the General Fund and, in turn, to the PLF. The final outcome is uncertain and official estimates are down for 2013 and 2014. He noted it would take until 2023 to recover to the same level of funding as 2000 at a 3% annual increase.

Mr. Dickinson mentioned Linda Murphy of the Ohio Library Council is retiring so there will be a change in the lobbying efforts of OLC next spring.

#### C: Grants Update

Mr. Dickinson reported the Homework Center grant application for school year 2013-2014 has been submitted and remaining funds for 2012-2013 will be expended in September. The library has partnered with the City of Shaker Heights to apply for a \$45,000 Ohio Local Government Innovation Fund grant. This will fund the facilities assessment and feasibility study. The City is now more amenable to the idea of new construction or major renovation.

#### D: Balanced Scorecard Update

Mr. Dickinson reported circulation statistics are down this year, but the public has been very pleased with the library, reflected in many compliments. Jason Richley has been hired as the IT technician and is proving to be a good choice. The first floor move is now complete and Epstein Design has been selected for the redesign of the library website, which should be complete by the end of the year. EReader training is almost complete for the entire staff. The payroll system update is moving forward. Work also continues on the cost cutting project.

#### E: Voluntary Separation Plan

To help reduce personnel expenses and downsize staff, Mr. Dickinson proposed a Voluntary Separation Plan. This would allow qualified staff to retire or leave employment with two month's severance pay.

2013-64 Mr. Anderson moved and Dr. Hutt seconded the motion to approve the VSP.

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

Nays: None. Motion carried.

#### F: New Board of Trustees Photo Panel

Mr. Dickinson displayed a new Board of Trustees photo panel. It will be mounted near the front door. Trustees will have new pictures taken.

#### G: Personnel Manual, 1st Review

The proposed changes to the personnel manual were distributed and reviewed by Mr. Dickinson.

#### Executive Session

2013-65 Mr. Miller moved and Mr. Anderson seconded the motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:15 p.m.

Trustees returned to regular session at 8:32 p.m.

2013-66 Ms. Allen moved and Mr. Miller seconded the motion to return to regular session.

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

Nays: None. Motion carried.

A special meeting of the Board of Trustees will be held October 7 at 6:30 p.m. in the Boardroom at Main Library. Topic of discussion will be to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

#### New Business

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

Unrestricted Contribution – Individual (101-6510)	
Yvette Shenk	\$50.00
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer and Jeff Wollitz	
In honor of Maeve Martin and Andrew Smith	\$25.00
Frances Belman Fund (210-6110)	
In memory of Frances Belman	
Marilyn Gardner	\$25.00
Barbara Winicki	\$100.00

Local History Donations

Shaker resident and author John C. Anderson, donated five of his books: *Girty: The Legend*, *Free Love*, *Holly Goforth: Book One: The Stalking*, *Holly Goforth: Book Two: The Revenge* and *Holly Goforth: Book Three: Revival*

Marsha Spitz donated one copy of *75 Years: An Informal History of Shaker Heights* and Shaker Heights High School 1963 and 1964 *Gristmill* Yearbooks; three issues of the *Shakerite* newspaper from 1963, 1964, and 1965; and the 1963 issue of *Semanteme*, the literary magazine

Kim Price donated a 2006 Alumni Directory from Bowling Green University

George Weiner donated *The Van Sweringen Developments in Cleveland (1968)* by Joseph G. Blake; *A study in Regional Planning: Shaker Heights, The Garden Suburb in America (1978)* by Bruce E. Lynch; and *The Physical Development of Shaker Heights (1981)* by Patricia J. Forgac

2013-67      Mr. Miller moved and Ms. Williams seconded the motion to accept the gifts.

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

                  Nays: None. Motion carried.

B. Personnel Action (information only)

Tonya Ely, Computer Center Assistant, Level 106, hired effective June 7, 2013

Mary Patka, Children’s Services Associate, Level 109, hired effective June 10, 2013

Christine Burroughs, Technical Services Librarian, Level 111, position eliminated effective August 5, 2013

Jason Richley, IT Technician, Level 109, hired effective August 19, 2013

Julia Murphy, Adult Services Associate, Level 109, resigned effective August 20, 2013

Community Comments

None

Announcements

Mr. Dickinson, Ms. Shatten and Mr. Anderson will meet with the new Superintendent of Shaker Heights City Schools tomorrow morning, September 10.

Adjournment

Since there was no further business, Ms. Shatten moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:42 p.m. The next regular meeting of the Board of Trustees of the Shaker Heights Public Library will be Monday, October 14 at 6:30 p.m. in the Dietz Community Room at the Bertram Woods Branch.

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Jeanne Shatten, President

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Dolores Aiken, Fiscal Officer

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Carmella Williams, Secretary