

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
July 24, 2017

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams  
Members Absent: Ms. Garrett, Ms. Katz  
Staff Present: Ms. Beaver, Ms. Brodar, Ms. Switzer, Implementation Team  
Others: Ms. Hickman, League of Women Voters

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. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Approval of Minutes

2017-44 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the June 19, 2017 regular board meeting minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams  
Nays: None. Motion carried.

Community Comments

None

President's Report

A. Residents' Letter to the Board

Mr. Gleisser received a second letter on July 14, 2017 from a group of residents requesting that the Board submit a letter of intent requesting inclusion with Cuyahoga County Public Library. He reported that he responded to both the June 14 and July 14 letters on July 24, 2017. He affirmed the Board's unanimous unwillingness to submit a letter of intent requesting inclusion.

The submission of a letter of intent requesting inclusion sends a powerful message that the Board has decided to request inclusion, which, in legal terms, means the dissolution of the Shaker Library and the transfer of its assets to CCPL. Based on the Library's intensive studies, community feedback, and identified needs, the Board has concluded that ending the independence of Shaker Library is not in the best interest of the Shaker community at this time.

The Board cannot, in good conscience, consider submitting a formal letter of intent without more detailed information from CCPL. It would be untruthful to the Shaker community and untruthful to CCPL to do so when, in fact, there is no intent on the part of the Board at this time. Additionally, the Board wishes to give the entire Shaker community, through a ballot issue, the opportunity to decide

on the level of support given for the current needs of the Library. The Board fully recognizes the level of taxation that faces Shaker residents. However, library taxes represent a very small portion of Shaker's property tax. By next year it will have been ten years since the last millage vote for the Library and twenty-one years since the last millage increase. The Board is committed to maximizing the value of the Library at a very reasonable cost.

### Fiscal Officer's Report

#### A. Financial Statements

Ms. Beaver presented the June 30, 2017 Financial Statements for review and approval.

2017-45 Ms. Williams moved and Mr. Cicarella seconded the motion to accept the June 30, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

#### B. 2015-2016 Audit

Ms. Beaver said the 2015-2016 audit has been scheduled. The initially requested documents have been submitted and other documents will be shared as requested. The auditors requested contact information for Board members and will share information with and possibly submit questions to trustees.

### Director's Report

#### A. Written Report

Ms. Switzer reviewed her written report. She noted that the library is collaborating with the League of Women Voters on a forum about Shaker Square's Past, Present, and Future on July 25, 2017 at 7 p.m. The League will also host a forum on August 22 at 7 p.m. with the Ohio Board of Education.

#### B. Public Library Fund Update

Ms. Switzer provided an update about Public Library Fund distributions through July 2017. Revenue continues to be lower than projected; however, actual revenue received is 1.1% higher than last year at this time. The Governor signed the operating budget bill and left the language that temporarily set the PLF at 1.68% of the General Revenue Fund (GRF) for FY 18-19.

The Ohio Department of Taxation has issued their final estimates for PLF distributions for Calendar Year 2017. These estimates do not include the temporary increase from 1.66% to 1.68% approved by Governor Kasich. Their estimates anticipate a reduction of 4.4% from their original projections. The approved library budget was at 92% of the original projection.

These funds will continue to be monitored as the year progresses to see how the rate of 1.68% of the GRF affects actual receipts.

### C. Sprint Cell Tower Acknowledgement

Ms. Switzer reported Sprint contacted the library regarding updating their equipment located in the Main Library chimney. In accordance with our agreement, they are requesting that we acknowledge notice of and consent to the following modifications:

Installing new fiber lines through existing conduit within existing utility easement and installing a small router and network panel in PPC cabinet within existing leased space.  
Removing legacy equipment in existing PPC cabinet to install a new cross-connect panel within the existing leased space

Mr. Cicarella suggested changing the wording to indicate that there will be no impact on the library operations or property. Ms. Switzer will present these modifications to Sprint for approval and update before Mr. Gleisser signs the acknowledgement.

### D. Quarterly Usage Report

Ms. Brodar presented the quarterly usage report, including circulation, visitors, program attendance, computer use, and wireless use.

### E. Strategic Plan Quarterly Update

Ms. Brodar presented the quarterly strategic plan update. She highlighted recent collaborations with the school district, including participation in the SELF program and the Summer Reading Kickoff.

### F. Library Card Sign-Up Month Amnesty

In September 2016, the nine library systems in Cuyahoga County collaborated on the “A Card for Every Kid” campaign as part of National Library Card Sign-up Month. As part of this campaign, there was fine and fee forgiveness for juvenile library card holders who requested it. Due to the success of last year’s program the libraries are repeating the program. All nine libraries signed a Memorandum of Understanding. Once again, a component of this program is fine/fee forgiveness.

Ms. Switzer asked for a resolution to approve Shaker Library’s participation in the fine/fee forgiveness program for juveniles during the September 2017 Library Card Sign-Up Month campaign, in collaboration with the other library systems in Cuyahoga County. Upon request, the library will remove all fines and fees associated with juvenile cards in September 2017. The library will offer a coupon for forgiveness of up to \$5.00 in fines to parents who complete the online survey which asks reasons they have not previously gotten their children library cards, or what prevents their children from using cards they have.

2017-46            Mr. Bertsch moved and Ms. Williams seconded the motion to approve the Library Card Sign-Up Month Amnesty as presented.

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

                          Nays: None. Motion carried.

## E. Community Engagement Report

Ms. Switzer reviewed the Community Engagement Report. Youth Services staff are working to make Shaker Library a certified Safe Place. Coffee and Conversation continues to gain an appreciative audience. Early Literacy Specialist Wendy Simon is working with the Shaker Schools and Carol Nursery School on a *Get Ready for Kindergarten* program in July and staff are working on Historic Moreland panels.

## New Business

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

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

In memory of Karen Knoverek

Adrienne and Richard Baskin	\$25.00
Gloria Einstein and Bill Zoske	\$18.00
Susan and Martin Goetz	\$50.00
Betty Koppelman	\$10.00
Kevin McCarty	\$100.00
Judy and Herman Paul	\$10.00
Michael Price	\$100.00

#### Frances Belman Fund (210-6110)

In memory of Frances Belman

Marilyn and Michael Gardner	\$25.00
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2017-47 Mr. Cicarella moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

## Announcements

A resident asked Mr. Gleisser about the summer reading program signs in the community because he was concerned they were campaign signs for a levy. Mr. Gleisser advised the resident that the signs were paid for by Friends of the Shaker Library as a summer reading program incentive to encourage the community to read.

Ms. Williams announced that teens are planning a Moreland Teen Fun Day at Chelton Park on Saturday, August 19, 2017 at 5 p.m.

## Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Ms. Williams seconded the motion to adjourn the regular board meeting at 7:18 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday August 28, 2017 at 6:30 p.m. in Main Library Room B.

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Brian Gleisser, President

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Susan Beaver, Fiscal Officer

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Troy Meinhard, Secretary