

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, April 7, 2014

Attendance

Members Present: Ms. Allen, Mr. Anagnostos, Mr. Anderson, Mr. Gleisser, Mr. Miller,
Ms. Shatten, Ms. Williams

Members Absent:

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

Others: Ms. Holly Wang, League of Women Voters
Mr. Reuben Harris, Shaker Heights City School Board

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:22 p.m. in the Dietz Community Room.

Oath of Office

Mr. Harris administered the oath of office to new trustee Brian Gleisser.

School Board Presentation

Mr. Harris spoke about the levy the Shaker Heights City Schools will have on the May ballot. Mr. Harris said the schools require the funds to maintain the high level of excellence, to give each child the full experience of a quality education and to maintain a fund balance of 17%. The fund balance provides for emergencies and keeps the bond rating of the schools at the highest level. He stated that the schools strive to close the achievement gap.

Mr. Anagnostos arrived at 6:32 and Ms. Williams arrived at 6:40.

Approval of Minutes

Mr. Anderson asked for a motion to approve the March 10, 2014 regular meeting.

2014-24 Ms. Allen moved and Ms. Williams seconded the motion to approve the March 10, 2014 regular meeting minutes with corrections.

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

Nays: None. Motion carried.

President's Report

A. Board Executive Committee Meeting

Mr. Anderson noted that the Executive Committee of the Board of Trustees met March 17 and developed a timeline for addressing facilities, including:

1. Presentation of the Facilities Assessment in April
2. Discussion of the proposed Feasibility Study in May and development of key messages to the public
3. Approval in June to move forward with the Feasibility Study
4. Choice of a plan in December
5. Submission to School Board in January

B. Case Statement Meeting

Mr. Anderson said he will meet with Mr. Anagnostos, Mr. Dickinson, Ms. Switzer and Mrs. Simon on April 14 to discuss the development of a Case Statement for library fundraising. He will report the results for further refinement at the May 12 Board meeting and hopes to finalize them at the June meeting. Mr. Gleisser suggested that the Board consider using an ad hoc committee to look at the finances of the Library and communicate the results to the community. He said this has worked well for the City and Schools in preparation for going to the voters.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the monthly statements and said the Public Library Fund is the same as last year despite promises from the state of an increase. The levy funds appear greater than last year but the tax settlement was earlier and the amount will be the same. She mentioned that after speaking to the Cuyahoga Budget Commission, the library will be receiving \$18,000 in delinquent taxes from Office Max. Salary expenditures are lower, as expected, due to staff reductions. Property maintenance expenses are down over last year because of payment for major stairwell repairs last year. Ms. Aiken noted the fees for levy tax collections have increased. The general fund balance is about the same as it was last year at this time.

2014-25 Ms. Allen moved and Ms. Williams seconded the motion to approve the April 30, 2014 financial statements as submitted.

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

Nays: None. Motion carried.

B. Health Care Insurance Costs

Ms. Aiken reported disappointing news about the health insurance savings reported last month. After receiving an excellent quote from Starmark, they withdrew their offer as a result of the health care questionnaires completed by employees. The library's insurance agent was able to secure a comparable quote from Anthem, but it is 12% higher. The annual cost increase, however, should be closer to 5% with fewer employees participating.

Director's Report

A. Written report

Mr. Dickinson reviewed his written report.

B. Quarterly Circulation Statistics

Mr. Dickinson presented the first quarter statistics. He noted that circulation at Bertram Woods had decreased 16.65% while hours had been reduced 23%. Some additional decrease was due to extreme weather conditions in January and February. He said computer usage continues to grow even though at times we are at or near capacity. It was noted that we are still receiving complaints about the reduced hours at Woods. He also reviewed statistics comparing Shaker Library with Westlake Porter Public Library. This was to familiarize the Board with the Westlake Library since the meeting with their Board is May 7.

C. Administrative Policies, 1st Review

Mr. Dickinson reviewed the Investment and Record Retention Policies of the library. Since the changes were minor, Mr. Dickinson requested a motion to approve the revised policies.

2014-26 Ms. Allen moved and Ms. Williams seconded the motion to approve the Administrative Policies as submitted.

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

Nays: None. Motion carried.

D. OLC Legislative Update

Mr. Dickinson reported on his and Ms. Switzer's trip to the OLC Legislative Day in Columbus. They, along with other library representatives attended the House Finance Committee hearing to encourage legislators to pass an amendment that would increase the Public Library Fund from 1.66% to 2% of the General Fund as part of the Mid-Biennium Review. The Committee was impressed with the number of library supporters at the hearing. The Governor's plan to cut income taxes risks decreasing the PLF and there is already great concern with state funding for public libraries at a twenty year low, without accounting for inflation.

E. Facilities Assessment Presentation

Since representatives of HBM Architects had not arrived to give the scheduled presentation, Mr. Dickinson reported he had received a preliminary facilities assessment report last week. The data was not complete at that time, but he had hoped it would be ready for tonight's meeting. He and Maintenance Manager John Harchar will meet with the architect on Thursday morning to review the report. The Board requested he contact HBM to set up a work session on April 21 to review the finalized documents.

F. Resolution of Commendation

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mr. Ronald Shmigel in recognition of his retirement.

2014-27 Ms. Allen moved and Ms. Williams seconded the motion to approve a Resolution of Commendation for Mr. Ronald Shmigel in recognition of his retirement.

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

Nays: None. Motion carried.

New Business

A. Gifts to be accepted and appropriated to the designated funds (action required)

Marilyn Kammer Memorial Fund

Randy Kammer

In memory of Gail Mendelsohn \$25.00

In memory of Eunice Zisser \$25.00

2014-28 Ms. Allen moved and Mr. Miller seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Shawn Booker, Security Officer, level 106, part-time, hired effective March 27, 2014

Peter Brown, Adult Services Librarian, level 111, full time, retired effective March 28, 2014

Community Comments

Mr. Harris thanked the Board for allowing him to speak this evening.

Announcements

Mr. Dickinson mentioned the Friends of the Shaker Library will participate in the Barnes & Noble Bookfair on April 19 from 9 a.m. to 11 p.m. at The Eton Collection location. Barnes & Noble will donate a percentage of the day's sales to the Friends.

Adjournment

Since there was no further business to discuss, Mr. Anderson adjourned the regular board meeting at 7:52 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 12, 2014 at 6:30 p.m. in the Boardroom at the Shaker Heights Public Library.

Chadrick Anderson, President

Dolores Aiken, Fiscal Officer

Peter Anagnostos, Secretary