

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, November 9, 2015

Attendance

Members Present: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Mr. Gleisser, Ms. Williams  
Members Absent: Ms. Garrett, Mr. Meinhard  
Staff Present: Mr. Dickinson, Ms. Miller, Ms. Switzer

Ms. Williams called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:42 p.m. in the Dietz Community Room at the Bertram Woods Branch.

Approval of Minutes

Ms. Williams asked for a motion to approve the October 19, 2015 regular meeting minutes.

2015-63 Mr. Anagnostos moved and Mr. Bertsch seconded the motion to approve the October 19, 2015 regular meeting minutes

Roll Call: Ayes: Mr. Anagnostos, Mr. Bertsch, Mr. Gleisser, Ms. Williams  
Nays: None. Motion carried.

Mr. Anderson arrived at 6:43 p.m.

Presentation – Kim Cullers, Human Resources Coordinator

Ms. Cullers presented an analysis of the Library's staffing. She noted that 77% of staff work in direct public service and that on average employees have 6.7 years of service. She also reviewed recent Human Resources projects, including creating core competencies and revising job descriptions.

President's Report

A. Letter of Appreciation

Mr. Anderson read a letter from Circulation staff from August 2014 in recognition of Ms. Switzer's work as Interim Circulation Services Manager during the summer of 2014.

B. Annual Performance Review for Director

Mr. Anderson asked for comments for the Director's evaluation by November 23. He expects the draft evaluation will be ready for Board review by November 30. The evaluation will be presented just prior to the December Board meeting.

C. Appoint Nominating Committee

Mr. Bertsch volunteered to chair the nominating committee for 2016 Board officers. Mr. Dickinson noted that according to the Board bylaws, trustees may be elected to the same office for up to three consecutive years.

#### D. PR Campaign

Mr. Anderson noted that Ms. Switzer suggested hiring an outside company to help increase awareness of the library's facility issues to the broader community. Mr. Gleisser suggested Melamed Communications and Burges & Burges as possible companies to hire. Mr. Anderson asked Mr. Dickinson and Ms. Switzer to take the lead on reaching out to the companies above as well as seeking recommendations from the schools and other libraries for other possible firms. Mr. Dickinson noted that he had distributed information for the Shaker Heights Public Library Fund of the Cleveland Foundation. Money is available from that fund to help pay for a public education campaign.

#### Deputy Fiscal Officer's Report

##### A. Financial Statements – October 31, 2015

Mr. Dickinson reviewed the financial statements prepared by Ms. Keenan. Year-to-date, income is up and expenses are down.

2015-64 Mr. Gleisser moved and Ms. Williams seconded the motion to approve the October 31, 2015 financial statements as submitted.

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

Nays: None. Motion carried.

##### B. Resolution to Request Advance of the 2016 Property Taxes

Mr. Dickinson said the library is required to file an annual resolution with the County Budget Commission to request advance of real estate taxes. Mr. Dickinson read the following resolution for review and approval by the Board.

“Shaker Heights Public Library requests the County Fiscal Officer to draw and 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 2016 except such amount that may be required by law to be paid State authorities.”

2015-65 Mr. Bertsch moved and Ms. Williams seconded the motion to accept the Resolution to Request Advance of the 2016 Property Taxes as submitted.

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

Nays: None. Motion carried.

##### C. CLEVNET Update

Mr. Dickinson said the library received the CLEVNET membership rate for 2016, which is a decrease of 4%. He said the rate is based on the size of the collection, circulation, and the number of computer workstations. Mr. Dickinson noted that most CLEVNET libraries were projected to have declines in circulation for next year.

#### D. Agreement with Control Systems of Ohio

Mr. Dickinson worked with Bricker and Eckler to review the bids submitted to replace HVAC controls, as well as company references. Control Systems of Ohio submitted the lowest bid, \$112,438. They have offices in Toledo and Akron. Their bid was deemed responsible and their references were positive. Mr. Dickinson signed a contract with them and the notice of commencement is dated November 9, 2015. They have 90 days to finish the project, thus February 9, 2016 is the deadline for completion. Staff is preparing drawings and plans for the project.

#### Director's Report

##### A. Written Report

Mr. Dickinson presented his written report.

##### B. OLC Elections Update

Mr. Dickinson reported that 26 of the 29 library levies on the ballot passed. He noted that two of the three that lost were new levies and the other was a replacement.

##### C. Physical Plant Update

Mr. Dickinson noted that one of the MyCOM Y.O.U. workers completed the assigned schedule in October. He did landscaping, shredding, and helped at the book sale. The other participant dropped out halfway through the program, but still a significant amount of work was completed at no cost to the Library.

Mr. Dickinson said the drive up book drop has been covered with a bright graphic wrap that says it's a book drop and includes the library name and hours.

The Boardroom, Quiet Study Room and Meeting Room G will be recarpeted starting next week. Repairs have begun in the receiving room. Areas with water seepage will also be fixed.

A panel in the cab of the west elevator was damaged by temporary workers during the recent book sale and needs to be repaired. Mr. Anagnostos asked if the company the library hired to move the book sale materials has insurance that would cover the damage. Mr. Bertsch suggested the library present the repair costs as an insurance claim and include photographic evidence of the damage.

##### D. Proposed 2016 Cost of Living Increase

Mr. Dickinson said he is preparing a recommendation for a cost of living increase for the December board meeting. He presented comparative data for the region on salary increases since 2010. Employers Resource Council (ERC) is projecting an area-wide increase of 3% for 2016 and other libraries in our size category are giving a 3% raise, on average. Mr. Dickinson noted that based on the ERC data, the library has fallen behind in recent years. Cumulative wage increases for the library since 2010 are 7.3% less than the regional average.

##### E. 2016 Technology Plan, 1st Review

Ms. Switzer distributed the draft revision of the technology plan. Mr. Dickinson reminded the board that the plan is updated annually, as required by the state library. He asked the board to review the draft revision for approval at the December Board meeting.

New Business

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

Unrestricted Contribution-Individual (101-6510) Betty Bailey In memory of Barbara Luton	\$25.00
Unrestricted Contribution-Business (101-6520) Spero-Smith Investment Advisors, Inc. In memory of Barbara Luton	\$100.00
Marilyn Kammer Memorial Fund (209-6510) Randy Kammer In memory of Harry Verstandig	\$25.00
Frances Belman Fund (210-6110) Barbara Winicki In honor of Marsha Moses	\$25.00

2015-66 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, Ms. Williams  
Nays: None. Motion carried.

B. Personnel Action

- Elizabeth Allen, Library Assistant, level 106, half-time, hired effective October 1, 2015
- Margaret Chatfield, Children’s Librarian, level 111, full-time, resigned effective October 7, 2015
- Sharon Parks, Library Assistant, level 106, half-time, hired effective October 19, 2015
- Mekenzie Smith, promoted from Page I to Library Assistant, level 106, half-time, effective October 19, 2015
- Kile Byington, Circulation Services Assistant, level 106, full-time, hired effective October 26, 2015
- Rachel Woods, Adult Services Librarian, level 111, full-time, resigned effective October 27, 2015

Community Comments

None

Announcements

Mr. Dickinson noted that Jane Wood, founding editor of what is now *Shaker Life* magazine, as well as the e-newsletter, “This Week in Shaker” died November 3, 2015. She regularly attended City Council and School Board meetings and was present at Library Board meetings for a number of years.

Mr. Dickinson shared an invitation to the Shaker Family Center's DebraAnn November Speaker Series on Tuesday, November 10, 2015 from 7-8:30 p.m. Felton Thomas, Executive Director and CEO of Cleveland Public Library, is the featured speaker.

The city is working with the consulting firm Design 9 on high speed internet access in Shaker Heights. The library is working to support the project, as well. Mr. Dickinson invited the Board to attend Design 9's final presentation in city council chambers on Wednesday, December 9 at 6 p.m.

Mr. Dickinson reported that *Library Journal* announced the 2015 star libraries recently. Shaker Library received three stars.

### Executive Session

Mr. Anderson requested a motion to enter executive session to discuss items of personnel. He said no Board action would be taken after the executive session.

2015-67 Ms. Williams moved and Mr. Gleisser seconded the motion to enter executive session at 7:58 p.m. to discuss items of personnel regarding the Director's annual evaluation.

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

Nays: None. Motion carried.

2015-68 Ms. Williams moved and Mr. Gleisser seconded the motion to return to regular session at 8:17 p.m.

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

Nays: None. Motion carried.

### 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 8:18 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 14, 2015 at 6:30 p.m. in the Main Library Boardroom.

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Chadrick Anderson, President

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Luren E. Dickinson, Deputy Fiscal Officer

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Peter Anagnostos, Secretary