

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
Monday, March 9, 2015

Attendance

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

Members Absent: Ms. Williams

Staff Present: Mr. Dickinson, Ms. Keenan, 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 6:40 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the February 9, 2015 regular meeting minutes.

2015-17 Mr. Gleisser moved and Mr. Bertsch seconded the motion to approve the February 9, 2015 regular meeting minutes.

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

Nays: None. Motion carried.

President's Report

A. Trustee Recognition

Mr. Anderson read commendations for outgoing trustees Jeanne Shatten and Kurt Miller and presented them with gifts in recognition of their years of service.

B. New Trustee Appointments

New library trustees were approved at the March 3, 2015 school board meeting. They will be sworn in at the April 13, 2015 library board meeting.

C. Board Bylaws Committee Report

Mr. Anagnostos and Mr. Bertsch reviewed the Board Bylaws. They had no recommendations for change.

D. Mayor's Financial Task Force Update

Mr. Anderson reported that the library's presentation is scheduled for Saturday, April 11. Mr. Dickinson and Ms. Keenan will also attend the meeting. Mr. Anderson plans to have a draft

presentation for Board review by March 27. He said the schools presented information about their facility study at the last task force meeting.

E. Board Retreat Planning

Mr. Anderson proposed a Board Retreat this spring. Board members should notify Mr. Dickinson of their availability. Mr. Anderson will review the draft agenda for the retreat at the April Board meeting.

F. Appoint Margaret Keenan as Business Manager/Fiscal Officer effective March 9, 2015

Mr. Anderson noted that Ms. Keenan worked most recently with the Cuyahoga County Office of Budget Management. He asked for a motion to appoint Margaret Keenan as Business Manager/ Fiscal Officer effective March 9, 2015.

2015-18 Mr. Gleisser moved and Mr. Miller seconded the motion to appoint Margaret Keenan as Business Manager/Fiscal Officer.

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

Nays: None. Motion carried.

G. Administer Oath of Office to Margaret Keenan, Business Manager/Fiscal Officer

Mr. Bertsch issued the Oath of Office to Margaret Keenan, Business Manager/Fiscal Officer.

H. Set the bond of Fiscal Officer, Margaret Keenan at \$100,000

Mr. Anderson asked the Board to set the bond of Margaret Keenan, Business Manager/Fiscal Officer at \$100,000.

2015-19 Ms. Shatten moved and Mr. Anagnostos seconded the motion to set the bond of Margaret Keenan, Business Manager/Fiscal Officer at \$100,000.

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

Nays: None. Motion carried.

Deputy Fiscal Officer's Report

A. Financial Statements

Mr. Dickinson reviewed the February 28, 2015 financial statements.

2015-20 Mr. Bertsch moved and Mr. Gleisser seconded the motion to approve the February 28, 2015 financial statements as submitted.

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

Nays: None. Motion carried.

## B. 2015 Final Appropriation

Mr. Dickinson reviewed the revenue budget and 2014 final/2015 appropriation budget, as well as the 2015 building and equipment and IT budget requests in detail.

Mr. Dickinson noted that the appropriation for telephone service is significantly higher because the contract with AT&T expired and went month-to-month in 2014 without notice. Ms. Aiken was unable to resolve the issue before her retirement. Mr. Dickinson is working with AT&T in an effort to get the bill reduced. Mr. Anderson suggested filing a complaint with PUCO.

Mr. Dickinson said that the amount allocated for organizational memberships is slightly less because we are discontinuing the library's institutional membership with NEO-RLS, but we will still use them for continuing education on a pay-as-you-go basis.

Mr. Anderson expressed concern about the proposed \$75,000 for HVAC controls and asked that staff bring an "austerity budget" for buildings and equipment to the April Board meeting. The austerity budget should assume that the earliest construction/renovation would be in 2017. Mr. Dickinson said that the priority is to make the library a safe and welcoming place and to save energy.

The board agreed to subtract \$75,000 for HVAC controls and \$8,000 to replace carpeting in the quiet study room, Boardroom, and Meeting Room G.

Mr. Dickinson said the biggest expense in the IT budget is the migration to Cassie time and print management software. This will replace Comprise's SAM that is currently in use.

2015-21 Mr. Gleisser moved and Mr. Anagnostos seconded the motion to approve the 2015 final appropriation as revised.

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

Nays: None. Motion carried.

## Director's Report

### A. Written Report

Mr. Dickinson expressed his appreciation of Mr. Miller's and Ms. Shatten's years of service on the Library Board. He reminded the Board that a joint informal Board meeting will be held Wednesday, May 6, at 6 p.m. at the Twinsburg Library.

### B. OLC Legislative Update

OLC Legislative Day is Tuesday, April 28. Board members who plan to attend should inform Mr. Dickinson. The North Chapter Trustee Dinner is Wednesday, April 29, at the Holiday Inn in Independence.

Mr. Dickinson said the state budget is still in progress and we do not know what the final result will be or the impact on library funding.

### C. Endowment Fund Update

Mr. Dickinson reported that the endowment fund has assets of \$152,000. Because we have not used any funds in a few years, \$32,000 is available for use.

#### D. Resolution of Commendation for Kathy Bebout

Mr. Dickinson recommended the Board approve a Resolution of Commendation for Kathy Bebout for 20 years of service with the library.

2015-22 Mr. Bertsch moved and Ms. Shatten seconded the motion to approve the Resolution of Commendation.

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

Nays: None. Motion carried.

#### New Business

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

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

Randy Kammer

In memory of Alexander Hart \$25.00

In memory of Robert Pallais \$25.00

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

Marilyn Gardner and Marsha Moses

\$50.00

In honor of Barbara Winicki

##### Local History Donations

A collection of material from the American Field Service Shaker Heights Chapter, and a ledger of minutes from the Sussex PTA beginning in 1941 from Carol Bell

*Those Rockin' Cleveland Kids: A Child's Storybook Guide to Cleveland* from author Dave Cockley

Nina and Jim Gibans donated a copy of their oral history film, *Shaker Towers Condominium*, and accompanying raw interview footage, and a copy of their film *Pepper Ridge: The Vision & Legacy of Robert A. Little*

*Five Generations: 175 Years of Love for Cleveland* by Bob Gries from Meghan Hays

Allan Hinkle and Marcia Kritzler donated a collection of the Shaker Symphony Orchestra, 1942-2002: articles of incorporation, board of trustees binders, 1942 framed photograph of orchestra, and programs.

*The Thin Place of Addiction: Invitation to Spiritual Transformation* from author Gary H. Peck

*So You Might Know: A Memoir of My Parents* from author Irving Seidman about their emigration from Ukraine in 1922 and subsequent move to Shaker Heights

2015-23 Ms. Shatten moved and Mr. Anagnostos seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

Community Comments

Ms. Munyon invited trustees to the Public Officials Reception on April 21.

Announcements

None

Adjournment

Since there was no further business, Mr. Anderson moved and Board members unanimously seconded the motion to adjourn the regular board meeting at 8:07 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, April 13, 2015 at 6:30 p.m. in the Main Library Boardroom.

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Chadrick Anderson, President

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Luren E. Dickinson, Deputy Fiscal Officer

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Peter Anagnostos, Secretary