

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
December 14, 2016

Attendance

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

Staff Present: Ms. Beaver, Ms. Brodar, Ms. Miller, Ms. Switzer

Others: Eileen Anderson and Terry Stoller, League of Women Voters

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:37 p.m. in Main Library Room B.

Approval of Minutes

Mr. Anderson asked for a motion to approve the November 14, 2016 regular board meeting minutes and the minutes of the December 5, 2016 Joint Meeting with City Council.

2016-85 Mr. Bertsch moved and Mr. Gleisser seconded the motion to approve the November 14, 2016 regular board meeting minutes and the minutes of the December 5, 2016 Joint Meeting with City Council..

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

Nays: None. Motion carried.

President's Report

A. Facilities Option

Mr. Anderson noted the draft facility options study was revised to include a summary of community feedback in the executive summary and details of feedback in Appendix M. The Board agreed the facility study showed a thorough, thoughtful analysis of the library's options. Its choice to fully explore Option 3: Upgrade, will give the community a chance to voice their support. Regarding the suggestion that the library seek inclusion with Cuyahoga County Public Library, the Board noted that seeking inclusion eliminates the opportunity to explore other options and that it's important to give voters a voice before irrevocably giving away an asset Shaker residents have spent the last 80 years building and supporting.

Mr. Anderson asked for a motion to accept the amended facility options study and recommendation to renovate and upgrade both facilities as its final document.

2016-86 Ms. Williams moved and Mr. Gleisser seconded the motion to accept the amended facility options study and recommendation to renovate and upgrade both facilities.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver reviewed the November 2016 financial statements.

2016-87 Mr. Gleisser moved and Mr. Cicarella seconded the motion to accept the November 30, 2016 financial statements as submitted.

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

Nays: None. Motion carried.

B. Authorize the Fiscal Officer to make intra-fund transfers for fiscal year 2016.

2016-88 Ms. Williams moved and Ms. Bertsch seconded the motion to authorize the Fiscal Officer to make intra-fund transfers for fiscal year 2016

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

Nays: None. Motion carried

C. 2017 Temporary Appropriation

Ms. Beaver reviewed the 2017 Temporary Appropriation. She reported that we have not received the final Certificate of Estimated Resources from the Auditor's Office. The Final Appropriation will include these estimates and will be presented after the first of the year.

Ms. Beaver recommended the Board of Trustees approve the 2017 Temporary Appropriation as submitted.

2016-89 Mr. Gleisser moved and Ms. Williams seconded the motion to approve the 2017 Temporary Appropriation as submitted.

Roll Call: Ayes: Mr. Anderson, 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, noting she has continued meeting with community leaders. She attended the December 1 opening of The Dealership which included the unveiling of the Shaker Library/Dealership collection for use within The Dealership.

The Library Value Calculator on the website illustrates how much library material and services would cost if they were purchased and “calculates” the value of the library.

B. PLF Update

Ms. Switzer presented the Public Library Fund update with the actual distribution for December. The PLF distribution for 2016 will likely be 2.5% below estimate. One-third of the library’s revenue comes from the PLF with the additional two-thirds from property taxes. Ms. Switzer reminded trustees that the current allocation of 1.7% of the state’s General Revenue Fund will be reduced to 1.66% effective July 1, 2017 unless measures are implemented to extend the current rate. The state’s revenue for 2016, which generates the PLF, is below estimate.

C. 2017 Technology Plan, 2nd Review

Ms. Switzer presented the 2017 Technology Plan for final review and approval. Mr. Anderson questioned the possibility of making Chromebooks or Chrome boxes available for customers. Ms. Brodar indicated tablets and other devices were being researched.

2016-90 Ms. Williams moved and Mr. Bertsch seconded the motion to approve the 2017 Technology Plan.

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

Nays: None. Motion carried

D. Extend R Strategy Group Contract

Ms. Switzer asked the Board to extend the contract for R Strategy Group through March 2017.

2016-91 Mr. Gleisser moved and Mr. Bertsch seconded the motion extend the contract for R Strategy Group through March 2017.

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

Nays: None. Motion carried

New Business

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

General Fund (101-46650)	
Veterans for Peace Chapter 39	\$50.00
Bertram Woods Branch Fund (208-46510)	
Drs. Linda and Jerry Shuck	\$500.00
Nancy Dix	\$5.00

Local History Donations

Enscribing the Heavens from This Side: Cronechronicler, 2014-16, by Ina Hamilton Hart
Plymouth Church of Shaker Heights, 1916-2016: A Family Scrapbook, edited by Janet Neary

A collection of architectural plans designed by Walter Harrison Smith from John Truden

2016-92 Mr. Bertsch moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Susan London, Library Associate, half-time, level 109, resigned effective November 2, 2016

Maureen Brodar, promoted from Interim Main Library Manager to Deputy Director, full-time, level 116, effective November 14, 2016

Shannon Titas, promoted from Interim Youth Services Manager to Youth Services Manager, full-time, level 113, effective November 27, 2016.

Ms. Garrett arrived at 7:45 p.m.

C. 2017 Wage Increase

Ms. Switzer presented the 2017 wage increase. After discussion, Trustees decided to wait until the 2017 budget process is farther along and more information is available about PLF revenue projection before deciding on a wage increase. Trustees agreed that if there is money to approve a salary increase, it would be retroactive to the beginning of the year. They are very appreciative of the excellent work staff does and recognize the importance of giving a raise, if possible.

Election of Officers

Ms. Garrett, chair of the nominating committee, recommended the following serve as officers during 2017:

Mr. Gleisser - President
Mr. Bertsch - Vice-President
Mr. Meinhard - Secretary

2016-93 Mr. Cicarella moved and Ms. Williams seconded the motion to approve the recommendation of the Nominating Committee to appoint the above officers to serve during 2017.

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

Nays: None. Motion carried.

D. Executive Session

Mr. Anderson requested a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

2016-94 Mr. Gleisser moved and Ms. Garrett seconded the motion to enter executive session at 8:08 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees returned to public session at 8:41 p.m.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Ms. Williams seconded the motion and Board members unanimously agreed to adjourn the regular board meeting at 8:41 p.m. The organizational meeting of the Shaker Heights Public Library Board of Trustees will be Monday, January 9, 2017 at 6:30 p.m. in Main Library Room B followed by the regular meeting.

Chad Anderson, President

Susan Beaver, Fiscal Officer

Brian Gleisser, Secretary