

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
September 26, 2017

Attendance

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

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

Others: Ms. Hickman, League of Women Voters; Mr. Jackson, BFAC

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.

Roll Call: Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Approval of Minutes

2017-53 Mr. Meinhard moved and Ms. Garrett seconded the motion to approve the August 28, 2017 regular board meeting minutes.

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

Nays: None. Motion carried.

Mr. Bertsch and Mr. Cicarella arrived at 6:36 p.m.

Community Comments

Mr. Jackson from BFAC suggested the library offer a mobile application or texting platform to reach patrons.

President's Report

Mr. Gleisser congratulated Ms. Beaver on a clean audit.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the August 31, 2017 financial statements for review and approval. The second half property tax payment has been received leaving the library slightly higher than budgeted in this line item. We also received the second half of the Homestead tax payment in September which will be reflected on the statement next month which is also slightly higher than the budgeted amount.

2017-54 Mr. Cicarella moved and Ms. Williams seconded the motion to accept the August 31, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. Special Funds Budget Increase

As of August 31, 2017, the unencumbered balance in Fund 208 Bertram Woods Branch is \$10,983.79. Recently, the library paid \$1,444.52 to Cleveland Door Controls for repair of the wheelchair accessible motor on the front door, and Scott's Services \$1,600 for installation of a catch basin and foundation work at Bertram Woods Branch. The library will purchase an open/closed sign for the branch that is clearly visible from the street. Ms. Beaver requested an increase of \$10,000 to the appropriation budget for Fund 208 and to transfer the expenses for the door control and catch basin from the general fund to Fund 208.

2017-55 Ms. Williams moved and Ms. Garrett seconded the motion to increase the Special Funds budget and transfer the appropriate expenses to Fund 208 Bertram Woods Branch.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer shared her written report. She noted that the contract for the internet connection between Main and Woods is due to expire July 1, 2018. Ms. Brown is working with CLEVNET, OPLIN, and Spectrum to replace the connection by the end of the year and convert to a new program which will save the library \$170 per month.

Ms. Switzer said the library recently participated in the city bidding process for 2018-2020 Backflow Preventative Maintenance Program.

The Career Transition Center (CTC) is dissolving their non-profit and ceasing operations at the end of 2017. They have assisted over 2,100 job seekers during their six-year tenure with the library. The CTC has been an excellent and collaborative partner who provided much-needed services to the community. The library will continue to offer programming and resources to support customers in their job searches including, but not limited to, computer support, web resources, and job search classes.

B. Public Library Fund Update

Ms. Switzer said the September 2017 Public Library Fund (PLF) distribution is slightly higher than both the revised estimate from the Ohio Department of Taxation (+0.78%) and the August 2016 distribution (+0.57%). Year-to-date PLF distributions are 0.4% higher than the revised projections. Shaker Library's YTD PLF revenue is 1.26% higher than last year through September

C. Use of Personal Technology, Special Services, and Personnel Policies, 1st Review

Ms. Brodar said the Use of Personal Technology Policy is being updated to reflect the types of personal technology customers use, and the changing ways they use technology. The Special Services Policy has been updated to reflect that we now offer scanning at Bertram Woods.

Ms. Switzer presented the revisions to the Personnel Policy. Most changes are minor clarifications or updates. Notable changes include:

- Employees who are on remedial probation at the time a salary increase is approved are not eligible for this increase until the remedial probation is successfully completed.
- Added a policy noting that the library offers vision insurance to full-time staff. This benefit has been offered for many years but was not noted in the policy because staff pay the full cost of this benefit.
- Changed the list of specific clothing items in the dress code from policy to procedure to allow the list to be more easily updated as fashions change. General dress code guidelines remain board policy.
- Aligned the donated sick leave policy with FMLA leave requirements.
- Added an FMLA return to work policy.

2017-56 Mr. Cicarella moved and Ms. Katz seconded the motion to approve the Use of Personal Technology and Special Services Policies as submitted.

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

Nays: None. Motion carried.

2017-57 Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the Personnel Policy as submitted.

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

Nays: None. Motion carried.

D. Mission and Vision Statements

Ms. Switzer has presented two draft mission and vision statements for discussion. Trustees reviewed and discussed the drafts and Ms. Switzer asked the Board to approve the updated mission and vision statements.

Mission

Shaker Heights Public Library strengthens our community and transforms lives by bringing together people, information, and ideas.

Vision

Shaker Library is an indispensable community asset that:

- Provides free and equal access to a wide range of resources that meet the diverse needs of our community.
- Promotes literacy, the joy of reading, and a commitment to lifelong learning.
- Engages with the community and responds to its needs.
- Maintains vibrant and welcoming spaces where people can connect and collaborate.

- Serves as a trusted source of information and a forum for all viewpoints.
- Helps the community learn, solve problems, and envision the future.
- Preserves and shares Shaker's history.

2017-58 Ms. Katz moved and Ms. Williams seconded the motion to approve the revised Mission and Vision statements.

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

Nays: None. Motion carried.

E. 2018 Holiday Schedule and Hours of Operation

Ms. Switzer presented the 2018 Holiday Schedule and Hours of Operation for review and approval.

2017-59 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the 2018 Holiday Schedule and Hours of Operation.

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

Nays: None. Motion carried.

F. 2018 Board of Trustees Meeting Schedule

Ms. Switzer presented the 2018 Board of Trustees meeting schedule for review and approval. With the creation of the Finance Committee, the regular Board meeting was moved to the fourth Monday of the month, which is the same day as City Council meetings. Ms. Switzer recommends changing the Finance Committee meetings to the second Monday and Board meetings to the third Monday of the month to avoid conflict with City Council and School Board meetings whenever possible, allowing the Director to attend those meetings when feasible.

2017-60 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the 2018 Board of Trustees meeting schedule.

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

Nays: None. Motion carried.

G. Community Engagement Report

Ms. Switzer presented the Community Engagement Report.

New Business

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

Bertram Woods Branch Fund (208-6510)
 In memory of Dr. Jeera Hayden
 Joyce Brandt

\$100.00

| | |
|------------------------|----------|
| Dr. Stacey Jolly | \$100.00 |
| Jean and Nelson Sanger | \$50.00 |
| Chris and Tom Stevens | \$100.00 |

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

| | |
|------------------------------|---------|
| In honor of Lois Chepenik | \$25.00 |
| In memory of Roslyn Horovitz | \$25.00 |
| In memory of Mindy Fixel | \$25.00 |
| In memory of Bonnie Stevens | \$25.00 |

2017-61 Ms. Williams moved and Ms. Garrett seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried

B. Personnel Action

Adrienne Paul, Adult Services Associate, half-time, level 109, hired effective August 28, 2017.

Announcements

None

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 7:34 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday October 23, 2017 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary