

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
January 9, 2017

Attendance

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

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

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in Main Library Room B.

Approval of Minutes

2017-03 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the December 14, 2016 regular meeting minutes.

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

Nays: None. Motion carried.

Ms. Garrett arrived at 6:45 p.m.

President's Report

A. Board Bylaws Review

Mr. Gleisser noted it is time for the annual review of the Board Bylaws. Mr. Bertsch and Mr. Cicarella volunteered to do the review and present recommendations at the February meeting.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver said she will present the December financial statements and the 2016 Final Appropriation at the February Meeting.

B. Resolution regarding expenditures for Board meetings

Ms. Beaver 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.

2017-04 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. Anderson, Mr. Bertsch, Mr. Cicarella, 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

Ms. Beaver reviewed the following list of contracts and services the library anticipates using during 2017. Ms. Beaver 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)  
CDW Government  
Cleveland Public Library (CLEVNET)  
Cuyahoga County Treasurer (Levy Collection Fees)  
Gardiner  
Ingram (Books)  
Midwest Tape (AV Material)  
OPERS  
Ohio Department of Job and Family Services  
OverDrive, Inc.  
Rivistas  
The Edward H. Sutton Insurance Company  
The Illuminating Company

2017-05 Mr. Anderson moved and Ms. Williams seconded the motion to authorize the renewal of the above 2017 contracts and services over \$25,000 per year.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer presented her written report. She has continued meeting with community leaders, and in January will meet with key city staff as well as the executive directors of the Shaker Heights Development Corporation and Family Connections.

Ms. Switzer encouraged trustees to attend the OLC North Chapter Trustee dinner April 26. Registration begins at 6 p.m. at the Holiday Inn Independence. She also encouraged trustees to attend the OLC's annual trustee workshop on March 25 in Columbus. Trustees should notify her by January 31 if they plan to attend either event so the library can register them.

Ms. Switzer reported the Public Library Fund is down 1.6% since January 2016. Without action by Ohio lawmakers, the PLF will be reduced from the temporary 1.7% of the state's General Revenue Fund to the 1.66% in permanent law. Additionally, state revenue has been below projections for the last several months.

## B. Circulation Report

Ms. Switzer and Ms. Brodar reviewed the quarterly circulation report. They asked for input regarding changes in what is reported and how it is presented to make the data easier to understand. Trustees offered several suggestions, which Ms. Brodar will incorporate into the revised report.

## C. Strategic Plan Update

Ms. Brodar reviewed the quarterly Strategic Plan report. She highlighted the library's emphasis on community engagement, with the transformation of a Children's Services Librarian position to a new Youth Services Community Engagement Librarian who will work closely with the Adult Services Community Engagement Librarian. She noted that the baseline customer satisfaction survey had 1,405 respondents. The survey assessed customer satisfaction with the library's collection. Customers were overwhelmingly satisfied with the library's collection, with 81% satisfied with the books available. The survey will be repeated in October 2017 to determine if changes in collection development have positively affected customer satisfaction.

## New Business

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

#### General Fund (101-6110)

Linda and Tom Strauss

In memory of Eleanor Kushnick \$25.00

#### Bertram Woods Branch Fund (208-6510)

Anonymous \$700.00

#### Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In honor of Benjamin Menaged \$25.00

Randy Kammer and Karl Kammer

In memory of Richard King \$50.00

Randy Kammer and Jeff Wollitz

In honor of Elizabeth and Mike Cascone \$25.00

#### 2017-06

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

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

Nays: None. Motion carried.

## B. Personnel Action

Lindsey O'Keefe, Library Assistant, Level 106, part-time, hired effective December 5, 2016

## Community Comments

None

Announcements

None

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and trustees unanimously seconded the motion to adjourn the regular board meeting at 7:40 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday February 13, 2016 at 6:30 p.m. in Main Library Room B.

---

Brian Gleisser, President

---

Susan Beaver, Fiscal Officer

---

Troy Meinhard, Secretary