

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 13, 2017

Attendance

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

Members Absent: Mr. Cicarella (phone)

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

Others: Ruth Mardell

Mr. Gleisser 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.

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

Approval of Minutes

2017-07 Ms. Garrett moved and Mr. Anderson seconded the motion to approve the January 9, 2017 Organizational and Regular Meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Board Bylaws Review

Mr. Bertsch requested feedback regarding the current bylaws. No issues were reported. He and Mr. Cicarella will present the final recommendation for approval at the March meeting. If any revisions are necessary, they will share those at least 10 days prior to the meeting.

Mr. Meinhard arrived at 6:42 p.m.

B. Finance Committee

Mr. Gleisser created a standing finance committee commencing March 2017. He appointed Mr. Meinhard to chair the committee this year and Mr. Cicarella and Ms. Williams have agreed to serve as members of the committee this year.

Ms. Switzer noted that the structure of a standing committee should have board approval. Mr. Gleisser asked for a motion authorizing the President to appoint three board members to the finance committee, with a one-year term from January to December. In 2017 the term shall be March to December and trustees may serve on the committee for up to three consecutive years. The finance committee may be disbanded upon an affirmative vote of the majority of trustees present at a meeting at which a quorum exists.

2017-08 Mr. Bertsch moved and Ms. Williams seconded the motion for the President to appoint three board members to the finance committee, with a one-year term from January to December. In 2017 the term shall be March to December and trustees may serve on the committee for up to three consecutive years. The finance committee may be disbanded upon an affirmative vote of the majority of trustees present at a meeting at which a quorum exists.

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

Nays: None. Motion carried.

C. Trustee Interviews

After nine years of service, Mr. Anderson's term concludes March 31, 2017. Mr. Gleisser asked for a volunteer to join him in interviewing candidates for Mr. Anderson's replacement. Mr. Bertsch volunteered. Mr. Bertsch, Mr. Gleisser, and two members of the School Board will interview the candidates. The School Board will approve a trustee at its March 14, 2017 with the 7-year term commencing April 1, 2017.

D. 2017 Meeting Dates

The creation of the finance committee necessitated moving the regular board meeting to later in the month. That allows for the prior month to be closed, monthly reports to be created, and the finance committee to meet prior to the regular meeting of the board. Additionally, meetings were added in July and August to complete the planning necessary for the facility and ballot issues for 2017.

2017-09 Mr. Anderson moved and Mr. Bertsch seconded the motion to move the regular board meetings of the Shaker Heights Public Library Board of Trustees to the fourth Monday of the month in 2017 except for June and December, when the meeting shall be on the third Monday of the month.

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

Nays: None. Motion carried.

Presentation – Jim Bagwell, Circulation Services

Mr. Bagwell presented information regarding the work of the Circulation Services department, including pages.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the December 2016 financial statements and January 2017 financial statements for review and approval.

2016-10 Mr. Bertsch moved and Ms. Williams seconded the motion to accept the December 31, 2016 and January 31, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. 2016 Final Appropriation

Ms. Beaver presented the 2016 Final Appropriation for review which includes all previously approved adjustments.

C. Certificate of Estimated Resources

Ms. Beaver presented the 2016 Certificate of Estimated Resources from the Office of the Budget Commission, Cuyahoga County, Ohio for review.

D. Special Funds Temporary Appropriation

Ms. Beaver presented the 2017 Special Funds Temporary Appropriation for approval.

2017-11 Mr. Meinhard moved and Mr. Anderson seconded the motion to approve the 2017 Special Funds Temporary Appropriation.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer briefly reviewed her written report, calling attention to several articles that are either focused locally on Shaker Heights or on the state budget and its impact on the PLF. She also reviewed her meetings with community members.

B. Library Organization and Department Functions, and Information Security Policies, 1st Review

Ms. Switzer presented policies for review and approval. She noted that there was a minor change in the Library Organization and Department Functions policy to reflect the increased emphasis on community engagement in adult and youth services.

The Information Security Policy is a new policy which outlines the administrative, technical, or physical safeguards against unauthorized access that the library uses in the handling of confidential patron or staff information. It covers all electronic information resources in the library.

2017-12 Mr. Bertsch moved and Mr. Garrett seconded the motion to approve the Library Organization and Department Functions, and Information Security Policies as presented.

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

Nays: None. Motion carried.

C. Circulation Report

Ms. Switzer and Ms. Brodar provided comparative circulation statistics for CLEVNET libraries. Physical and total circulation figures have decreased, but eMedia circulation continues to increase. EMedia is currently 7% of total circulation. Beginning in March, periodicals will be available through Flipster®.

D. Public Library Fund Update

Ms. Switzer provided an update regarding PLF distribution through February 2017. January was 1.9% below estimate and February was down 3.7%. January was the seventh consecutive month with state revenue below projections. Based on current projections, funding will be 2.9% below state projections.

E. Facility Planning Update

R Strategy Group continues work on the communication plan, which will contain recommendations, strategies, and a budget for internal communication and external communication. They hope to have an initial draft for staff review by the end of February.

Ms. Beaver and Mr. Meinhard will work on final financial projections. Mr. Meinhard drafted preliminary projections last year as part of the facility study. The final projections will include detailed information about this year's budget, PLF projections, and any modifications to the expected project costs.

Ms. Switzer and Ms. Brodar will meet with HBM Architects to discuss what needs to be done to be ready for the ballot from an architectural perspective. This will include projected costs for the work and a timeline. Prior to a ballot issue, we will communicate what the facility needs and costs are, what problems renovation will solve for the community, and the broad parameters of the project. Since an architect won't be hired for the actual project until the issue passes at the ballot, detailed renderings will not be presented.

F. Resolution of Commendation for Patricia Golden

Ms. Switzer presented a Resolution of Commendation for Patricia Golden recognizing her 20 years of outstanding service to the library and the community.

2017-13 Ms. Williams moved and Ms. Garrett seconded the motion for the Resolution of Commendation for Patricia Golden.

Roll Call: Ayes: Mr. Anderson, Mr. Bertsch, Ms. Garrett, 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 (101-6110)

Elisha Freedman, et al.

In honor of Charlotte Burgin

\$135.00

General Fund (101-6510)	
Bryan Christman	\$25.00
Katherine Roberts	\$100.00
Julianna Senturia	\$36.00

General Fund (101-6510)	
Toni and Donald Scherzer Family Donor Advised Fund of the Jewish Federation of Cleveland	\$100.00

Bertram Woods Branch Fund (208-6510)	
The Flescher Family	\$50.00

2017-14 Mr. Anderson moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

 Nays: None. Motion carried.

B. Personnel Action

Marcus Gray, Adult Services Associate, level 109, half-time, hired effective January 4, 2017

Megan Domanski, promoted from Youth Services Associate to Children's Librarian, level 111, full-time, effective January 22, 2017

Margaret Killman, transferred from Children's Librarian to Youth Services Librarian: Community Engagement, level 111, full-time, effective January 22, 2017

Patricia Randle, Adult Services Librarian, level 111, full-time, resigned effective January 26, 2017

Heidi Reis, promoted from Page I to Youth Services Associate, level 109, half-time, effective January 29, 2017

C. Executive Session

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

2017-15 Mr. Bertsch moved and Ms. Williams seconded the motion to enter executive session at 8:07 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

 Nays: None. Motion carried.

Trustees returned to public session at 8:23 p.m.

Community Comments

None

Announcements

None

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Mr. Anderson seconded the motion to adjourn the regular board meeting at 8:23 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday March 27, 2017 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary