

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, October 19, 2015

Attendance

Members Present: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Members Absent: Ms. Garrett

Staff Present: Mr. Dickinson, Mrs. Kulkin, Ms. Miller, Ms. Switzer

Others: Representatives from bidding companies (for bid opening), Ms. Barker, League of Women Voters Representative

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the September 21, 2015 regular meeting minutes.

2015-53 Mr. Gleisser moved and Ms. Williams seconded the motion to approve the September 21, 2015 regular meeting minutes

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Opening and Recording of HVAC Bids

Mr. Dickinson reported the library contracted with Bricker & Eckler to ensure that the bid process for replacement of HVAC controls fulfilled legal requirements. Bricker & Eckler is charging \$1,000 for their services. The Director opened the four bids submitted:

Best Commercial Energy Services	\$139,000
Control Systems of Ohio	\$112,438
Synergy Mechanical Contractors; Inc.	\$158,900
Gardiner Trane	\$138,250

Mr. Dickinson requested approval to accept the lowest, most responsible bid once the submissions have been reviewed in detail.

2015-54 Mr. Bertsch moved and Ms. Williams seconded the motion to permit Mr. Dickinson to accept the lowest, most responsible bid once the bids have been reviewed in detail.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

### President's Report

#### A. Annual Performance Review for Director

Mr. Anderson distributed copies of the performance evaluation form for the Director for review and comments by Trustees. He said there would be an executive session after the next meeting to finish writing the evaluation. Board members should send comments for a draft evaluation to Mr. Anderson by November 2. Mr. Anderson said he was also revising the evaluation form and it should be next month.

#### B. TRIAD Research Group Survey Discussion Meeting

Mr. Anderson noted that he met with Ms. Williams, Mr. Dickinson, and Ms. Switzer on October 14 to discuss moving forward with facility options based on community responses to the telephone survey. He said he would present some options the library could implement independently for discussion at the December Board Meeting. Mr. Anderson said he would discuss possible partnerships with the School Superintendent and Board President and asked Mr. Dickinson to contact the superintendent for a similar discussion.

#### C. Reappointment of Michael Bertsch

Mr. Anderson noted that Mr. Bertsch was appointed in December 2014 to complete Judy Allen's term, which ends March 31, 2016. Mr. Bertsch is willing to be reappointed to a full term. Mr. Dickinson notified the School Superintendent and Board President of Mr. Bertsch's wish to be reappointed.

#### D. November 4 Joint Meeting with Twinsburg Public Library Board

Mr. Anderson reminded Board members that the joint meeting with the Twinsburg Public Library Board is scheduled for November 4 from 6-8 p.m. at Main Library. Mr. Dickinson said that the Twinsburg Board members were disappointed that so few members of our Board attended the May meeting and some were questioning whether a second meeting was necessary. Mr. Bertsch and Mr. Meinhard said they would definitely attend the meeting. Mr. Anagnostos and Ms. Williams said they could probably attend but would be late. Mr. Gleisser noted that he has a City recreation committee meeting at that time. Mr. Dickinson asked that the remaining Board members tell him in advance if they will be attending or not.

### Deputy Fiscal Officer's Report

#### A. Financial Statements – September 30, 2015

Mr. Dickinson said that Maggie Keenan's last day of regular employment was Friday, October 16. She is now working as the County Budget Director. Mr. Dickinson noted that the timeline for the budget process that Ms. Keenan had proposed (December 2015) will not be implemented without full staff. The budget will be approved within the usual timeframe (March 2016). He reviewed the financial statements Ms. Keenan prepared.

2015-55

Mr. Meinhard moved and Ms. Williams seconded the motion to approve the September 30, 2015 financial statements as submitted

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard,  
Ms. Williams

Nays: None. Motion carried.

#### B. Budget and Funding Update

Mr. Dickinson reported that Ms. Keenan and Rosemary Nugent had been working to resolve the AT&T billing problems that dated back to the previous Fiscal Officer. Staff was able to get a credit adjustment of just over \$57,000 on the AT&T bill.

Mr. Dickinson said that due to staff vacancies, year-to-date expenditures are almost \$94,000 less than budgeted and the amount should increase by about \$10,000 each pay period through December. The amount does not include benefits. He noted these vacancies have either been filled or are in the process of being filled.

Mr. Dickinson noted that we may receive up to \$140,000 more from the PLF this year than in 2014 and we are on track for the lowest utility costs in the last decade. He said this was partly due to much lower gas prices, milder weather and energy-saving measures implemented by maintenance staff.

#### C. Temporary Part-time Fiscal Officer

Mr. Dickinson said that Ms. Keenan is willing to work a few hours per week until a new Fiscal Officer is hired. He asked for approval to hire Ms. Keenan as temporary part-time Fiscal Officer at her former hourly rate, with no benefits.

2015-56 Mr. Gleisser moved and Mr. Bertsch seconded the motion to hire Maggie Keenan as temporary part-time Fiscal Officer at her former hourly rate, with no benefits.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard,  
Ms. Williams

Nays: None. Motion carried.

#### Director's Report

##### A. Written Report

Mr. Dickinson presented his written report. He noted that he met with library directors in Cuyahoga County to discuss the 2015 joint summer reading program. The directors agreed that rather than collaborate on a summer reading program next year, the libraries will work on a collaborative library card promotion. The goal of the promotion would be to get library cards for all students, K-12 in Cuyahoga County in September 2016. September is Library Card Sign Up Month.

Mr. Dickinson reported the October 12 visit from Anthony Doerr, author of the Pulitzer Prize-winning *All the Light We Cannot See*, was a great success. The program was presented in partnership with University School. Mr. Doerr's talk was given at University School and live-streamed at the library.

##### B. Circulation Statistics, Third Quarter

Mr. Dickinson reviewed the third quarter circulation statistics. He noted that circulation continues to decline in both buildings, although visits increased significantly at Main in August and September and are nearly equal YTD as 2014. Area libraries have experienced a similar drop in circulation.

#### C. 2016 Holiday Schedule and Hours of Operation

Mr. Dickinson presented the proposed 2016 Holiday Schedule and Hours of Operation and asked for approval.

2015-57 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to approve the 2016 Holiday Schedule and Hours of Operation.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

#### D. 2016 Board Meeting Schedule

Mr. Dickinson reviewed the proposed 2016 Board Meeting schedule. He requested that the January meeting be moved to Wednesday January 13 as he will be returning from ALA Midwinter in Boston on January 11.

2015-58 Mr. Bertsch moved and Mr. Anagnostos seconded the motion to approve the 2016 Board Meeting Schedule as revised by Mr. Dickinson.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

#### E. Personnel Manual, 2nd Review

Mr. Dickinson reviewed changes to the personnel manual and asked Trustees to approve the changes.

2015-59 Mr. Anagnostos moved and Ms. Williams seconded the motion to approve the revisions to the personnel manual as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

#### F. Public Service Policies, 1st Review

Mr. Dickinson reviewed minor changes in the Library Programs and Classes, Public Access to Library Records, Outreach and Interagency Relations, and Special Services Policies. Mr. Anderson asked the Board to approve the policies as submitted.

2015-60 Ms. Williams moved and Mr. Bertsch seconded the motion to approve the policy revisions as submitted.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard,  
Ms. Williams

Nays: None. Motion carried.

#### G. Strategic Plan

Ms. Switzer noted that the draft strategic plan presented in September had been slightly revised based on comments from Mr. Anderson. She asked for approval of the strategic plan as revised. The plan will be effective January 1, 2016.

2015-61 Mr. Meinhard moved and Ms. Williams seconded the motion to approve the strategic plan as revised.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard,  
Ms. Williams

Nays: None. Motion carried.

#### H. Landscaping Update

Mr. Dickinson reported that due to an extension of the MyCOM summer work program for youth, the library was assigned two workers for four weeks in October. Both are 18 years old, high school graduates and not enrolled in college. They may work thirty hours per week and are paid through Youth Opportunities Unlimited. They are assisting with landscaping, computer cleaning, shelf cleaning, shredding, the Friends book sale, and other miscellaneous tasks.

#### New Business

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

Marilyn Kammer Memorial Fund (209-6510)  
Randy Kammer  
In honor of Shelby Rauchwarger \$25.00

Frances Belman Fund (210-6110)  
Marsha Moses and Barbara Winicki  
In honor of Marilyn Gardner \$50.00

2015-62 Ms. Williams moved and Mr. Anagnostos seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Mr. Meinhard,  
Ms. Williams

Nays: None. Motion carried.

##### B. Personnel Action

Lyndsie Collins, Page Supervisor, full-time, level 109, hired effective September 8, 2015

Cheryl Darden, Homework Center Supervisor, part-time, level 111, position eliminated effective September 30, 2015

April Dieckman-Hall, Homework Helper, part-time, level 107, position eliminated effective September 30, 2015

Anne Fink, Homework Helper, part-time, level 107, position eliminated effective September 30, 2015

Lana Jernejcic, Circulation Assistant, full-time, level 106, retired effective September 30, 2015

Raymond Jones, Homework Helper, part-time, level 107, position eliminated effective September 30, 2015

Joy Weiss, Circulation Assistant, half-time, level 106, retired effective September 30, 2015

Mr. Dickinson reported on progress filling vacant positions. The Fiscal Officer position closed on October 16. The Maintenance Manager position was advertised a second time in October and the IT Technician position will be reposted. A Community Engagement Librarian and two half-time library assistants have been hired. Interviewing is in progress for Adult Services and Children's Services Librarians.

#### Community Comments

None

#### Announcements

Mr. Dickinson reported that former director Barbara C. Luton died October 15, 2015. Ms. Luton was library director from 1975-1994.

#### Adjournment

Since there was no further business to discuss, Mr. Anderson moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:10 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 9, 2015 at 6:30 p.m. in the Dietz Community Room at Bertram Woods Branch.

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Chadrick Anderson, President

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Luren E. Dickinson, Deputy Fiscal Officer

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Peter Anagnostos, Secretary