

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
April 24, 2017

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Members Absent: Ms. Garrett, Ms. Katz

Staff Present: Ms. Beaver, Ms. Brodar, Ms. Switzer, Implementation Team

Others: Ms. Paulanita Barker, League of Women Voters

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

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Oath of Office – Doreen Katz

The oath of office will be administered to Ms. Katz at the May Board meeting.

Approval of Minutes

2017-24 Mr. Bertsch moved and Mr. Cicarella seconded the motion to approve the March 27, 2017 regular meeting minutes.

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

Nays: None. Motion carried.

Presentation – R Strategy Group, Communications Plan Review

Mike Thomas of R Strategy Group gave a brief presentation of the Communications Plan they created for the library.

President's Report

A. Shaker Library 80th Anniversary Celebration

Mr. Gleisser noted that the library celebrated 80 years of service to the community on April 22. At the party, customers enjoyed cake and punch and made birthday cards celebrating the anniversary.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the March 31, 2017 financial statements for review and approval.

2017-25 Ms. Williams moved and Mr. Cicarella seconded the motion to accept the March 31, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. 2018 Tax Budget

Ms. Beaver presented the 2018 Tax Budget which justifies the Library's need for allocation of funds as required by the County. After approval by the Board, it will be submitted to the School Board for its approval and submission to the County.

2017-26 Ms. Williams moved and Mr. Cicarella seconded the motion to approve the 2018 Tax Budget as presented.

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

Nays: None. Motion carried.

C. Special Funds Appropriation Revision

Ms. Beaver requested a revision of \$2,000 to the Special Funds Appropriation to cover a portion of the Communications Plan initiatives.

2017-27 Ms. Williams moved and Mr. Cicarella seconded the motion to approve the revised Special Funds Appropriation as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report and reminded Trustees about the Ohio Library Council North Chapter Trustee Dinner on April 26. On April 22, directors of the nine library systems in Cuyahoga County will meet to begin discussion of the Public Library Fund distribution agreement. The current agreement expires at the end of 2017. She also reported that department heads met with managers from Cleveland Heights-University Heights Public Library on April 13 regarding ways to collaborate. A follow-up meeting is scheduled for October.

B. Quarterly Circulation Statistics

Ms. Brodar presented the quarterly circulation statistics.

C. Meeting Room, Purchasing, and Records Retention and Disposal Policies, 1st Review

Ms. Switzer presented revisions to the Records Retention and Disposal Policy that align the time frames with recommendations of the Ohio History Center and Ohio Library Council. The policy is

being recommended for review, and submission of the revised record retention schedule to the Records Commission, State Archives, and Auditor of State for approval.

2017-28 Ms. Williams moved and Mr. Meinhard seconded the motion to submit the Records Retention Schedule to the Records Commission, State Archives, and Auditor of State for approval.

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

Nays: None. Motion carried.

Ms. Brodar presented the revised Meeting Room Policy. Changes include eliminating the late fee, requiring a deposit that will be applied to the room fee, and reducing the room capacity and cost of the Dietz Community Room. The revised policy will become effective with the launch of the upgraded meeting room software.

2017-29 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the revised Meeting Room Policy as submitted.

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

Nays: None. Motion carried.

Ms. Switzer presented the revised Purchasing Policy for review and noted that we currently have both a Purchasing Policy and an Awarding of Contracts Policy. The Purchasing Policy is unclear and repetitive and the Awarding of Contracts Policy simply repeats the law regarding bidding requirements for construction over \$50,000.

Contracts to construct, demolish, alter, repair or reconstruct a library or make any improvements or repairs to same which exceed \$50,000 are subject to ORC 3375.41 regarding bidding. There are also rules in ORC 153.65-153.71 for the purchase of professional design services associated with the above.

The revised Purchasing Policy is based on review of policies from other libraries, sample policies from OLC, and the law. Ms. Switzer recommended making the current Awarding of Contracts Policy obsolete, as there is no reason to repeat the law, especially when it could change. The new Purchasing Policy indicates when the law on bidding and professional design services applies and cites the law.

2017-30 Mr. Meinhard moved and Ms. Williams seconded the motion to approve the revised Purchasing Policy and abolish the Awarding of Contracts Policy.

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

Nays: None. Motion carried.

D. HBM Architects

At the March meeting, Trustees requested that HBM Architects provide a cap on the costs for Part II of the proposal. Part I is not to exceed \$12,500. Ms. Switzer reported that the costs for Part II are in two parts. Developing educational support documentation (i.e. informational brochures) to demonstrate the need for the capital improvement project will be \$2,500 (hourly not to exceed) per promotional item. Attendance at public meetings to help educate the community about the proposed building project will be \$2,400 for one person to attend three public meetings at \$800 per meeting.

Additional meetings could be added at the same rate, if necessary. HBM can begin work after the final financial projections are complete.

E. R Strategy Group Contract

The Communications Plan will require considerable effort to implement, and the library will require assistance in light of limited staff resources to do so in a time frame that meets the library's needs. Of the objectives in the Communications Plan, there are 46 where the assistance of RSG could be most useful. Ms. Switzer asked the Board to approve a six-month contract to assist with the implementation.

2017-31 Mr. Meinhard moved and Ms. Williams seconded the motion to approve a six-month contract at \$3,500 per month for R Strategy Group to assist with implementation of the Communications Plan.

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

Nays: None. Motion carried.

F. Public Library Fund Update

Ms. Switzer reported that PLF revenue is 13% below projections for April and 5% below projections year-to-date. Our April receipts are 4.6% below what we received in April 2016 and year-to-date our receipts are 0.33% below last year.

G. Strategic Plan Quarterly Update

Library staff continue to work toward completing objectives of the 2016-2017 Strategic Plan. Collaboration with city and other community organizations continues to be a high priority.

H. Community Engagement Report

Ms. Switzer presented the Community Engagement Report highlighting the work of staff in the community.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Karl Kammer

In memory of Nathan Madvid \$50.00

Randy Kammer

In honor of Lily Claire \$25.00

Frances Belman Fund (210-6110)

Lynda Thomas

In memory of Doris Vargo \$100.00

2017-32 Mr. Cicarella moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Betty Russell, Circulation Services Assistant, level 106, half-time, hired effective March 7, 2017

C. Executive Session

Mr. Gleisser requested a motion to go into executive session pursuant to Section 121.22(G) of the Ohio Revised Code, to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

2017-33 Mr. Bertsch moved and Ms. Williams seconded the motion to go into executive session at 8:31 p.m.

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

Nays: None. Motion carried.

Trustees returned to open session at 8:52 p.m.

Community Comments

None

Announcements

None

Adjournment

Since there was no further business to discuss, Mr. Bertsch moved and Ms. Williams seconded the motion to adjourn the regular board meeting at 8:53 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 22, 2017 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary