

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
Monday, January 12, 2015

Attendance

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

Members Absent: Mr. Anagnostos

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

Others: Ms. Munyon, League of Women Voters Representative

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the December 15, 2014 regular meeting minutes.

2015-05 Ms. Williams moved and Mr. Bertsch seconded the motion to approve the December 15, 2014 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Mayor's Financial Task Force Presentation

Mr. Anderson reported that the Schools' presentation to the task force is being moved to late January or early February. The Library's presentation to the task force will probably be moved back a few weeks. Mr. Anderson noted that he has asked Mr. Dickinson and Ms. Switzer to prepare some material for the presentation.

Mr. Dickinson noted that he had approached the Schools about a Local Government Innovation Fund planning grant to explore the possibility of a joint middle school/public library operation. He said the district is in the planning stage of its facility study. Mr. Dickinson has also made inquiries with the State Department of Development, which administers the grant. He noted that there is only one more round of planning grants left. The grant is due in March. Mr. Dickinson has asked the State Library of Ohio for information about other libraries in Ohio that are co-located with a school.

B. Trustee Search Update

Mr. Anderson noted that the application deadline for new trustees is February 6, 2015. The request for applications has been posted on the website and in Shaker Life. Mr. Anderson and Ms. Williams are scheduled to meet February 13 with Reuben Harris and Bill Clawson from the School Board to

review applications. Mr. Anderson asked fellow Board members to encourage interested candidates to submit an application.

Deputy Fiscal Officer's Report

A. Financial Statements

Mr. Dickinson reviewed the December 2014 financial reports. He said they are on target with Ms. Aiken's projections. The December PLF revenue was \$109,751.67. He said he just received notification that the January PLF will be almost \$121,000. This is the highest level for January since 2011. He said the library has received the Schedule A estimate for property tax collections. The collection rate is estimated at 94.11%, although we typically exceed the estimated rate. In 2014, actual collections were over 98%. The county is projecting that the library will receive \$28,000 less than in 2014. In January, we received the initial property tax distribution for the first half of 2014, and it is approximately \$75,000 more than last year, although it is less than 2011, 2012, and 2013. Mr. Dickinson also noted that interest rates are still stagnant, as the library is receiving only 0.06% from STAR Ohio.

2015-06 Mr. Gleisser moved and Ms. Shatten seconded the motion to approve the December 31, 2014 financial statements as submitted.

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

Nays: None. Motion carried.

B. Revised 2014 Final Appropriation

Mr. Dickinson recommended the revised 2014 Final Appropriation budget for approval as submitted. He said it includes the small changes authorized at the December 2014 Board meeting. The total expenditures are unchanged.

2015-07 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the 2014 Final Appropriation budget as submitted.

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

Nays: None. Motion carried.

C. Transfer to Special Funds

Mr. Dickinson said that Ms. Pandelli requested authorization for the transfer of \$100,000 each to the building and technology special funds.

2015-08 Ms. Williams moved and Ms. Shatten seconded the motion to continue to move \$100,000 to the technology fund and \$100,000 to the building fund annually, as directed in 2013 and 2014 and in accordance with the strategic plan, assuming availability of funds.

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

Nays: None. Motion carried.

D. Resolution regarding expenditures for Board meetings

Mr. Dickinson noted that by law the Board is allowed to use library funds to pay for meeting refreshments and departing gifts for trustees. Refreshments must be for formal or informal meetings and gifts are for recognition of service. These expenditures should be authorized each year.

2015-09 Ms. Williams moved and Ms. Shatten seconded the motion to approve the expenditure of library funds for refreshments for formal and informal meetings and gifts in recognition of service.

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

Nays: None. Motion carried.

E. Authorize the renewal of the following contracts and services over \$25,000 per year

Mr. Dickinson reviewed the following list of contracts and services the library anticipates using during 2015. Mr. Dickinson noted that not all of the contracts and services may reach \$25,000.

AT&T
Anthem (Employee Benefits)
Brodart (Books)
CASS Information (Dominion East Ohio Gas Co-op)
Cleveland Public Library (CLEVNET)
Cuyahoga County Treasurer (Levy Collection Fees)
Gardiner Trane
Ingram (Books)
Midwest Tape (AV Material)
OPERS
OverDrive, Inc.
The Edward H. Sutton Insurance Company
The Illuminating Company

Mr. Dickinson recommended renewal of the above contracts and services for 2015.

2015-10 Mr. Miller moved and Ms. Williams seconded the motion to authorize the renewal of the above 2015 contracts and services over \$25,000 per year.

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

Nays: None. Motion carried.

F. 2015 Pay Scale

Mr. Dickinson reported that the pay scale was last changed in 2013. He said it needed to be revised to bring it in line with the 2015 cost of living raise. The minimum would increase two percent over the 2013 pay scale. Changing the pay scale means substitutes would also get a raise. He said it would

cost less than \$1,000 per year for substitutes. This change helps keep the Library's wages competitive. Mr. Dickinson said the 2015 two percent cost of living raise for regular employees is based on the 2013 scale. The revised pay scale will go into effect after all cost of living pay raises go into effect.

Mr. Dickinson recommended the Board of Trustees approve the 2015 revised pay scale as submitted.

2015-11 Mr. Bertsch moved and Ms. Shatten seconded the motion to approve the 2015 revised pay scale.

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

Nays: None. Motion carried.

G. Fiscal Officer Search Update

Mr. Dickinson reported that we are still accepting applications for Fiscal Officer. The Chief Financial Officer from Cleveland Public Library will participate in interviews. Mr. Dickinson said that the position has been posted in a variety of recruiting sources, although we have not yet received many applications.

H. E-Rate

Mr. Dickinson requested approval to hire Lorrie Germann to complete the Library's E-rate application. Although Ms. Aiken had begun working on the application, it is a time-consuming process and Ms. Germann is considered an expert in the state.

2015-12 Ms. Shatten moved and Mr. Bertsch seconded the motion to hire Lorrie Germann to prepare the Library's E-rate filing for a commission not to exceed 10% or \$1,000, whichever is less.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson said he was attending the ALA Midwinter conference, as he is chairing one committee and participating in two others. He is also planning on attending the League of Women Voters Reception on February 2. He reminded Board members that Literary Libations II, the Friends of Shaker Library fundraiser, will be on Friday February 6.

B. Countywide Summer Program Update

Mr. Dickinson said that he and Youth Services Manager Maureen Brodar attended a meeting of the nine library systems in Cuyahoga County about a joint summer reading program. The theme will be "Discover Your Superpowers: Explore, Experience, Enjoy." It will be a nine-week program. Library representatives are planning program details and shared marketing that can be branded with the names of the individual libraries. The libraries will seek a United Way grant to fund the program.

There may be other funding opportunities, as well. Mr. Dickinson noted that the libraries are committed to a shared summer reading program even if outside funding is not available.

C. Library/School Partnership Activities

Mr. Dickinson reported that Ms. Switzer and Ms. Brodar continue to work with the schools on summer school student participation in the library summer reading program. They are also continuing to participate in the Early Childhood Task Force. Mr. Dickinson is attending a meeting with community leaders February 17 to discuss youth activities offered in the community.

D. 2015 Arts and Music Festival

Mr. Dickinson said that because of Van Aken/Warrens ville construction, the 2015 Arts and Music Festival is moving from Farnsleigh Road to the Middle School. The festival is scheduled for Saturday June 27, 10 a.m. to 10 p.m. and Sunday June 28, 11 a.m. to 5 p.m. Mr. Dickinson believes the festival will be held on the playing fields east of the school building, so it should not affect our operations too much. We will maintain normal hours on Saturday.

New Business

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

Unrestricted Contribution Individual (101-6510)	
Patricia and Joseph Sweeting	\$100.00
In memory of Ken McGovern	

Bertram Woods Branch Fund (208-6510)	
Anonymous	\$700.00
George and Rebecca Dent	\$300.00

Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Mary Arnold	\$25.00
In memory of Gary France Keys, Sr.	\$25.00
In memory of Bob Sebok	\$25.00

Frances Belman Fund (210-6110)	
Marilyn Gardner	\$265.00

2015-13 Mr. Miller moved and Mr. Gleisser seconded the motion to accept and appropriate the above gifts.

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

 Nays: None. Motion carried.

B. Personnel Action

Mr. Dickinson noted that Marcia Strojny, a longtime employee who was a substitute into last month, died December 28, 2014 at age 90. Ms. Shatten recommended that the library add a memorial book in her honor to the collection.

Mr. Dickinson reported that OLC is sponsoring a Library Trustee Workshop March 14 in Westerville. He encouraged Trustees who had not attended before to consider doing so.

Community Comments

None

Announcements

Mr. Dickinson shared a compliment from a customer about the library's social media presence. The compliment read in part, "You guys are rocking social media..."

Adjournment

Since there was no further business to discuss, Mr. Anderson moved and Board members unanimously seconded the motion to adjourn the regular Board meeting at 7:30 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, February 9, 2015 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Luren E. Dickinson, Deputy Fiscal Officer

Peter Anagnostos, Secretary