

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
April 11, 2016

Attendance

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

Staff Present: Ms. Cullers, Mr. Dickinson, Ms. Miller, Ms. Switzer,

Others: Paulanita Barker, Mary Schultz

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:33 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the March 14, 2016 meeting minutes.

2016-26 Ms. Williams moved and Ms. Garrett seconded the motion to approve the March 14, 2016 regular meeting minutes.

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

Nays: None. Motion carried.

Mr. Anagnostos and Mr. Meinhard arrived at 6:35 p.m.

President's Report

A. Option 3 Clarification

Mr. Anderson reviewed the criteria the board agreed upon at the March 3 retreat for selecting an option from the facility study:

Will it be forward-thinking and differentiated?

Will it be uniquely Shaker?

Will it be financially responsible?

Will it support community partnerships?

Will it grow usage?

Will it be Destination: Shaker Library?

Mr. Anderson requested contact information for the Cuyahoga County Public Library Board President to begin the inclusion analysis. He also reviewed the revenue and cost projections through 2027.

B. R Strategy Update

Mr. Anderson said that staff from R Strategy Group will interview all board members after they finish interviews with community stakeholders.

C. Shaker Schools Facilities Plan

Mr. Anderson reviewed his notes from the Shaker Schools April 7 planning meeting. He noted the possibility of a school-library facility partnership may be increasingly viable.

Deputy Fiscal Officer's Report

A. Financial Statements

Mr. Dickinson reviewed the year-to-date financial statements and distributed a month-by-month general fund summary for January through March. He said state funding is positive. Monthly financial reports for January through April will be available for approval at the May meeting.

B. 2017 Tax Budget

Mr. Dickinson distributed the 2017 tax budget. The Library is required to submit this planning budget annually to justify the tax revenue received. Once approved by the Library Board, the budget goes to the School Board for approval. The tax budget is due to the county by the end of May.

2016-27 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to approve the 2017 tax budget as submitted.

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

Nays: None. Motion carried.

C. Auditor of State 2015 LGS Report

The 2015 Cash Basis Financial Statements were created by the Local Government Services Section. They verify income and expenditures that we report although there is no comment on financial management or practices, as it is not an audit, per se.

Mr. Meinhard noted that some 2015 actual expenditures and revenue reported in January by Ms. Keenan are different from the figures in this report. Mr. Dickinson said the Interim Fiscal Officer will investigate and follow up.

D. Appoint Mary Schultz as Interim Fiscal Officer

Mr. Dickinson introduced Mary Schultz, who has served as Fiscal Officer for Bellevue Public Library for twelve years. Mr. Dickinson asked for approval to hire Ms. Schultz as part-time Interim Fiscal Officer at \$40 per hour, with no benefits, effective April 11, 2016. She will work at least one day a week on a temporary basis until the Fiscal Officer position is filled.

Ms. Schultz will focus on balancing the books and financial reports first, then closing months and ensuring purchasing for the year is in order.

2016-28 Ms. Williams moved and Mr. Meinhard seconded the motion to hire Mary Schultz as part-time interim Fiscal Officer at \$40 per hour, with no benefits effective April 11, 2016.

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

Nays: None. Motion carried.

E. Set the bond of interim Fiscal Officer, Mary Schultz at \$100,000

Mr. Anderson asked the Board to set the bond of Mary Schultz, interim Fiscal Officer, at \$100,000

2016-29 Mr. Gleisser moved and Ms. Williams seconded the motion to set the bond of Mary Schultz, interim Fiscal Officer at \$100,000.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report. The 17th annual Barbara Luton Art Competition Awards Ceremony was held Sunday, April 3. The exhibit of local artists will be available for viewing on the Main Library second floor through May 1. He also noted that Mr. Bertsch's new term of service began April 1.

B. Quarterly Circulation Statistics

Ms. Switzer reviewed the quarterly statistics report. Although overall circulation is down, digital circulation continues to grow at a rapid pace.

C. OLC Update and Activities

The OLC North Chapter Trustee Dinner is April 26 at the Holiday Inn in Independence. The registration deadline is April 20. Trustees who wish to attend should notify Mr. Dickinson, who will arrange registration.

Mr. Dickinson said all Ohio library ballot issues on the March ballot passed except for two bond issues.

OLC Legislative Day is Wednesday April 13. Mr. Dickinson and Ms. Switzer will meet with legislators to advocate for library services and funding.

D. HBM Architects Agreement

Mr. Dickinson has signed the revised agreement with HBM Architects. The Board approved appropriating the money for the work last fall. Mr. Dickinson requested approval to expend a professional fee not to exceed \$25,000 plus reimbursable expenses.

Staff from HBM met April 4 with Mr. Dickinson, Ms. Switzer, and other staff for preliminary discussions about facility options for renovating both facilities. This is option three in the facility study. Another meeting with staff is scheduled for April 28. Mr. Dickinson noted that the architects are working with the assumption that 80% of expenditures would be at Main Library and 20% at Bertram Woods Branch.

Mr. Bertsch noted that the signed agreement is dated March 2014. Mr. Dickinson said the date will be corrected and the document re-signed.

2016-30 Ms. Williams moved and Mr. Bertsch seconded the motion to expend a professional fee to HBM Architects not to exceed \$25,000 plus reimbursable expenses, after the date on the agreement has been corrected with the proper year.

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

Nays: None. Motion carried.

E. Consultant Agreement for Audit of Facilities Study

Mr. Dickinson reviewed the proposed consultant agreement with Robert Smith & Associates to review and audit the validity of the library's facility study. He asked for approval to hire Robert Smith & Associates at a rate of \$100 per hour, not to exceed \$3,000.

Mr. Bertsch said that the language in line three of clause five should be corrected to say "workers' compensation" instead of "workman's compensation."

2016-31 Mr. Meinhard moved and Mr. Bertsch seconded the motion to authorize the contract to hire Robert Smith & Associates to review and audit the validity of library's facility study at a rate of \$100 per hour, not to exceed \$3,000, with the correction to line three of clause five.

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

Nays: None. Motion carried.

F. Countywide Library Card Sign-Up Initiative

Ms. Switzer said the library has joined a countywide Library Card Sign-Up Month program and has signed a Memorandum of Understanding with the eight other libraries in the county. The program will encourage students who do not have a library card to get one. A component of this program is fine/fee forgiveness so that students whose library cards cannot be used because of excessive overdue fines will be able to check out material.

Ms. Switzer asked for approval to participate in the one-time fine/fee forgiveness program for juveniles during the September 2016 Library Card Sign-Up Month promotion, in collaboration with the other library systems in Cuyahoga County. Upon request, the library will remove all fines and fees associated with juvenile cards in September 2016.

2016-32 Mr. Anagnostos moved and Mr. Gleisser seconded the motion to participate in the one-time fine/fee forgiveness program for juveniles during the September 2016 Library Card Sign-Up Month promotion, in collaboration with the other library systems in Cuyahoga County. Upon request, the library will remove all fines and fees associated with juvenile cards in September 2016.

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

Nays: None. Motion carried.

G. Credit Card and Emergency Closing Policies

Mr. Dickinson noted that the Digital Services Manager was added to the Emergency Closing Policy. Ms. Switzer said that the credit card policy was updated to allow use of credit card purchasing to take advantage of cash-back programs. She said the program won't be implemented until a Fiscal Officer is hired and creates purchasing procedures for the new process.

2016-33 Mr. Bertsch moved and Ms. Garrett seconded the motion to approve the Credit Card and Emergency Closing Policies as submitted.

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

Nays: None. Motion carried.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In honor of Amy Silver and Scott Kipper \$25.00

In honor of Deena and Jim Richman \$25.00

In honor of Wendy and Skip Willbach \$25.00

Local History Donations

Two copies of *Eyes Like Mine: A Novel* from local author Lauren Cecile

2016-34 Mr. Gleisser moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Elizabeth Allen, Library Assistant, level 106, half-time, resigned effective March 4, 2016

Andrew Perkins, IT Technician, level 109, full-time, hired effective March 7, 2016

Gowri Sakthivel, Circulation Assistant, level 106, half-time, resigned effective March 12, 2016

Margaret Killman, Children's Librarian, level 111, full-time, hired effective March 21, 2016

Aja Dandridge, Library Assistant, level 106, half-time, hired effective March 25, 2016

Almad Allen, Library Assistant, level 106, part-time, hired effective March 28, 2016

Community Comments

None

Announcements

Mr. Dickinson noted that long-time volunteer Brondy Shanker died February 27, 2016. Mrs. Shanker led the English as a Second Language program at the library for more than 25 years and was named a Community Hero by the *Plain Dealer* in 2012. Her family requested donations in her memory be directed to the Shaker Schools Foundation or the Shaker Heights Public Library. Mr. Dickinson said the library has already received a few donations. The English as a Second Language program will continue.

Mr. Dickinson encouraged Board members to attend the League of Women Voters Public Officials Reception on Tuesday, April 19, from 7-9 p.m.

Executive Session

Mr. Anderson requested a motion to enter executive session.

2016-35 Ms. Williams moved and Mr. Bertsch seconded the motion to enter executive session at 7:53 p.m. to discuss personnel matters.

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

Nays: None. Motion carried.

2016-36 Mr. Gleisser moved and Ms. Williams seconded the motion to return to regular session at 8:32 p.m.

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

Nays: None. Motion carried.

Director Search

Mr. Anderson said that Mr. Dickinson has accepted another position and his last day at the library will be May 24, 2016. Mr. Anderson requested approval to hire John Keister and Associates to conduct an executive search for a director for a fee of \$18,900.

Mr. Anderson appointed a Search Committee of the Board, chaired by Ms. Williams and including Mr. Bertsch and Mr. Gleisser, to work with John Keister and Associates on the director search.

2016-37 Ms. Garrett moved and Mr. Meinhard seconded the motion to authorize hiring John Keister and Associates to conduct an executive search for a director for a fee of \$18,900.

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

Nays: None. Motion carried.

Mr. Anderson requested a motion to appoint Ms. Switzer Interim Director effective May 25, 2016.

2016-38 Mr. Gleisser moved and Ms. Williams seconded the motion appoint Ms. Switzer Interim Director effective May 25, 2016.

Roll Call: Ayes: Mr. Anagnostos, Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, 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 8:33 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday May 16, 2016 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Luren E. Dickinson, Deputy Fiscal Officer

Brian Gleisser, Secretary