

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
March 27, 2017

Attendance

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

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

Others: Ms. Paulanita Barker, League of Women Voters

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:40 p.m. in the Bertram Woods Branch Dietz Community Room.

Roll Call: Mr. Anderson, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Approval of Minutes

2017-16 Mr. Anderson moved and Ms. Williams seconded the motion to approve the February 13, 2017 regular meeting minutes.

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

Nays: None. Motion carried.

Mr. Bertsch and Mr. Meinhard arrive at 6:42 p.m.

President's Report

A. Board Bylaws Review

Mr. Cicarella and Mr. Bertsch submitted written suggestions on March 16 for changes to the Board Bylaws. They recommended three minor changes one of which is to allow for electronic notice of meetings.

2017-17 Mr. Cicarella moved and Ms. Williams seconded the motion to approve the revised Board Bylaws as submitted.

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

Nays: None. Motion carried.

B. Resolution of Commendation for Chad Anderson

Ms. Williams read the resolution of commendation recognizing Mr. Anderson for his nine years of service to the Shaker Heights Public Library Board of Trustees. Mr. Gleisser and Ms. Switzer thanked Mr. Anderson for his many contributions to the library and Mrs. Simon expressed gratitude on behalf of staff.

2017-18 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the Resolution of Commendation for Chad Anderson.

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

Nays: None. Motion carried.

C. Trustee Interviews

Mr. Gleisser reported trustee interviews are scheduled for March 28 and April 4. The interviews will be conducted by Mr. Gleisser, Mr. Bertsch, School Board representatives Jeff Isaacs and Todd Davidson. The School Board is expected to approve the nominee at its April 11 meeting.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the revised December 31, 2016 financial statements and February 28, 2017 financial statements for review and approval.

2017-19 Mr. Meinhard moved and Mr. Anderson seconded the motion to accept the December 31, 2016 and February 28, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

Ms. Garrett arrived at 6:57 p.m.

B. 2017 Final Appropriation

Ms. Beaver presented three options for the 2017 Appropriation Budget based on discussion at the March Finance Committee meeting. The library is at the end of a 10-year levy cycle and has seen a 12% reduction in actual revenue since the 2008 levy. Public Library Fund revenue was projected very conservatively because state revenue has been below projections for several months.

- Option A proposes significant cuts to the material budget to create a balanced budget.
- Option B maintains the material budget at the same level as 2016 expenditures, resulting in a deficit budget.
- Option C sets the material budget at the midpoint between Options A and B and creates a balance between cuts to the material budget and the need to use cash reserves to a minimum.

After much deliberation concerning the library's financial position and need to maintain a thorough materials budget, the Board selected Option C.

2017-20 Ms. Garrett moved and Mr. Anderson seconded the motion to approve the 2017 Final Appropriation Option C as presented.

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 reviewed her written report. She and Maintenance Manager John Carlson met with the City's Public Works department staff. As a result, the library is now purchasing fuel from the City at their reduced cost. The library is working with the City to explore other group purchasing options. Ms. Switzer shared information about the impact the President's proposed cuts to the Institute of Museum and Library Services (IMLS) budget would have on Ohio libraries. Mr. Gleisser recommended the Library and the Board of Trustees send a letter expressing our concerns to our congressional representative.

B. Purchase Order and Confidentiality of Customer Records and Protection of Personal Information Policies, 1st Review

Ms. Brodar presented policies for review and approval. She noted that there was a minor change in the Purchase Order policy to reflect the electronic approval process. The Protection of Personal Information policy was edited to reflect the new information security policy.

2017-21 Ms. Garrett moved and Ms. Williams seconded the motion to approve the Purchase Order and Confidentiality of Customer Records and Protection of Personal Information Policies as presented.

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

Nays: None. Motion carried.

C. Facility Update

Ms. Switzer and Ms. Brodar met with HBM Architects on Tuesday, February 14, 2017 to discuss refining conceptual plans for both Main Library and Bertram Woods Branch based on updated financial projections. This included projected costs for the work as well as a timeline. The current plan is to contract with HBM to complete this next phase of planning and then to hire an architect after the ballot issue passes.

On March 7, Mr. Gleisser, Mr. Meinhard, Ms. Beaver, and Ms. Switzer met with the School District Superintendent, Treasurer and Board President to discuss deadlines for ballot issues. The school district is the library's taxing authority and a resolution of necessity is required by its December board meeting to meet the Board of Elections deadlines for a May 2018 ballot issue.

D. Health Insurance Update

Health and dental insurance coverage will remain the same for this year. The health insurance premium is increasing 5% while the dental insurance premium is increasing approximately 3%.

E. Endowment Fund Update

The Shaker Heights Public Library Fund of the Cleveland Foundation was established in December 2000 with a generous gift of \$10,000 from the Friends of Shaker Library. The purpose of the fund is

to provide a perpetual source of stable support for the library. The Cleveland Foundation is celebrating Organizational Fund Partner Appreciation Week May 7-13, 2017 and will promote their partner funds in print and online. The library will also promote the fund on social media and work to improve how the fund is promoted on the website, in newsletters, and other media.

F. R Strategy Group Contract

R Strategy Group continues work on the communication plan, which will contain recommendations, strategies, and a budget for internal and external communication. An initial draft for staff review is ready and they will have a final document by the end of April. Ms. Switzer asked for a motion to extend the R Strategy Group contract through April 2017.

2017-22 Mr. Anderson moved and Mr. Meinhard seconded the motion to extend the R Strategy Group contract through April 2017.

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

Nays: None. Motion carried.

G. Community Engagement Report

Winners of the first Shaker Library Award (established this year and underwritten by Shaker resident Susan Gall of FactCite.com) for Shaker Middle School National History Day were announced at the March 4, 2017 National History Day. Community Engagement librarians Gabriel Venditti and Maggie Killman continue to meet with community members to develop partnership opportunities. Meghan Hays continues to represent the library and support historical and genealogical endeavors. Wendy Simon continues her outreach programming with local preschools and daycare centers. Margaret Simon continues her efforts in obtaining underwriting and working with the community on special projects.

H. Public Library Fund Update

Ms. Switzer provided an update about Public Library Fund distributions through March 2017. January was 1.9% below estimate and February was 3.7% below estimate. At this time, March is 3.05% below estimate. Mr. Cicarella met with State Senator Eklund to advocate for maintaining the PLF at 1.7% of the State's General Revenue Fund. He encouraged trustees to contact their representatives about maintaining the PLF.

New Business

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

Building Fund (401-6510)

Peter Luton

In memory of Barbara and Michael Luton \$5,000.00

2017-23 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

Jane Puleo, promoted from half-time Circulation Assistant, Level 106 to full-time, Youth Services Associate, level 109, effective February 27, 2017

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 April 24, 2017 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary