

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, November 11, 2013

Attendance

Members Present: Ms. Allen, Mr. Anagnostos, Mr. Anderson, (arrived at 6:38), Dr. Hutt, Mr. Miller, Ms. Shatten, Ms. Williams

Members Absent:

Staff Present: Ms. Aiken, Mr. Dickinson, Ms. Miller, Ms. Switzer, Ms. Thomas, Ms. Drake

Others: Holly Wang, 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 Boardroom of the Shaker Heights Public Library.

Approval of Minutes

Ms. Shatten asked for a motion to approve the October 14, 2013 regular meeting minutes and the October 23, 2013 special meeting minutes.

2013-80 Dr. Hutt moved and Ms. Allen seconded the motion to approve the October 14, 2013 regular meeting minutes and the October 23, 2013 special 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.

President's Report

A. Annual Performance Review for Director and Fiscal Officer

Ms. Shatten said the Board would go into executive session after the regular meeting for the annual evaluation of the Director and Fiscal Officer.

B. Nominating Committee

Ms. Shatten stated there is no Nominating Committee Chair at this point, but she will soon be asking Board Members to volunteer.

Staff Presentation

Kristen Drake, Audio Visual Specialist, and Lynda Thomas, Adult Services Librarian, gave a presentation on downloadable and streaming products. Ms. Thomas began, saying all five major publishers now have e-versions of their material available. The pricing and plans vary greatly creating a challenge to the budget. In response, staff is now ordering by demand, getting material for the needs of the Shaker Library patrons. She said the use of audiobooks has increased 43% this year.

A new downloadable service, One Click, supplies authors not available through Overdrive. Ms. Drake then demonstrated Hoopla, the new streaming product of Midwest Tape. Hoopla will provide music, movies, television programs and audiobooks. She noted the product is easy to use and once downloaded patrons can plug their computers into a television and watch movies on a larger screen. The new service, costing \$6,000 will allow three movies per week per patron.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the October 2013 financial reports. She noted the Public Library Fund receipts seem to be better than expected. Other income is lower than last year except for donations which reflect generous contributions by the Friends of the Library. She explained salary expenditures are \$41,000 higher than last year but should still be \$100,000 below the budgeted amount. She said other expenses are not out of the ordinary and spending seems to have slowed recently. The fund and bank balances are also the same as last year at this time.

2013-81 Mr. Anderson moved and Mr. Williams seconded the motion to accept the October 31, 2013 financial statements as submitted.

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

Nays: None. Motion carried.

B. Resolution to Request Advance of the 2014 Property Taxes

Ms. Aiken said the library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes. She 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 2014 except such amount that may be required by law to be paid State authorities.”

Ms. Aiken asked the Board of Trustees to approve the Resolution to Request Advance of the 2014 Property Taxes as submitted.

2013-82 Dr. Hutt moved and Mr. Anderson seconded the motion to accept the Resolution to Request Advance of the 2014 Property Taxes as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reported he received a few complaints about the planned reduction in hours at Bertram Woods Branch. He said most comments were general, expressing disappointment, but a

couple had advocated for one staff member who will be laid off. Ms. Miller said the comments she received were similar and some patrons were concerned about the change in storytime hours.

Mr. Dickinson mentioned the library would hear the results of the feasibility study grant at the end of November and the “Straight A” grant by December 7.

B. Ohio Library Council Elections Update

Mr. Dickinson distributed a chart with the results of the statewide library levies on the November 5 ballot. Voters approved 26 out of 27 levies.

C. Federal eBook Legislation

Mr. Dickinson requested a motion to support the Federal eBook Legislation currently in Congress. The legislation would mandate publishers treat libraries fairly for the acquisition of e-material.

2013-83 Ms. Allen moved and Mr. Anderson seconded to support the Federal eBook Legislation currently in Congress.

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

Nays: None. Motion carried.

D. American Library Association Declaration for the Right to Libraries

Mr. Dickinson requested a resolution to support the American Library Association’s Declaration for the Right to Libraries. He feels it is important and the resolution will become part of the library’s policy manual.

2013-84 Mr. Anderson moved and Dr. Hutt seconded the motion to support the American Library Association’s Declaration for the Right to Libraries.

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

Nays: None. Motion carried.

E. Strategic Planning Update

Mr. Dickinson discussed the current status of the Strategic Plan. He said because of the budget reductions and the resulting changes required, the plan is behind schedule. Ms. Switzer stated the Pay for Performance and Secret Shopper slated for 2014 should not be implemented because the new performance review form is not complete. Also the staff is under a lot of stress resulting from recent changes. She noted there will also be no money for raises in 2014. She further said the feasibility study is not complete because the library is still waiting for the results of a grant request. The plan called for the feasibility study to be done by now. Mr. Dickinson requested the Board extend the Strategic Plan for another year.

2013-85 Ms. Allen moved and Mr. Anderson seconded the motion to approve extending the Strategic Plan into 2015.

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

Nays: None. Motion carried.

F. Personnel Policy, 2nd Review

Mr. Dickinson presented the Organization, Salary Administration, Employee Benefit, Condition of Work, Time Off with Pay and Time Off without Pay sections of the Personnel Manual. Ms. Switzer noted the alterations since the last reading reflected the changes made for the implementation of the cost savings plan in January 2014. Mr. Dickinson requested a motion to approve the changes.

2013-86 Ms. Allen moved and Mr. Anderson seconded the motion to approve the changes to the Personnel Policy as submitted.

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

Nays: None. Motion carried.

G. Code of Conduct, Hours of Service, Programs and Classes and Special Services Policies, 1st Review

Mr. Dickinson presented the Code of Conduct, Hours of Service, Programs and Classes and the Special Services Policies for review. He noted the changes for cell phones, the banning of electronic cigarettes, services hours and clerical corrections. He requested a motion to approve the changes.

2013-87 Mr. Anderson moved and Ms. Allen seconded the motion to approve the changes to the Code of Conduct, Hours of Service, Programs and Classes and Special Services Policies as submitted.

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

Nays: None. Motion carried.

Mr. Dickinson distributed a revised Holiday Schedule and Hours of Operation for 2014. Changes were made to reflect the new hours of operation for 2014 and staff meeting dates.

2013-88 Mr. Anderson moved and Ms. Williams seconded the motion to approve the revised Holiday Schedule and Hours of Operation for 2014 as submitted.

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

Nays: None. Motion carried.

H. Cuyahoga County PLF Agreement

Mr. Dickinson presented the new Cuyahoga County PLF agreement. The new agreement was reached by the library Directors and will be in effect until 2017. The only changes were the stipulation that any excess above the 2007 levels would be distributed on a per capita basis per the new 2010 census figures and that revision of the allocation would be discussed should one library

cease to operate or be included with another. He requested a resolution to approve the new agreement.

2013-89 Ms. Allen moved and Mr. Anderson seconded the motion to approve the new Cuyahoga County PLF agreement as submitted.

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

Nays: None. Motion carried.

I. OHRAB Award

Mr. Dickinson reported the Library received an Ohio Historical Records Advisory Board award. The OHRAB recognizes significant accomplishments in preserving and improving access to historical records. The award includes a stipend of \$500 for future programming.

Mr. Dickinson noted the Library has again received a \$15,000 grant to fund the Homework Helpers program for the 2013-2014 school year. He said the Library will host a countywide meeting on November 14 for all grant recipients on how to proceed with the grant.

Mr. Dickinson showed the Macaroni Kid Award naming the Shaker Heights Public Library the best library for 2013.

Mr. Dickinson distributed two graphs showing a reduction in the number of suspensions issued by the library over the last three years.

Mr. Dickinson was pleased to announce he attended The Center for Community Solutions award ceremony to honor Brandy Shanker as a Most Treasured Volunteer. Mrs. Shanker has been teaching the English in Action class at Shaker Library for many years. She teaches non-English speaking families the language so they become more comfortable in their new home.

New Business:

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Dr. Cheryl Lamay \$25.00

In honor of Maria Rosin and Pennie Borrousch \$25.00

In honor of David Klein and Dawn Palazzo \$25.00

Local History Donations

Books, articles and bound reports from the office of former Shaker Heights City School District Superintendent Mark Freeman

Author Bonnie Gordon donated her book *Escape from Goshen*

Annette Sutherland donated Shaker Heights High School related articles and programs

2013-90 Ms. Allen moved and Ms. Williams seconded the motion to accept and appropriate the above 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

Michelle Dornsife, Library Assistant, Level 106, change in status from half-time to substitute effective October 28, 2013

C. Executive Session

Ms. Shatten called for a motion to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

2013-91 Mr. Anderson moved and Ms. Allen seconded the motion to enter executive session at 7:45 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees.

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

Nays: None. Motion carried.

2013-92 Ms. Williams moved and Mr. Anderson seconded the motion to adjourn the executive session at 9:02 p.m. and 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.

Adjournment

Since there was no further business to discuss, Ms. Shatten adjourned the regular board meeting at 9:03 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 9, 2013 at 6:30 p.m. in the Main Library Boardroom.

Jeanne Shatten, President

Dolores Aiken, Fiscal Officer

Carmella Williams, Secretary