

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 22, 2017

Attendance

Members Present: Mr. Cicarella, Ms. Garrett, Ms. Katz, Mr. Meinhard, Ms. Williams  
Members Absent: Mr. Bertsch, Mr. Gleisser  
Staff Present: Ms. Beaver, Ms. Brodar, Ms. Switzer, Implementation Team, Ms. Killman,  
Mr. Venditti

Oath of Office – Doreen Katz

Jeffrey Isaacs, Board of Education Vice President administered the Oath of Office to Doreen Katz prior to start of the meeting. Ms. Katz will serve through March 31, 2024.

Mr. Meinhard reviewed Ms. Katz's background and Trustees welcomed her.

Call to Order

Mr. Meinhard 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. Cicarella, Ms. Katz, Mr. Meinhard, Ms. Williams

Approval of Minutes

2017-34 Ms. Williams moved and Mr. Cicarella seconded the motion to approve the April 24, 2017 regular board meeting minutes.

Roll Call: Ayes: Mr. Cicarella, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Presentation – Maggie Killman and Gabriel Venditti, Community Engagement

Community Engagement Librarians Ms. Killman (Youth Services) and Mr. Venditti (Adult Services) gave a brief presentation about the library's community engagement activities. A cross-departmental community engagement team, including Ms. Killman, Mr. Venditti, Local History Librarian Meghan Hays, Early Literacy Specialist Wendy Simon, and Public Relations Coordinator Margaret Simon, has been formed to coordinate the library's work in the community.

Ms. Garrett arrived at 6:45 p.m. during the presentation.

Secretary's Report

A. Memorial Day Parade

Mr. Meinhard reminded those present that the library will participate in the City's Memorial Day Parade, which provides a great opportunity to be visible in the community. Several trustees and staff volunteered to represent the library at this community event.

### Fiscal Officer's Report

#### A. Financial Statements

Ms. Beaver presented the April 30, 2017 financial statements for review and approval.

2017-35 Ms. Garrett moved and Ms. Williams seconded the motion to accept the April 30, 2017 financial statements as submitted.

Roll Call: Ayes Mr. Cicarella, Ms. Garrett, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

### Director's Report

#### A. Written Report

Ms. Switzer asked trustees to review their contact information on the roster and inform her of changes. It was suggested that she indicate whether the number provided was a cell phone or home phone.

Ms. Switzer reviewed her written report. The Sounds of Summer will kick off the Summer Reading Program on June 5. The Art Exposed VIII exhibit from Shaker Heights High School and Middle School students is on display through May 23, 2017.

#### B. Circulation of Library Material, and Reference and Information Services Policies, 1st Review

Ms. Brodar presented the policies for review. The Circulation of Library Material Policy was revised to include the new Three for Teen Cards. Ms. Katz asked whether the parents would have the ability to block their child from obtaining a Three for Me or Three for Teen card. Ms. Switzer said they would. Ms. Katz suggested the policy specify that this is the case. Mr. Cicarella said he did not think the statement about library cards not being issued if any accounts associated with the government-issued ID were in collection was clear. Ms. Switzer said staff will review the policy further and bring it to the June meeting for a second review.

The Reference and Information Services Policy was revised to update language regarding obtaining materials from other libraries in light of the fact that we now have different types of library cards with different borrowing privileges.

2017-36 Ms. Williams moved and Ms. Katz seconded the motion to approve the Reference and Information Services Policy as submitted.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

C. Public Library Fund Update

Ms. Switzer provided an update about Public Library Fund distributions through May 2017. The first page outlined state revenue. Based on feedback from the finance committee, the second page outlined the library's actual revenue since 2008. Ms. Switzer also reviewed the Ohio Library Council update on the budget process and shared contact information for Ohio State Senate leadership.

D. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report. The Summer Reading Program kickoff event is 6-8 pm June 5 at Main Library.

E. Resolutions of Commendation for Nicolette Petrone and Alice Severovich

Circulation Assistant Alice Severovich has worked for the library in Circulation Services since July 14, 1991 and Children's Services Associate Nicolette Petrone has worked for the library in Youth Services since May 12, 1997. Ms. Switzer asked the board to approve commendations of gratitude and appreciation in recognition of their years of outstanding service to the library and to the community of Shaker Heights.

2017-37 Ms. Williams moved and Ms. Katz seconded the motion to accept the Resolutions of Commendations for Nicolette Petrone and Alice Severovich.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Ms. Katz, Mr. Meinhard, Ms. Williams

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 John Dyer Trimble Jr. \$25.00

In memory of Wayne Waldron \$25.00

Local History Donations

Sheldon Baumel Trust Fund (204-6510)

Sara and Brian Sullivan and William J and Dorothy K. O'Neill Foundation  
\$2,000.00

2017-38 Mr. Cicarella moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. Personnel Action

Marcus Pittman, Library Assistant, Level 106, half-time, end of employment effective March 31, 2017

Sandra Summers, Adult Services Associate, Level 109, half-time, hired effective April 10, 2017

Pamela Tapp, Payroll/Accounting Associate, Level 109, temporary, hired effective April 27, 2017

Lisa Kulkin, Payroll/Account Clerk, Level 109, half-time, end of employment effective April 27, 2017

Alan Grigsby, from Library Assistant, Level 106, half-time to substitute, effective April 30, 2017

#### Community Comments

None

#### Announcements

Maintenance Manager John Carlson recognized Key Bank volunteers who will be working in the Bertram Woods Branch Reading Garden on May 24, 2017. Gardening material including mulch and plants was funded by Friends of the Shaker Library.

#### Adjournment

Since there was no further business to discuss, Ms. Williams moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 7:37 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday June 19, 2017 at 6:30 p.m. at Bertram Woods Branch.

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Brian Gleisser, President

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Susan Beaver, Fiscal Officer

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Troy Meinhard, Secretary