

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
December 18, 2017

Attendance

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

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

Others: Mary Boyle, Alan Melamed, Linda Lalley, Martin Kolb, David Goldberg

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:48 p.m. in Main Library Room B.

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

Approval of Minutes

2017-80 Ms. Garrett moved and Ms. Katz seconded the motion to approve the November 27, 2017 regular board meeting minutes.

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

Nays: None. Motion carried.

Community Comments

Ms. Boyle said that she and her husband recently learned that the Library Board is considering placing a levy on the May ballot. She said they have lived in the Shaker school district for 22 years and have supported each school levy because they believe in top-quality public education. She asked that before the library board votes to place a levy on the ballot they ask the county library system for information about inclusion.

Presentation – Kevin Kennedy, HBM Architects

Mr. Kennedy shared a high level concept of possible renovations for both facilities. The concepts focused on improved access and convenience; open, flexible spaces; improved computer, children's, and teen areas; more quiet study rooms; updated meeting rooms; and more efficient work flow.

President's Report

Mr. Gleisser said he and Ms. Switzer presented information about the library's plans to the School Board and their Finance and Audit Committee on November 30. Board members-elect were present as well as the current school board. They also were on the panel at the December 13 League of Women Voters Forum, along with representatives from the city and school district.

Mr. Gleisser thanked trustees for their diligence and commitment this past year.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the November 30, 2017 financial statements for review and approval.

2017-81 Mr. Meinhard moved and Ms. Katz seconded the motion to accept the November 30, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. Modifications of Appropriation and 2017 Final Appropriation

As of November 2017, YTD revenue is \$4,617,233 with \$127,052 due in December from the Public Library Fund, bringing the total for the year to \$4,744,285 plus additional miscellaneous revenue. The expense budget is \$4,647,525 including \$40,000 transferred to the Technology Fund earlier in the year.

Ms. Beaver planned to transfer \$94,000 to the Building and Technology Funds in 2018 if there was sufficient surplus revenue from 2017. Since the library received more PLF revenue than budgeted in 2017 and the library does not plan to spend all of the money budgeted for the year, there will be a net surplus for 2017. Ms. Beaver asked to modify the 2017 Appropriation Budget to transfer \$44,000 to the Building Fund and \$50,000 to the Technology Fund from the General Fund in December, for a total of \$94,000.

2017-82 Mr. Cicarella moved and Ms. Williams seconded the motion to approve the Modifications of Appropriation and the 2017 Final Appropriation.

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

Nays: None. Motion carried.

C. Transfer Funds

Based on the approval of the Modifications of Appropriation, the library intends to transfer funds from the General Fund to the Building Fund and Technology Fund. There will be a sufficient cash balance in the General Fund at the end of the year to transfer these funds to the Capital Funds to fund capital projects, technology, and other assets, and for repairs, improvements and maintenance of library facilities. Ms. Beaver asked for approval to transfer \$44,000 to the Building Fund and \$50,000 to the Technology Fund from the General Fund in December, for a total of \$94,000.

2017-83 Ms. Katz moved and Ms. Williams seconded the motion to transfer \$44,000 to the Building Fund and \$50,000 to the Technology Fund from the General Fund.

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

Nays: None. Motion carried

D. Year-End Projection

Ms. Beaver presented the Year-End Projection for the General Fund. As of November 2017, YTD General Fund revenue is \$4,617,233 with \$127,052 due in December from the Public Library Fund, bringing the total for the year to \$4,744,285 plus additional miscellaneous revenue. The expense budget is \$4,741,525 including \$40,000 transferred to the Technology Fund earlier in the year and the transfer of \$94,000 from the General Fund to the Building and Technology Funds.

Although the final budget is a deficit budget, the combination of additional projected revenue and underspending should result in a net surplus of approximately \$85,000 at the end of 2017, even with the transfer of \$94,000 to special funds.

Ms. Beaver noted that this is a projection and is subject to change as the year closes.

Ms. Switzer said the library began the year with a deficit budget, which is normal 10 years after the last operating levy. However, Ms. Beaver's conservative budgeting and careful management of expenditures resulted in a surplus budget, even after transferring funds to the Building and Technology Funds. Ms. Switzer commended Ms. Beaver on this achievement. Mr. Cicarella thanked Ms. Beaver and the managers for their careful expenditures and the resulting surplus.

E. 2018 Temporary Appropriation

The Temporary Appropriation Budget is to be adopted by the board to cover the operation of library business until the Final Appropriation Budget for both the general and special funds are approved. By law the 2018 Final Appropriation Budget must be approved by March 31, 2018.

Revenue includes a projection of the first half of the property taxes to be received, and expenses include several annual costs that are paid in the first quarter.

2017-84 Mr. Bertsch moved and Mr. Meinhard seconded the motion to accept the 2018 Temporary Appropriation.

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

Nays: None. Motion carried

Director's Report

A. Written Report

Ms. Switzer shared her written report. She informed the board that both branches are now officially designated as a "Safe Place" to assist young people experiencing hard times or unsafe situations. The library will be working with Bellefaire JCB to enable vulnerable youth to connect with support services as needed. Shaker Schools and the police department have been notified.

The collaboration with the City Club of Cleveland, Playhouse Square, and nine local public library systems begins in 2018 on One Community Reads. The selected book is *Evicted: Poverty and Profit in the American City* by Matthew Desmond.

Mr. Cicarella thanked the staff for their time and answers to questions, saying he has learned valuable information during the past year's presentations. Other board members agreed the information has been invaluable in understanding library functions and programs.

B. Resolution to Proceed with the Operating Levy

Mr. Gleisser noted that the library has been reviewing its facility and funding issues since March 2012. He said there have been public presentations, focus groups, community forums, and a community survey over the last five years. He noted that library board meetings are public meetings and that the board welcomes comments from the community.

Ms. Katz asked if there were plans to survey the community again. She noted that some feel the 2015 survey used in the planning process is out of date. Ms. Switzer said a survey to gauge opinion on the ballot issue is planned for early 2018. She noted that it was postponed from this fall because the tax reform legislation currently being considered by Congress could affect public opinion about the levy. Ms. Katz asked if further discussion with CCPL about inclusion was being considered at this time.

Mr. Gleisser said the issue was studied extensively as part of the 2016 facility study. He is not in favor of inclusion because of the loss of local control and accountability. If the levy doesn't pass the library will reexamine all options studied in the facility plan to determine the best path forward.

Ms. Katz noted that those who oppose having a library levy on the ballot do not believe the library board is correct about the process for inclusion.

Mr. Bertsch noted that the law on inclusion is clear and the group continues to put out a false notion of the process. He said that CCPL's model is service equity throughout the communities they serve and thus reasonable conclusions about service to Shaker Heights can be drawn. He said it is better to present an option to the voters for a long-overdue levy to support operating costs, expanding service hours, and updating both facilities.

Ms. Williams said that the group wants to keep the library off of the ballot altogether. She said continuing a conversation now about inclusion would confuse people and could lead the community to believe the Board did not thoroughly study the issue, when in fact they did.

Ms. Katz said that she planned to vote yes for the levy because of what happened in South Euclid-Lyndhurst. She said local control is essential so the community makes decisions about the local library. She said because of the way they are funded, libraries and schools always have to go to the voters for funding. She asked if there is concern that passage of the federal tax bill will affect the viability of the library's plan.

Mr. Gleisser replied that the tax bill will affect each household differently. Some households will save tax dollars, while others won't. Because of this it is not possible to predict the overall impact of the legislation on the community.

Mr. Cicarella said he wasn't sure a survey is a good idea if it's not going to influence the decision to go on the ballot in May. He said the group advocating for inclusion is wrong on several points: when they say the library board did not thoroughly explore inclusion in the 2016 facility study, how the inclusion process works by law, and how the process was handled in East Cleveland when the library board voted for inclusion. He said the East Cleveland Public Library had already discussed how service would be provided by CCPL when they voted for inclusion.

Ms. Katz said resident David Goldberg assured her that if the library places a tax levy on the May 2018 ballot he will work to place a referendum on inclusion on the November 2018 ballot.

Mr. Gleisser said that ultimately it is to the benefit of Shaker Heights to have a locally controlled library system.

