

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting
Monday, August 11, 2014

Attendance

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

Members Absent: Mr. Anagnostos

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

Others Present: Ms. Paulanita Barker, League of Women Voters
Mr. Peter Bolek and Mr. Kevin Kennedy, HBM Architects

Mr. Anderson called the special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:03 p.m. in Room B of the Main Library.

Approval of Minutes

Mr. Anderson asked for a motion to approve the June 9, 2014 regular meeting minutes.

2014-42 Ms. Allen moved and Mr. Miller seconded the motion to approve the June 9, 2014 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

Mr. Anderson stated the objective of the special meeting was to review the options presented in the feasibility study and prepare for the September 6 World Café Table Talks and meetings with the Mayor and the School District. Mr. Anderson reported on a telephone conversation he had with Mr. Marty Kolb, financial advisor to the City. They reviewed the options the Library is considering.

Mr. Gleisser arrived at 6:15 p.m.

Fiscal Officer's Report

A. Financial Statements

Ms. Aiken reviewed the financial statements for June and July. She noted the Public Library Fund is running 1.5% higher than estimates for the year. Also, there was an unusually early and large receipt of \$838,000 in real estate taxes. This deposit resulted in large cash balances in the investment account and fund balances. Labor costs are well within budget, resulting from a number of open positions. This puts stress on the staff but keeps the budget in balance. She noted there was one additional retirement in June and another in July so there were additional payouts for sick and vacation time. Health care costs are lower because fewer employees are on the plan. Maintenance costs are lower than last year but utilities costs rose due to higher rates. Collection spending

continues at the budgeted rate. There were no changes in the interest rates earned on the investments in the Star accounts.

Mr. Anderson asked for a motion to approve the June 30 and July 31, 2014 financial statements as submitted.

2014-43 Ms. Shatten moved and Mr. Miller seconded the motion to approve the June 30 and July 31, 2014 financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written report

Mr. Dickinson noted the revised Board meeting schedule and Holiday Schedule and Hours of Operation, and an article on the decline in print media sales, included in the Board packet. Also distributed was a flyer advertising the World Café, which will feature discussions with community members about the Library's Feasibility Study. Mr. Dickinson also distributed copies of the Community Reference Guide and the latest issue of the Library's Youth Services Program Flyer. He mentioned the annual back-to-school safety and security meeting with the City, Police Department and the Schools to review cooperative measures for the coming school year will be held next week.

B. Resolution of Commendation

Mr. Dickinson recommended the Board of Trustees approve a Resolution of Commendation for Mrs. Pearl Parker in recognition of her retirement.

2014-44 Ms. Shatten moved and Mr. Gleisser seconded the motion to approve a Resolution of Commendation for Mrs. Pearl Parker in recognition of her retirement.

Roll Call Ayes: Ms. Allen, 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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Ruth Matuson

\$25.00

In memory of Scott Saraga

\$25.00

Frances Belman Fund (210-6110)

Marilyn Gardner

\$25.00

In memory of Frances Belman

Local History Donations

Judith Karberg donated matchbooks and menus from Gruber's and Stouffer's restaurants, a variety of historic publications and brochures, plat maps, and photographs.

Shaker Middle School donated Ronald V. Farhi's (SHHS Class of 1980), *Shaker Heights High School Varsity Record Book 1922-1986* for boys' football, soccer, basketball, ice hockey, and baseball.

2014-45 Mr. Miller moved and Ms. Allen seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Amber Worthy, Circulation Services Assistant, half-time, level 106, resigned effective May 2, 2014

Lisa Mertel, Children's Librarian, full-time, level 111 resigned effective May 22, 2014

Nakeetha McKnight, Library Assistant, half-time, level 106, hired effective May 27, 2014

Patricia Harvey, Circulation Manager, full-time, level 111, resigned effective May 31, 2014

Fern Braverman, Circulation Services Assistant, half-time, level 106 retired effective June 30, 2014

Pearl Parker, Library Assistant, half-time, level 106, retired effective July 22, 2014

Mary Patka, Children's Associate, half-time, level 109, resigned effective July 30, 2014

HBM Architects Presentation

Mr. Kennedy and Mr. Bolek presented several concepts from the Feasibility Study. Mr. Bolek reminded everyone that the concepts presented were not a design solution but test fits on what works on the two pieces of property the library currently utilizes.

The first set of concepts was for a consolidated 48,000SF library at the main location.

- M-1 showed a two story library facing Lee Road with the Community Building absorbed into the library.
- M-2 was a one story addition to the current building with a connection to the Community Building and a possible tenant on the second floor of the library.
- M-3 was a new building all on one level at the current location with a "library green" for outdoor programming.
- M-4 renovates the current building with a large glass roof and small additions.
- M-5 was a new one story building moved to the corner of Van Aken and Lee Road with a connection to the Community Building.
- M-6 was a new building at the corner with a 38,000 square foot first floor and a 10,000 square foot second floor for administration and meeting rooms. The shape of the building was similar to City Hall.

- M-7 was the current building with the addition of a glass atrium entry way, a first floor addition and a connection to the Community Building.

There were two renovation only concepts for Main Library. One showed a remodeled open interior plan with a stairway to the second floor, which housed the children's department, local history room and meeting rooms. The second showed all library services consolidated on the first floor of the current library, leaving the second floor available for possible lease.

The second set of concepts showed the Bertram Woods property with a consolidated 48,000SF library building.

- BW-1 showed a two level library facing Warrensville Center Road with 24,000 square feet on each level.
- BW-2 was a building with two levels, a 35,000 square foot first floor and a 13,000 square foot second floor.
- BW-3 option showed the equal two story building with the smaller side facing Warrensville Center Road on the south side of the property.
- BW-4 was another equal level building angled along Fayette Road.
- BW-5 was two levels, a 32,000 square foot first floor and a 16,000 square foot second floor.

The main problem with a new library at the Bertram Woods location is the lack of space for adequate parking.

There were two concepts for a remodeled interior of the current Woods building. Mr. Kennedy distributed a spreadsheet showing the costs of the various plans. He said current new construction costs are about \$400 per square foot when including furniture, fixtures and equipment.

Mr. Bolek reviewed the format of the World Café Table Talks. First, slides will show current designs of modern libraries. Second, there will be discussion about the ideas presented. Third, the large group will be divided and rotated between tables to get people's individual responses to concepts, designs and program ideas.

The Board decided to only present plans BW-1, BW-5, M-2, M-3, and M-6 at the World Café. Mr. Anderson requested that Trustees consider other community leaders that need to be invited.

Community Comments

None

Announcements

Mr. Miller inquired about the poor state of landscaping around Main Library. He noted that he and Ms. Shatten has met with City officials a few years ago and had seen some improvement at that time. Mr. Gleisser said that he and Mr. Dickinson would be working with the City to clarify roles. He indicated there is confusion about who is responsible for the work. He hopes to continue the discussion to work out the details for improvement.

Mr. Dickinson said he had met with the City about the drive-up book drop. The City representative indicated a one box drive up might be allowable. The next step is to have plans drawn up and submitted to City Planning for approval.

Adjournment

There being no further business, the special board meeting was adjourned at 8:27 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, September 15, 2014 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Dolores Aiken, Fiscal Officer

Peter Anagnostos, Secretary