

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 19, 2018

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

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

Approval of Minutes

2018-07 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the January 30, 2018 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

President's Report

Shaker Heights Public Library Board of Trustees Bylaws Article IX – General, Section 2 states that “A Bylaw Committee shall be appointed annually to review these bylaws and recommend changes to the Board. These bylaws may be amended by the majority vote of the full membership of the Board provided written notice of the proposed amendment shall have been transmitted to all members at least ten days prior to the meeting at which such action is proposed to be taken.”

Mr. Gleisser appointed Mr. Bertsch & Mr. Cicarella to the Bylaw Committee to review the bylaws. Proposed amendments will be shared with all members in writing at least 10 days in advance of the March 19, 2018 regular full board meeting.

Mr. Cicarella asked whether it was a law that required all members to be present in person to vote at a board meeting. Ms. Switzer assured him it was Ohio law.

Fiscal Officer's Report

A. 2018 Real Property Tax Advance Schedule

Ms. Beaver shared the 2018 Real Property Tax Advance Schedule. This schedule indicates when the board can expect to see the Tax Advance Revenue. There are two advances scheduled for each half. The advances cover 90% of the collections at the time the payment is processed. The final settlement reconciles the total amounts collected for the period with the advances forwarded.

B. PLF Update

The total distribution of the Public Library Fund (PLF) for January 2018 is 0.62% less than the ODT's projection, and 3.89% less than the distribution in January 2017.

The January 2017 distribution was 1.7% of the GRF but the January 2018 distribution was 1.68% of the GRF due to changes in state law.

C. Financial Reporting Definitions and Format

Below are definitions of terms used in the revised reports:

Appropriations	This is the amount of money approved by the board for the annual budget.
Combined	Prior year plus current year.
Combined Appropriations	This amount is the prior year outstanding encumbrances + the current year budget. The prior year encumbrances that are still outstanding are paid in the current year.
Encumbrances	A contingent liability, contract, purchase order, payroll commitment, tax payable, or legal penalty that is chargeable to an account. It ceases to be an encumbrance when paid-out or when the actual liability amount is determined and recorded as an expense. [Source: Business Dictionary http://www.businessdictionary.com/definition/encumbrance.html]

The new format for revenue reporting separates the general fund from other funds. It also adds a column for uncollected balance.

The new format for expenditure reporting adds special funds. It adds columns for the unexpended balance, encumbrances, and the unencumbered amount. It removes last year month-to-date expenditures and just has last year year-to-date expenses. This is because expenses sometimes fall in different months so the YTD number is more indicative of where the spending is for the year.

When a purchase order opened in the prior year is closed in the current year without all funds being spent, the remaining money may not be spent in the current year. This is because the board approved the expenditure for the prior year.

The annual budget the Board approves in March includes just current year revenue and expenses. It does not include prior year encumbrances.

D. Financial Statements

Ms. Beaver presented the January 31, 2018 financial statements for review and approval. At this time the library is operating on the Temporary Appropriations Budget.

In January the library received an advance against the first half of property taxes collected. Another advance for over \$800,000 is scheduled to be received during February. The remainder of the first half is expected to be received in March.

The temporary appropriation for revenues was based on receiving half of the Property Tax and HERB during the first quarter and receiving approximately one-third of the other amounts anticipated for the year.

The final 2018 appropriation will be presented to the Board for Approval at the March 19, 2018 meeting.

General Fund

Total 2018 Operating Revenue	\$751,738.07
Total 2018 Operating Expenditures	\$361,934.63

All Funds

Beginning Year balance	\$2,266,597.36
2018 Receipts	\$755,360.33
2018 Expenditures	\$362,927.90
<hr/> Unexpended Balance	<hr/> \$2,659,029.79
Encumbrances	\$456,599.70
<hr/> Unencumbered Balance	<hr/> \$2,202,430.09

2018-08 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the January 31, 2018 financial statements as submitted.

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 noted that the Natural History Museum's StarLab mobile planetarium is at the Main Library February 19-23 in celebration of Astronomy Week.

In February we debuted GoChip Beam, a new type of device for lending movies and television series. Each device contains a small Wi-Fi router, rechargeable battery, and solid state storage preloaded with five feature length movies or an entire season of a television series, all enclosed in a 3.5" x 1" stick.

B. Library Organization and Department Functions Policy

Ms. Brodar presented the Library Organization and Department Functions Policy for review and approval.

2018-09 Mr. Cicarella moved and Ms. Williams seconded the motion to accept the Library Organization and Department Functions Policy as submitted.

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

Nays: None. Motion carried.

C. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Stephen Johnson	\$25.00
In memory of David Price	\$25.00
In memory of Grant Ward	\$25.00
In memory of Dorothy Cascone	\$25.00
In memory of Terry McMullen	\$25.00
In honor of the grandson of Jim and Deena Richman	\$25.00

2018-10 Ms. Williams moved and Ms. Katz 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

Gregory Jeffries, Custodian, half-time, level 105, end of employment effective 1/24/18.

Ms. Garrett arrived at 7:11.

Announcements

In light of the recent tragedy in Florida, Ms. Katz asked about procedures for responding to an active shooter. Ms. Switzer said staff has been working with the local police and fire regarding active shooter and fire safety at the library.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Ms. Williams seconded the motion to adjourn the regular board meeting at 7:13 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday March 19, 2018 at 6:30 p.m. in the Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary