

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
January 30, 2018

Attendance

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

Member Absent: Ms. Garrett

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

Others: Ms. Hickman, League of Women Voters – Shaker Heights

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Room B.

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

Ms. Katz arrived at 6:37.

Approval of Minutes

2018-01 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the December 18, 2017 Organizational Board Meeting Minutes.

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

Nays: None. Motion carried.

2018-02 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the December 18, 2017 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

Community Comments

None

President's Report

Mr. Gleisser reported that the ninety-second Channel 5 interview on the issue of inclusion is available online. The reporter spoke with Mr. Gleisser, Ms. Switzer, and Mayor Leiken.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the December 31, 2017 financial statements for review and approval.

Total revenues exceeded the original appropriation budget. Because PLF revenue came in consistently below projections for many months in 2016-2017, we budgeted conservatively at 92% of the state PLF certification. The total received was 105.7% of the budget. Property tax receipts came in at 102.4% of the budget. Together the PLF and property taxes are approximately 85% of total revenue.

Salaries & Benefits totaled approximately 70% of library expenditures for 2017. This portion of expenditures was 2.1% under budget. The next largest expenditure category was Purchased Services which accounted for approximately 15% of expenditures. This category was 86.8% of the budget. Due to these savings and the receipts in excess of budget, we were able to maintain a surplus total for 2017.

General Fund

Total 2017 Operating Revenue	\$4,755,832.52
Total 2017 Operating Expenditures	\$4,447,595.38
2017 Transfer to Other Funds	\$134,000.00
<hr/> 2017 General Fund Expenditures	<hr/> \$4,581,595.38
Encumbrances	\$78,672.86
Surplus/(Deficit) General Fund	\$95,564.28

All Funds

Beginning Year balance	\$1,994,970.68
2017 Receipts	\$4,907,740.88
2017 Expenditures	\$4,636,114.20
<hr/> Unexpended Balance	<hr/> \$2,266,597.36
Encumbrances	\$79,578.80
<hr/> Unencumbered Balance	<hr/> \$2,187,018.56

2018-03 Mr. Cicarella moved and Ms. Williams seconded the motion to accept the December 31, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. 2018 Contracts and Purchases over \$50,000

The following providers are used regularly for purchases by the library. This will authorize the library staff to use these providers during 2018 for purchases in excess of \$50,000.

Anthem (Employee Benefits)  
 Brodart (Library Materials)  
 CDW Government (Technology)  
 Cleveland Public Library (CLEVNET)  
 Gardiner (Facility Maintenance)  
 Ingram (Library Materials)  
 Midwest Tape (Library Materials)

OPERS (Employee Retirement)  
OverDrive, Inc. (Library Materials)  
The Illuminating Company (Utilities)

2018-04 Ms. Williams moved and Ms. Katz seconded the motion to approve 2018 Contracts and services over \$50,000 per year as listed above, subject to budget authorization.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, 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 highlighted the gallery-opening reception Thursday, February 1 for the Rings of Life: The Trees of Shaker Heights exhibit. She also noted the many programs supporting the One Community Reads book *Evicted: Poverty and Profit in the American City* by Matthew Desmond.

#### B. Quarterly Statistics Report

Ms. Brodar presented the 2017 annual usage statistics. Circulation of physical materials decreased, especially non-print items, while circulation of electronic media increased. Use of library computers has decreased slightly, while use of the library's wireless network is increasing steadily. Ms. Brodar explained that the library is evolving to meet the needs of the customers.

#### C. Strategic Plan Update

In December the library was registered as a Safe Place for Youth. Staff continue to work to make the space more welcoming and materials easier to locate, including signage to make the collection easier to browse. Two new formats were recently added to the collection: Vox Books and the GoChip Beam. Vox Books are printed children's books that have an audio reader attached, allowing the child to read and listen to the book simultaneously. GoChip Beam devices are streaming hotspots preloaded with movies or television shows. Users download an app to their own device to stream content from the GoChip Beam.

#### D. Ohio Library Council Trustee Dinner and Workshop

Ms. Switzer reminded the board the OLC's annual Library Trustee Workshop will be held Saturday March 10, 2018 from 9:00 am – 3:30 pm in Columbus. Although designed for relatively new library trustees, those with years of experience will find this workshop to be a good refresher.

OLC's Northern Ohio Trustee Dinner will be held Thursday April 26, 2018 at 6:00 pm in Wadsworth. The program will focus on the issues impacting public libraries and include an update on legislative issues as well as additional information that public library trustees need to be successful in their roles.

Ms. Switzer asked the board to notify her by February 9, 2017 if they plan to attend either event so they can be registered.

## E. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

## General Fund (101-6110)

Drs. Diane Burgin and David Hutt	\$250.00
Meghan Hays	\$100.00
Annabelle Weiss	\$20.00

## Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer	
In memory of Alan Fixel	\$25.00
In honor of Elizabeth Isla Snyder	\$25.00
In memory of Miriam Weisberg	\$100.00

2018-05 Ms. Williams moved and Mr. Bertsch seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried

## B. Personnel Action

Nadia Elkalifa, Circulation Services Assistant, level 106, half-time, end of employment effective December 5, 2017

Betty Russell, Circulation Services Assistant, level 106, half-time, end of employment effective December 22, 2017

Ellen Williams, Circulation Services Assistant, level 106, half-time, retired effective December 23, 2017

Kenyatta Abrams, promoted from Substitute to Circulation Services Assistant, level 106, half-time, effective December 24, 2017

Paulette Kovelan, promoted from Substitute to Circulation Services Assistant, level 106, half-time, effective December 24, 2017

Margaret Peretto, Circulation Services Assistant, level 106, half-time, hired effective December 24, 2017

Alice Severovich, Circulation Services Assistant, level 106, half-time, retired effective December 30, 2017

## C. Executive Session

Mr. Gleisser requested a motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

2018-06 Mr. Cicarella moved and Ms. Katz seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried

Trustees entered executive session at 7:10 p.m.  
Trustees returned to regular session at 8:41 p.m.

Announcements

None

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:42 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday February 19, 2018 at 6:30 p.m. in the 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