

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
January 13, 2016

Attendance

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

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

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.

Community Comments

Shaker Heights resident Ed Markey expressed concern regarding his minor son being sent to collection for lost items. He said he was worried about protecting his son's privacy and identity, although he was not disputing the legitimacy of the charges. He asked that the library find a way not to share the names of minors with the collection agency. Mr. Anderson thanked Mr. Markey for taking the time to share his concern. Mr. Anderson said the Board will take Mr. Markey's request and concerns under consideration and respond to him within thirty days with a decision.

Ms. Garrett arrived at 6:37 p.m.

Approval of Minutes

Mr. Anderson asked for a motion to approve the December 14, 2015 regular meeting minutes.

2016-05 Mr. Bertsch moved and Mr. Anagnostos seconded the motion to approve the December 14, 2015 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Public Awareness Campaign

Mr. Anderson reported that Mr. Dickinson, Ms. Switzer, and he met with R Strategy Group and Impact Group regarding the proposals they submitted for the library's public awareness campaign.

Mr. Gleisser arrived at 6:44 p.m.

Mr. Dickinson noted that we solicited proposals from four groups and received three proposals before meeting with the two finalists. He said all of the proposals had a seven to eight month time frame. R Strategy Group was selected and was able to plan services that were within the \$36,000 budget approved by the Board at the December meeting. Representatives from R Strategy Group met with public relations coordinator Margaret Simon on January 8. The next step is to do a

communication audit of the public education we have done to date. Then they will propose a communication strategy for further public education. This phase should be completed by the end of February. Mr. Anderson suggested a planning retreat in April to give substance to a facility plan that involves keeping both locations. Mr. Dickinson will send out suggested dates for the retreat.

B. School Facilities Update

Mr. Anderson noted Mr. Meinhard, Ms. Williams, Mr. Gleisser, and Mr. Dickinson, Ms. Miller, and he attended the Shaker Heights Schools “Master Plan Community Engagement Meeting – Facility Vision” sessions the previous week. All participants reported that there was concern about the middle school facility and a desire for change. Mr. Anderson said further community meetings are scheduled for February 3 and February 16 and requested Board representation at both meetings. Mr. Meinhard will attend the February 3 meeting.

C. Board Bylaws Review

Mr. Dickinson noted that it is time for the annual review of the Board Bylaws. Mr. Gleisser and Mr. Bertsch volunteered to do the review.

D. February Board Meeting

Mr. Anderson asked if the February 8 Board meeting could be moved to February 15, as he would be unable to attend on February 8.

2016-06 Ms. Williams moved and Mr. Bertsch seconded the motion to move the February 8, 2016 Board meeting to February 15, 2016

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

Nays: None. Motion carried.

Deputy Fiscal Officer’s Report

A. Financial Statements

Mr. Dickinson reviewed the December 31, 2015 financial statements and 2015 Results of Operations prepared by Ms. Keenan.

2016-07 Mr. Gleisser moved and Ms. Garrett seconded the motion to approve the December 31, 2015 financial statements as submitted.

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

Nays: None. Motion carried.

B. 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 of trustees. These expenditures should be authorized each year.

Mr. Dickinson asked the Board to approve the expenditure of library funds for refreshments for formal and informal meetings and gifts in recognition of services of trustees.

2016-08 Mr. Meinhard moved and Mr. Bertsch seconded the motion to approve the expenditure of library funds for refreshments for formal and informal meetings and gifts in recognition of services of trustees.

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

Nays: None. Motion carried.

C. 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 2016. 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)
Control Systems of Ohio
Cuyahoga County Treasurer (Levy Collection Fees)
Gardiner
Ingram (Books)
Midwest Tape (AV Material)
OPERS
OverDrive, Inc.
R Strategy Group
The Edward H. Sutton Insurance Company
The Illuminating Company

Mr. Dickinson recommended renewal of the above contracts and services for 2016.

2016-09 Ms. Garrett moved and Ms. Williams seconded the motion to authorize the renewal of the above 2016 contracts and services over \$25,000 per year.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Mr. Dickinson reviewed his written report. He noted that 2016 is the "Year of the Bard" and that we are partnering with Cleveland Public Library on the First Folio grant exhibition.

Mr. Dickinson reported that he received a telephone call on January 13 at 12:35 a.m. from the library's security company reporting that the security alarm was activated. The police searched the building and found a teen boy who said he had fallen asleep before closing. The police took him home.

B. Circulation Report

Mr. Dickinson reviewed the quarterly circulation report. He noted that 2015 was the 15th consecutive year of over one million items circulated. He reported that although circulation declined, program attendance increased in 2015.

C. Staffing Update

Mr. Dickinson reported John Carlson, the new Maintenance Manager started January 4. He said that applications for the Business Manager/Fiscal Officer position are currently being reviewed and he hopes to schedule interviews soon.

D. Funding Estimates

Mr. Dickinson reviewed the PLF distribution for 2015, which was 10.3% higher than in 2014. The state estimates the PLF will increase nearly 2% in 2016. Revenue for January 2016 was 7.5% higher than in January 2015. The library received the first real estate settlement payment of 2016 for \$329,000. Mr. Dickinson noted that the collection rate for 2016 is expected to be higher than in 2015, which should result in an increase of approximately \$40,000 in tax revenue over 2015. He said rising property values have resulted in the effective millage rate dropping from 4.0 mils to 3.8073 mils.

New Business

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

Unrestricted Contribution-Individual (101-6510)	
Lynda Thomas	
In memory of Barbara Luton	\$100.00
Unrestricted Contribution-Individual (101-6550)	
Friends of the Shaker Library	
In honor of Veterans for Peace Chapter 39	\$50.00
Bertram Woods Branch Fund (208-6510)	
Anonymous	\$700.00
George and Rebecca Dent	\$300.00

Local History

A collection of photographs for the Lomond Community Association time capsule to be opened in 2040

Two copies of *School of a Different Kind: The Story and History of a Hungarian School in postwar Germany during 1947-1951* by Judith Petres Balogh and Nora Hegedus Sztaray

Echo Still by Tim Tibbits purchased with a contribution from Richard Brock

Mr. Dickinson noted that an employee's mother died recently and the family requested that donations in her memory be sent to the library. He reported that to date we have received over \$1,200 in memory of Kathryn Venditti for the children's department.

2016-10 Mr. Gleisser moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Susan Brown, promoted from Technology Specialist to Digital Services Manager, Level 113, full-time, effective December 27, 2015.

Announcements

Mr. Anderson announced that the Mayor's Financial Task Force will meet January 23, 2016. He reported that the library will be a key topic on the Task Force meeting agenda.

Mr. Dickinson invited trustees to attend the Friends of Shaker Library "Literary Libations III" fundraiser on Friday February 5, from 7-9 p.m. Tickets are \$25 per person or \$50 per person for a ticket and a copy of the book *Shakespeare, Not Stirred: Cocktails for Your Everyday Dramas* by Caroline Bicks and Michelle Ephraim.

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 8:44 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday February 15, 2016 at 6:30 p.m. in the Main Library Boardroom.

Chadrick Anderson, President

Luren E. Dickinson, Deputy Fiscal Officer

Brian Gleisser, Secretary