

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
November 14, 2016

Attendance

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

Staff Present: Ms. Beaver, Ms. Brodar, Ms. Brown, Ms. Miller, Ms. Switzer

Others: Anne Williams, City Council

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the at Bertram Woods Dietz Community Room.

Oath of Office

Councilwoman Anne Williams administered the oath of office to newly appointed trustee Thomas Cicarella. Mr. Cicarella is serving the unexpired term of Mr. Anagnostos which will expire March 31, 2018.

Mr. Meinhard arrived at 6:38 p.m.

Approval of Minutes

Mr. Anderson asked for a motion to approve the October 10, 2016 regular board meeting minutes.

2016-76 Mr. Bertsch moved and Ms. Garrett seconded the motion to approve the October 10, 2016 regular meeting minutes.

Roll Call: Ayes: Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard

Nays: None.

Abstentions: Mr. Cicarella. Motion carried.

Mr. Anderson asked for a motion to approve the September 29, 2016 special board meeting minutes.

2016-77 Mr. Gleisser moved and Mr. Meinhard seconded the motion to approve the September 29, 2016 special board meeting minutes.

Roll Call: Ayes: Mr. Anderson, Mr. Bertsch, Ms. Garrett, Mr. Gleisser, Mr. Meinhard

Nays: None.

Abstentions: Mr. Cicarella. Motion carried.

Ms. Williams arrived at 6:41 p.m.

President's Report

A. Open Meetings Act Update

Mr. Bertsch explained the recent Supreme Court of Ohio decision in *White v. King* extends application of the Open Meetings Act to serial communication via telephone, videoconference, email, text message, etc. in certain circumstances. Any prearranged discussion of public business involving the majority of the board is an open meeting. Mr. Bertsch reminded trustees to be careful in email or other electronic communication to ensure compliance with the Open Meetings Act.

B. Appoint Nominating Committee

Mr. Anderson asked Ms. Garrett to lead the Nominating Committee to recommend officers for election at the December meeting. Terms for new officers commence in January 2017.

Presentation – Susie Brown, Digital Services

Ms. Brown presented an overview of the Digital Services department including the reorganizational efforts, system improvements, and innovative new programs offered in the past year.

Staff assessed the existing hardware and software. The evaluation discovered a failing domain file server and a second server with no backup or security. Uninterrupted Power Supplies (UPS) were installed, WAPs were increased from six to 14 at Main Library and three to four at Bertram Woods Branch. Chromebox are being tested as a replacement for the public catalog computers. An OCR scanner, which creates editable documents has been installed. The banner printer is up and running successfully. There are now 18 hot spots in circulation with approximately a 3-4 week waiting period.

Ms. Brown recently completed a grant application for \$4,995 to support the creation of a memory lab. The grant would cover the expense of the tools necessary to provide customers the ability to digitize their albums, cassettes, slides, photos, and papers.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver reviewed the September 2016 financial statements.

2016-78 Mr. Gleisser moved and Mr. Meinhard seconded the motion to accept the September 30, 2016 financial statements as submitted.

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

Nays: None. Motion carried.

Ms. Beaver reviewed the October 2016 financial statements.

2016-79 Mr. Meinhard moved and Ms. Williams seconded the motion to accept the October 31, 2016 financial statements as submitted.

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

Nays: None. Motion carried.

B. Modification of Appropriation

Ms. Beaver requested a motion to increase the professional services and consulting fees appropriation \$120,000 to cover additional contracts approved during the year.

2016-80 Mr. Bertsch moved and Ms. Williams seconded the motion to increase the professional services and consulting fees appropriation \$120,000 to cover additional contracts approved during the year

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

Nays: None. Motion carried.

C. Resolution to Request Advance of 2017 Property Taxes

Ms. Beaver said the library is required to file an annual resolution with the County Budget Commission to request advance of real estate taxes. She read the following resolution for review and approval: "Request from the County Auditor to draw and the County Treasurer to pay by draft or through wire transfer to the Fiscal Officer of the library all funds due the Shaker Heights Public Library that may be in the County treasury for the year 2017 except such amount that may be required by law to be paid State authorities."

Ms. Beaver recommended the Board of Trustees approve the Resolution to Request Advance of the 2017 Property Taxes as submitted.

2016-81 Mr. Bertsch moved and Ms. Garrett seconded the motion to Request Advance of the 2017 Property Taxes as submitted.

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

Nays: None. Motion carried.

D. Records Retention and Removal Update

Ms. Beaver reported she is not prepared to destroy any documents at this time.

E. PNC Bank

Ms. Beaver updated trustees about recent discussions with PNC Bank regarding accounts and the fees being assessed the library. The library currently has a "Sweep" account which transitions monies from the main checking account to the Sweep account to earn interest. The amount of interest being earned is less than the fees being charged. The library will close the Sweep account and convert away from the "enterprise" accounts to an account structure which will include fraud protection. The Auditor of State is encouraging all government entities to move toward banking with fraud protection due to the potential issues with exposure. This transition will take place in the near future.

Ms. Beaver said she was gathering additional information from the bank regarding using a library credit card to pay bills and receive cash back benefits. She will present more information in the first quarter of 2017. The cards can be limited by person, transaction type or amount, or monthly amount.

Ms. Switzer said Ms. Beaver is aware of the Board's requirement for detailed written procedures for credit card purchases and that only the Fiscal Officer is permitted to pay invoices by credit card. Ms. Beaver affirmed that meeting those requirements would be part of the implementation process.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report, noting she has begun meeting with community leaders. She began meeting with city and school board members and then will schedule with other community leaders.

B. CLEVNET Membership Fee

Ms. Switzer reviewed the 2017 fees for CLEVNET. The fee is based on circulation, inventory, and the number of computers. The Library's fee for 2017 will be reduced by approximately 3%.

C. PLF Update

Ms. Switzer presented the PLF update showing the November actual at approximately 17% less than projected. One-third of the Library's monies come from the PLF with the additional two-thirds from property taxes. Ms. Switzer reminded the Board that the PLF is temporarily 1.7% of the state general revenue fund but will be reduced to the permanent amount of 1.66% effective July 1, 2017 unless measures are implemented to extend the current rate. General revenue fund receipts are below projections and without action by lawmakers are expected to decrease with the legislation proposed effective July 1, 2017.

D. 2017 Technology Plan, 1st Review

Ms. Switzer presented the 2017 Technology Plan and asked Trustees to review it for approval at the December meeting.

E. Balanced Scorecard Update

Ms. Switzer presented the Balanced Scorecard Update. She noted that the main focus in 2016 has been the facility study.

New Business

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

Frances Belman Fund (210-6110)

Jacob Gardner

In honor of Marilyn Gardner

\$50.00

Marilyn and Michael Gardner

In honor of Marsha Moses

\$25.00

2016-82 Mr. Cicarella moved and Mr. Gleisser seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Denene Mason, Circulation Services Assistant, half-time, level 106, resigned effective October 28, 2016

C. 2017 Revised Salary Schedule

Ms. Switzer presented the 2017 revised salary scale. Level 101 starts at minimum wage. This rate is scheduled to increase January 1, 2017. The new rules for exempt versus non-exempt staff are effective December 1, 2016. These changes affect two staff. One will become non-exempt while the other will have a minor increase in wages to meet the minimum requirements. The starting salary for grade 113 is being increased to meet the new minimum requirements for exempt employees.

2016-83 Mr. Bertsch moved and Ms. Williams seconded the motion to revise the 2017 salary schedule.

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

Nays: None. Motion carried.

Announcements

Ms. Switzer asked trustees to review the roster and verify the contact information is accurate.

D. Executive Session

Mr. Anderson requested a motion to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

2016-84 Mr. Gleisser moved and Ms. Williams seconded the motion to enter executive session at 8:08 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees returned to public session at 8:27 p.m.

Community Comments

None

Adjournment

Since there was no further business to discuss, Mr. Anderson moved and trustees unanimously seconded the motion to adjourn the regular board meeting at 8:28 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Wednesday, December 14, 2016 at 6:30 p.m. in Main Library Room B.

Chadrick Anderson, President

Susan Beaver, Fiscal Officer

Brian Gleisser, Secretary