

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 21, 2018

Attendance

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:36 p.m. in the Bertram Woods Branch Dietz Community Room.

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

Approval of Minutes

2018-23 Mr. Meinhard moved and Ms. Williams seconded the motion to approve the April 16, 2018 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

Community Comments

Frank Goforth of Latimer Road said that he is happy to maintain an independent library with two branches. He said he was concerned that the general fund will have a negative balance in 2025. He said that because the levy vote was so close, he is worried that the city is reaching a tipping point regarding taxation, which may affect the ability to maintain two library branches. He asked whether a contingency plan was in place to address and maintain two branches.

Mr. Bertsch thanked him for his comments. Mr. Meinhard said he would respond to Mr. Goforth's concerns after the meeting.

[As part of his work with the League of Women Voters Mr. Goforth extrapolated library financial projections based on the 2017 budget and the library's five-year projections.]

Presentation – John Carlson, Maintenance

Mr. Carlson presented information about the regular work of the maintenance department.

President's Report

## A. Election Update

Mr. Bertsch thanked everyone for the hard work they did to get the levy passed.

Ms. Katz reported that she is a member of the school strategic planning committee. She said that after a recent strategic planning meeting, she spoke with School Board member Heather Weingart about the possibility of a joint forum for representatives from the city, schools, and library to meet with community members and discuss the goals for the city as a whole. Ms. Katz volunteered to work with Ms. Weingart to plan such a forum, if the Board is interested. Ms. Katz said Ms. Weingart was going to discuss the idea with the school board. Ms. Katz was also going to speak to City Councilwoman Julianna Johnston Senturia about the idea. Board members agreed that it was a good idea and were willing to participate. Mr. Bertsch, Ms. Garrett, and Ms. Williams all emphasized the importance of clear ground rules, excellent moderators, and an agreed upon desired outcome. Ms. Switzer suggested that representatives from all three organizations form a subgroup that works together to propose a concrete plan to the city, schools, and library. Trustees agreed that this was a reasonable next step. Ms. Katz volunteered to represent the library.

Fiscal Officer's Report

## A. PLF Update

The total distribution of the Public Library Fund (PLF) for April is 1.92% (\$461,764) higher than the Ohio Department of Taxation (ODT) projection for the month, but is 1.05% lower than the April 2017 distribution. The year-to-date PLF total is 2.94% higher than ODT projections and 1.3% higher than YTD 2017.

## B. Financial Statements

During the month of April, the library received the 2018 Homestead Rollback for the first half of the property taxes paid. Revenues are as expected at this time.

Salaries and benefits are at 32.2% of the budget as of the end of April.

The purchased and contracted services category includes Travel and Meeting expenses, which are high at the beginning of the year due to the PLA conference attendance. The facility insurance is also in this category and paid in the first quarter of the year. Accounting for these timing issues, the expenses are still at 32.6% of the annual budget.

**General Fund**

Total 2018 Operating Revenue	\$2,385,130.58
Total 2018 Operating Expenditures	\$1,529,205.30

**All Funds**

Beginning Year balance	\$2,266,597.36
2018 Receipts	\$2,391,657.66
2018 Expenditures	\$1,532,029.12
Unexpended Balance	\$3,126,225.90
Encumbrances	\$792,041.80
Unencumbered Balance	\$2,334,184.10

2018-24 Ms. Katz moved and Ms. Williams seconded the motion to accept the April 30, 2018 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2019 Alternative Tax Budget

The first step in the budget process is the annual tax budget (ORC 5705.28). The tax budget demonstrates to the taxing authority the need to levy a tax and for an allotment of the county's share of the state's PLF for the next year.

The tax budget is adopted by library board resolution each year for the following fiscal year by May 31. This budget must be filed with the school district's board of education. The school board must adopt the budget before July 16 and filed with the Budget Commission by July 20, 2018.

2018-25 Ms. Garrett moved and Mr. Meinhard seconded the motion to accept the 2019 Alternative Tax Budget as submitted.

Roll Call: Ayes: Mr. Bertsch, 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. Policies

Ms. Switzer said that because of limitations with the current meeting room software, the Meeting Room Policy is being changed to require payment in full within fourteen days of approval of meeting room requests by social and for-profit groups. Payment requirements remain unchanged for non-profit groups. Additionally, small meeting rooms will be free for non-profit groups, as it costs more to administer the nominal fee than the library collects for the room use.

Ms. Switzer reported that the library has received the required signatures from the Ohio History Connection and the Auditor of State's office for the revised Records Retention and Disposal policy. The Board reviewed the draft policy last year, when it was updated to reflect retention guidelines from the Ohio History Connection and Ohio Library Council.

Ms. Brodar reviewed minor changes to the Community Bulletin Boards, Gifts and Donations, Locations and Hours of Service, Records Commission, and Recruitment and Use of Volunteers policies.

Ms. Brodar noted that customers commonly request some free printing but the current policy charges for all pages. She said the Special Services policy is being revised to allow library card holders to print a limited number of pages per day at no charge. Currently the library charges \$0.10 per page for black and white printing and \$0.50 per page for color printing. Effective June 4, 2018, the library will allow cardholders to print up to \$1.00 worth of pages per day at no charge. Customers using visitor passes will still be required to pay for all printing. Ms. Switzer noted that the Three for Me and Three for Teen cards do not require a parental signature so this the library card requirement does not pose an undue burden for youth.

Ms. Brodar and Ms. Switzer requested approval of the above policies as submitted.

2018-26 Mr. Meinhard moved and Ms. Garrett seconded the motion to accept the Library policies as submitted.

Roll Call: Ayes: Mr. Bertsch, Ms. Garrett, 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

Frances Belman Fund (210-6110)

Elisabeth Moses

In honor of Marsha Moses and in memory of Frances Belman \$20.00

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In honor of Berry Trimble and Gita Romano \$100.00

In memory of Norman Broday \$25.00

2018-27 Ms. Williams moved and Ms. Garrett seconded the motion to accept and appropriate the above gift.

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

Nays: None. Motion carried

B. Personnel Action

David Markowitz, Library Assistant, Part-time, Level 106, effective 4/17/18

C. Executive Session

2018-28 Mr. Meinhard moved and Ms. Williams seconded the motion to enter into executive session at 7:46 p.m.

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

Nays: None. Motion carried

2018-29 Ms. Williams moved and Ms. Garrett seconded the motion to return from executive session at 8:00 p.m.

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

Nays: None. Motion carried

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 8:01 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 18, 2018 at 6:30 p.m. in the Bertram Woods Branch Dietz Community Room.

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Michael Bertsch, Vice President

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Susan Beaver, Fiscal Officer

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Troy Meinhard, Secretary