Ms. Garrett said the group requesting that the board not place a tax levy on the ballot and seek inclusion instead is only one part of the community. When the library places an issue on the ballot, the whole community has the opportunity to decide. She said we owe it to the larger community to ask them to vote on supporting their independent library rather than letting a small group take that decision away from them.

Mr. Cicarella noted that a resident told him the library board is burdening the taxpayers of Shaker Heights by putting a tax issue on the ballot. He took exception to that statement, saying that the library is actually asking voters to decide what they want.

Mr. Bertsch said the board has been acting and will continue to act in the best interest of the community.

Ms. Katz asked if any of those opposing putting a levy on the ballot attended a community forum when we requested feedback. Ms. Switzer said that while the majority of the attendees favored renovating and updating both buildings, a few clearly stated their opposition to a tax levy and support for inclusion at the community forums.

Mr. Cicarella said that he thought the library's levy should be on the November 2018 ballot instead of May 2018 for two reasons. He believes tax levies should be on November ballot because that's when there is the biggest voter turnout. He was also concerned about a possible petition referendum on inclusion and the prospect of the library having two separate ballot issues in a single year.

Ms. Katz asked if the library is prepared for two ballot issues about the library. Mr. Gleisser replied that the Board needs to decide to place an operating levy on the ballot based on the Board's obligation to manage the library in a way that maximizes the return on investment for the community.

Mr. Bertsch noted that the Board is obliged to go to the ballot to find out what the community as a whole believes is the appropriate way to serve Shaker Heights.

Mr. Cicarella asked to move the levy to the November ballot.

2017-85 Mr. Cicarella moved and Mr. Meinhard seconded the motion to change the levy date from May 2018 to November 2018.

Roll Call: Ayes: Mr. Cicarella

Nays: Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard,
Ms. Williams. Motion failed.

Ms. Switzer noted that affirmative votes of at least two-thirds (five) members of the Board are required for adoption of the resolution.

The Board of Library Trustees of Shaker Heights Public Library, a free public library of Shaker Heights City School District, Ohio, met in regular session on December 18, 2017, commencing

at 6:45 p.m., in Room B at the Library's Main Library, 16500 Van Aken Boulevard, Shaker Heights, Ohio, with the following members present:

Michael Bertsch

Tom Cicarella

Melissa Garrett

Brian Gleisser

Doreen Katz

Troy Meinhard

Carmella Williams

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Resolution: Michael Bertsch moved the adoption of the following

RESOLUTION NO. 2017-86

A RESOLUTION DETERMINING TO PROCEED WITH A REQUEST TO THE BOARD OF EDUCATION OF SHAKER HEIGHTS CITY SCHOOL DISTRICT TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF AN ADDITIONAL 1.9-MILL TAX LEVY FOR THE PURPOSE OF CURRENT EXPENSES OF THE SHAKER HEIGHTS PUBLIC LIBRARY, FOR A CONTINUING PERIOD OF TIME, PURSUANT TO SECTIONS 5705.03, 5705.23 AND 5705.25 OF THE REVISED CODE.

WHEREAS, on November 27, 2017, this Board adopted Resolution No. 2017-69 determining that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of Shaker Heights Public Library (the Library) and declaring it necessary to submit to the electors of Shaker Heights City School District (the School District) the question of an additional tax levy in excess of the ten-mill limitation, as described below, a copy of which Resolution was certified to the Cuyahoga County Fiscal Officer; and

WHEREAS, in accordance with that Resolution and Section 5705.03(B) of the Revised Code, on November 29, 2017, the Cuyahoga County Fiscal Officer certified that the total current tax valuation of the School District is \$811,766,320 and the dollar amount of revenue that would be generated by that additional 1.9-mill levy would be \$1,542,356 annually during the life of the levy, assuming that the total current tax valuation remains the same throughout the life of the levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Shaker Heights Public Library, County of Cuyahoga, Ohio, two-thirds (2/3) of all members elected thereto concurring, that:

Section 1. Authority to Initiate Proceedings. It is hereby determined and recited that Shaker Heights Public Library was established prior to September 4, 1947, as a free public library to serve Shaker Heights City School District pursuant to a resolution adopted by the Board of Education of the School District for such purpose; accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.23 and 5705.25 of the Revised Code to initiate proceedings for the submission of the question of an additional 1.9-mill tax levy for the purpose of the current expenses of the Library to the electors of the School District.

Section 2. Declaration of Necessity of Current Expense Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that it is therefore necessary to levy an additional 1.9-mill tax levy in excess of the ten-mill limitation for the purpose of the current expenses of the Library, for a continuing period of time.

Section 3. Determination to Proceed. Pursuant to Sections 5705.03, 5705.23 and 5705.25 of the Revised Code and having received and reviewed the certificate of the Cuyahoga County Fiscal Officer referred to in the preambles hereto, this Board hereby determines to proceed with and hereby requests that the Board of Education of the School District that it submit to the electors of the School District, at the election to be held on May 8, 2018, the question of an additional 1.9-mill levy in excess of the ten-mill limitation for the purpose of the current expenses of the Library, for a continuing period of time, beginning with the tax list and duplicate for tax year 2018, the proceeds of which levy would first be available to this Board in calendar year 2019.

Section 4. Proper Furnishing and Rendering of Library Services. This Board hereby finds, determines and declares that the levy of such tax, if approved by the electors, is necessary for the proper furnishing and rendering of free public library services by the Library for the residents of the School District.

Section 5. Certification and Delivery of Proceedings to Board of Education. The Fiscal Officer is hereby directed to deliver or cause to be delivered (i) a certified copy of Resolution No. 2017-69 referred to in the first preamble to this Resolution, (ii) the certificate of the Cuyahoga County Fiscal Officer referred to in the second preamble to this Resolution and (iii) a certified copy of this Resolution, to the Board of Education of the School District.

Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Carmella Williams seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

<u>Michael Bertsch</u>	<u>Aye</u>
<u>Tom Cicarella</u>	<u>No</u>
<u>Melissa Garrett</u>	<u>Aye</u>
<u>Brian Gleisser</u>	<u>Aye</u>
<u>Doreen Katz</u>	<u>Aye</u>
<u>Troy Meinhard</u>	<u>Aye</u>
<u>Carmella Williams</u>	<u>Aye</u>

FISCAL OFFICER'S CERTIFICATION

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of Shaker Heights Public Library, a free public library of Shaker Heights City School District, Ohio, held on December 18, 2017, commencing at 6:45 p.m., in Room B at the Library's Main Library, 16500 Van Aken Boulevard, Shaker Heights, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: December 18, 2017

Fiscal Officer
Shaker Heights Public Library, Ohio

C. Public Library Fund (PLF) Update

Ms. Switzer reported the December 2017 PLF distribution is just 0.62% lower than the revised estimate from the Ohio Department of Taxation and 0.1% lower than the December 2016 distribution. Shaker Library's 2017 PLF revenue is 0.4% higher than what we received in 2016. Although the state certified a 2017 PLF distribution of \$1,522,495, we budgeted 92% of that amount as revenue, or \$1,400,695. The total 2017 PLF revenue for 2017 is \$1,480,521. This is \$79,826 more than we budgeted for the year and \$5,947 more than we received in 2016.

D. 2018 Technology Plan, 2nd Review

2017-87 Ms. Williams moved and Ms. Katz seconded the motion to accept the 2018 Technology Plan.

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

Nays: None. Motion carried

E. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

F. Resolutions of Commendation

Ms. Switzer presented Resolutions for Commendation for Arline Dixon, Alice Severovich, and Ellen Williams.

2017-88 Ms. Williams moved and Ms. Garrett seconded the motion to approve Resolutions of Commendation for Arline Dixon, Alice Severovich, and Ellen Williams upon their retirement.

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

Nays: None. Motion carried

New Business

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

General Fund (101-6110)	
Linda Bayer	\$50.00
Daria Fedyukina	\$20.00
Ina Hart	\$50.00

2017-89 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried

B. Personnel Action

Sharon Parks, Adult Services Associate, half-time, level 109, end of employment effective November 6, 2017

Caitlin FitzGordon, Adult Services Associate, half-time, level 109, hired effective November 13, 2017

Arline Dixon, Circulation Services Assistant, half-time, level 106, retired effective November 30, 2017

C. Executive Session

Due to the late hour, Mr. Gleisser suggested, and trustees agreed, to postpone the executive session until the January meeting.

Announcements

None

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:52 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, January 30, 2018 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary