

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
April 16, 2018

Attendance

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

Member Absent: Mr. Gleisser

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Bertram Woods Branch Dietz Community Room.

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

Approval of Minutes

2018-16 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the March 31, 2018 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

Community Comments

None

President's Report

A. Board Bylaws

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. Bertsch shared the recommended updates from the committee with the board on April 5, 2018 for their review. The recommended changes are:

Article VI—Meetings, Section 2, allow the annual meeting to be in December or January
Article VI—Meetings, Section 3, remove the sequence of the order of business for regular meetings

2018-17 Mr. Cicarella moved and Ms. Williams seconded the motion to approve the revised Board of Trustees Bylaws as submitted.

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

Nays: None. Motion carried.

B. Trustee Roster

Mr. Bertsch shared the Roster with the Board. He asked that board members submit corrections to the director no later than Monday April 23, 2018.

Fiscal Officer's Report

A. PLF Update

The total distribution of the Public Library Fund (PLF) for March is 0.79% below the ODT's projection, and 0.12% lower than the March 2017 distribution. The year-to-date PLF total is 3.2% higher than ODT projections and 1.94% higher than YTD 2017.

While state tax receipts for the month of January (February PLF) exceeded expectations, February revenues (March PLF) came in slightly below estimates. Overall, state tax receipts for fiscal year 2018 are about 1.4% higher than estimated.

Ms. Garrett arrived 6:44.

B. Financial Statements

The March financial statements reflect the 2018 Final Appropriations Budget approved in March. During the month of March, the library received the settlement of the first half property taxes in the amount of \$145,061.06. Revenues are as expected at this time.

Salaries and benefits are slightly ahead of spending because there were three pays in March. Additionally, because the deductible for health insurance is so high, the library reimburses the first half of the deductible (up to \$1,250) for employees. There have been an unusually high number of reimbursement requests to date.

The purchased and contracted services category includes annual contracts paid at the beginning of the year. Library materials show 63.3% remaining. Annual payments for magazines, newspapers, and databases were paid in the first quarter, so expenditures are as expected for the year.

General Fund

Total 2018 Operating Revenue	\$2,077,092.05
Total 2018 Operating Expenditures	\$1,161,368.26

All Funds

Beginning Year balance	\$2,266,597.36
2018 Receipts	\$2,083,619.13
2018 Expenditures	\$1,163,801.54
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Unexpended Balance	\$3,186,414.95
Encumbrances	\$256,265.06
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Unencumbered Balance	\$2,930,149.89

2018-18 Mr. Meinhard moved and Ms. Katz seconded the motion to accept the March 31, 2018 financial statements as submitted.

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

Nays: None. Motion carried.

C. PNC Depository Agreement

Prior to depositing or investing public funds with a financial institution, the library board must approve a depository agreement with that institution. A separate depository agreement should be in force for each institution. Depository agreements are necessary regardless of FDIC insured fund limits. Depository agreements must be re-approved by the library board of trustees upon expiration, and can be in force for up to a maximum five-year period.¹ The library's current depository agreement is to expire June 30, 2018.

A depository agreement for investing in STAR Ohio is not required since authorization is provided via Ohio Revised Code section 135.45 (<http://codes.ohio.gov/orc/135.45>).

2018-19 Mr. Meinhard moved and Ms. Garrett seconded the motion to accept the PNC Depository Agreement as submitted.

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

Nays: None. Motion carried.

D. Authorization of Participation in Cooperative Purchasing Program

The Cooperative Purchasing Program offers Ohio counties, townships, municipalities, school districts, public libraries, regional park districts and other political subdivisions the benefits and cost savings of buying goods and services through state contracts.

The board must authorize participation in the program and the board resolution must be approved, dated and filed with the office of cooperative purchasing prior to use of a contract. Additionally, the payment of the \$100 annual fee must be made prior to contract use.

Resolution 2018-20:

Section 1. That the Fiscal Officer hereby requests authority in the name of the Shaker Heights Public Library to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to ORC 125.04.

Section 2. That the Fiscal Officer is hereby authorized to agree in the name of the Shaker Heights Public Library to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a

¹ OLC Ohio Public Library Accounting Handbook, 5th Edition p 22.

reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of Shaker Heights Public Library's participation in the contract. Further, that the Fiscal Officer does hereby agree that the Shaker Heights Public Library is bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the Fiscal Officer is hereby authorized to agree in the name of the Shaker Heights Public Library to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Fiscal Officer does hereby agree that Shaker Heights Public Library will directly pay the vendor.

2018-20 Mr. Meinhard moved and Ms. Williams seconded the motion to accept the following Cooperative Purchasing Program resolution as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. CLEVNET Contract Amendment

CLEVNET was launched on December 1, 1982, when Cleveland Heights-University Heights Public Library joined Cleveland Public Library's automation system. Shaker Heights Public Library joined CLEVNET as the third member in 1983. CLEVNET has grown to 44 libraries across 12 counties in northeast Ohio and has become the best example of regional collaboration in the state.

Originally, the governance of CLEVNET was tightly controlled by CPL. In 2013 CLEVNET member libraries began to discuss a new vision for CLEVNET. The consensus was that CLEVNET's future depended on a new model of governance, one that was more open, transparent, and based on shared responsibility. Member libraries have taken an active role in creating a new pricing model and revising CLEVNET's provisional bylaws.

In December 2017, CLEVNET Directors agreed upon a new pricing model beginning in 2019. The current pricing model, which has been in place for the last 30 years, is based on items inventoried (33%), circulation (33%), and computer stations (34%), as well as an electronic surcharge to recover the cost of CLEVNET services.

The revised pricing model is designed to distribute the CLEVNET costs in a more equitable manner. It is based on items inventoried (25%), circulation (25%), active users (25%), and square footage (25%). This new model will result in a reduction in our CLEVNET costs.

Currently, the CLEVNET contract with member libraries are effective from February 1 through January 31 of each year. CLEVNET Directors have agreed to move the contract date to coincide with the calendar year to make budgeting easier.

The agreement that currently exists between CPL and the other CLEVNET member libraries needs to be amended to capture the new term, the new pricing model, and the new operating procedures which give the member libraries a greater voice in the governance of CLEVNET.

2018-21 Ms. Katz moved and Ms. Williams seconded the motion to authorize the Director to enter into amendments, including the new pricing model, new term, and new operating procedures, with CLEVNET. The effective date of the amendments will be January 1, 2019.

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

Nays: None. Motion carried.

C. Quarterly Usage Report

— The usage report summarizes statistics related to circulation, visits to the library, programs, and usage of public computers and the library's wireless network during the first quarter of 2018. Average attendance has increased due to additional programs supporting the community.

D. Strategic Plan Update

— The strategic plan update gives highlights of work staff has done in support of the strategic plan during the first quarter of 2018. Engagement with community organizations and schools, as well as improvement in the application of technology, continue to be areas of focus.

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 (101-6510)
Laura Ware Petznick \$20.00

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
In memory of Ari Berlin \$25.00

2018-22 Ms. Williams moved and Ms. Garrett seconded the motion to accept and appropriate the above gift.

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

Nays: None. Motion carried

B. Personnel Action

Michelle Garnett, Technical Services Assistant, Half-time, Level 106, transferred to Page I, part-time, level 101, effective 3/6/18

Announcements

None.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Williams seconded the motion to adjourn the regular board meeting at 7:20 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 21, 2018 at 6:30 p.m. in the Main Library Room B.

Michael Bertsch, Vice President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary