

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
November 27, 2017

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

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

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz

Approval of Minutes

2017-65 Mr. Bertsch moved and Ms. Katz seconded the motion to approve the October 23, 2017 regular board meeting minutes.

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

Nays: None. Motion carried.

Community Comments

None

President's Report

A. Appoint Nominating Committee

Ms. Garrett and Ms. Katz will chair the Nominating Committee.

B. League of Women Voters Forum

The League of Women Voters is hosting a forum on "Building Shaker's Future", 6:30-8:30 p.m. Wednesday, December 13, 2017 at the Stephanie Tubbs Jones Community Building. Representatives from City Council, School Board and Library will answer questions from the community, offer comments and dialogue on their plans and vision for Shaker's future. Mr. Gleisser and Ms. Switzer will represent the library.

Ms. Katz asked how the tax savings at the state level affected the community, and whether data is available through Governor Kasich's office. Mr. Cicarella offered to assist in acquiring the data.

Mr. Meinhard arrived at 6:48 p.m.

Ms. Williams arrived at 6:50 p.m.

Presentation – Lorraine Lamont – Technical Services

Ms. Lamont presented a brief report about the Technical Services Department. She shared information regarding the tools staff use to manage the collection, including Collection HQ and Analytics Station.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the October 31, 2017 financial statements for review and approval. The library has continued to be a thoughtful steward of taxpayer dollars and has stayed within the total appropriation approved in March.

2017-66 Ms. Katz moved and Mr. Meinhard seconded the motion to accept the October 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. Modifications of Appropriation

Ms. Beaver presented a request for modifications of the appropriation granted March 2017. Although the library has stayed within the total appropriation approved, there are two minor modifications being requested. Approval of the modifications will reallocate \$5,000 from Supplies to Purchased Services and \$3,000 from Supplies to Other.

2017-67 Ms. Williams moved and Mr. Meinhard seconded the motion for the modifications of appropriation.

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

Nays: None. Motion carried.

C. Resolution to Request Advance of the 2018 Property Taxes

The library is required to file an annual resolution with the County Budget Commission to request advances of real estate taxes.

The following resolution is requested for approval: "Request from the County Fiscal Officer to draw and 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 2018 except such amount that may be required by law to be paid State authorities."

2017-68 Mr. Cicarella moved and Ms. Williams seconded the motion for the Resolution to Request Advance of the 2018 Property Taxes.

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 Celeste Ng author event was a tremendous success and thanked Margaret Simon for her hard work. The event was co-sponsored by the Shaker Heights Schools Foundation. Friends of the Shaker Library held a reception for Ms. Ng prior to the event.

The library has been granted approval to proceed with becoming a Passport Acceptance Facility at both Main Library and Bertram Woods Branch. The program should be in place by early spring 2018. Customers frequently ask for this service.

B. Request Levy Certification from County Auditor

The Board of Library Trustees of Shaker Heights Public Library, a free public library of Shaker Heights City School District, Ohio, met in regular session on November 27, 2017, commencing at 6:30 p.m., at the Library's Bertram Woods Branch, 20600 Fayette Street, Shaker Heights, Ohio, with the following members present:

Michael Bertsch

Tom Cicarella

Brian Gleisser

Doreen Katz

Troy Meinhard

Carmella Williams

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Carmella Williams moved the adoption of the following Resolution:

RESOLUTION NO. 2017-69

A RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL TAX FOR THE PURPOSE OF CURRENT EXPENSES AND REQUESTING THE CUYAHOGA COUNTY FISCAL OFFICER TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF SHAKER HEIGHTS CITY SCHOOL DISTRICT AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT LEVY, PURSUANT TO SECTIONS 5705.03, 5705.23 AND 5705.25 OF THE REVISED CODE.

WHEREAS, this Board finds that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will not be sufficient to provide an adequate amount for the necessary requirements of Shaker Heights Public Library (the Library), and that, in accordance with Sections 5705.03, 5705.23 and 5705.25 of the Revised Code, it is necessary to levy an additional tax in excess of that limitation for the purpose of current expenses for a continuing period of time; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, before requesting the Board of Education of Shaker Heights City School District (the School District), the taxing authority for the Library, to submit the question of a tax levy pursuant to Sections 5705.23 and 5705.25 of the Revised Code of the Revised Code, this Board must request that the Cuyahoga County Fiscal Officer certify the (i) total current tax valuation of the School District and (ii) dollar amount of revenue that would be generated by a specified number of mills; and

WHEREAS, in accordance with Section 5705.03(B), as amended by Substitute House Bill No. 49, effective September 29, 2017, upon receipt of a certified copy of a resolution of this Board declaring the necessity of a tax, stating its purpose, whether it is an additional levy, a renewal or a replacement of an existing tax, or the renewal or replacement of an existing tax with an increase or a decrease, the Section of the Revised Code authorizing the submission of the question of the tax, the term of years of the tax (or that it is for a continuing period of time), that the tax is to be levied upon the entire territory of the School District, the date of the election at which the question of the tax shall appear on the ballot, that the ballot measure shall be submitted to the entire territory of the School District, the tax year in which the tax will first be levied and the calendar year in which it will be first collected and each county in which the School District has territory, and requesting such certification, the County Fiscal Officer is to certify the (i) total current tax valuation of the School District and (ii) dollar amount of revenue that would be generated by the specified number of mills;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Shaker Heights Public Library, County of Cuyahoga, Ohio, that:

Section 1. Authority to Initiate Proceedings. It is hereby determined and recited that Shaker Heights Public Library was established prior to September 4, 1947, as a free public library to serve Shaker Heights City School District pursuant to a resolution adopted by the Board of Education of the School District for such purpose; accordingly, this Board is charged with the title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.23 and 5705.25 of the Revised Code to initiate proceedings for the submission of the question of an additional 1.9-mill tax levy for the purpose of the current expenses of the Library to the electors of the School District.

Section 2. Declaration of Necessity of Current Expense Tax Levy. This Board hereby finds, determines and declares that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, that it is necessary to levy an additional 1.9-mill tax in excess of the ten-mill limitation for the purpose of current expenses of the Library and that it intends to request the Board of Education of the School District to submit the question of that additional levy to the electors of the entire territory of the School District at an election on May 8, 2018, as authorized by Sections 5705.23 and 5705.25 of the Revised Code. If approved, that tax will be levied upon the entire territory of the School District for a continuing period of time, commencing in tax year 2018, for first collection in calendar year 2019.

Section 3. Request for Certification. This Board requests the Cuyahoga County Fiscal Officer to certify to it and the Board of Education of the School District the (i) total current tax valuation of the School District and (ii) dollar amount of revenue that would be generated by the proposed additional 1.9-mill tax levy described in Section 2.

Section 4. Certification and Delivery of Resolution to County Fiscal Officer. The Fiscal Officer is hereby authorized and directed to deliver or cause to be delivered a certified copy of this Resolution to the Cuyahoga County Fiscal Officer.

Section 5. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 6. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 7. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Michael Bertsch seconded the motion.

Upon roll call on the adoption of the Resolution, the vote was as follows:

<u>Michael Bertsch</u>	<u>Aye</u>
<u>Tom Cicarella</u>	<u>Aye</u>
<u>Brian Gleisser</u>	<u>Aye</u>
<u>Doreen Katz</u>	<u>Aye</u>
<u>Troy Meinhard</u>	<u>Aye</u>
<u>Carmella Williams</u>	<u>Aye</u>

FISCAL OFFICER'S CERTIFICATION

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of Shaker Heights Public Library, a free public library of Shaker Heights City School District, Ohio, held on November 27, 2017, commencing at 6:30 p.m., at the Library's Bertram Woods Branch, 20600 Fayette Street, Shaker Heights, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: November 27, 2017

Fiscal Officer
Shaker Heights Public Library, Ohio

C. Public Library Fund Update

Ms. Switzer reported the November 2017 Public Library Fund distribution is lower than both the revised estimate from the Ohio Department of Taxation (-0.4%) and the November 2016 distribution (-.72%). Year-to-date PLF distributions are 0.27% higher than the revised projections. Shaker Library's YTD PLF revenue is 0.45% higher than last year through November.

D. 2018 Technology Plan, 1st Review

Ms. Brown reviewed the draft Technology Plan. The library will continue to replace public and staff computer equipment in 2018 to meet the goal of having all computers no older than five years. CLEVNET is providing more collaborative services to consortium members including computer security and anti-virus tools, virtual servers for shared CLEVNET services and applications, and backup systems. The remainder of 2018 will be a continued focus on improved systems security and the evaluation of new products and tools to meet our community's future technology needs.

Ms. Switzer asked for comments on the draft technology plan by Friday, December 8 so revisions can be completed for review and approval at the December board meeting.

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)

In honor of Phyllis Kozokoff Tancer-Giesler and Whitehead Families	\$100.00
---	----------

Bertram Woods Branch Fund (208-6510)

In memory of Dr. Jeera Hayden	
Delores and Nick Danculovic	\$300.00
Deborah and Allan Kunkel	\$50.00
University Women's Book Group	\$650.00
Audrey Davis-Solow	
Jo deHaseth	
Mitdori Hitomi	
Sarah Mortimer	
Ning Koo-Pod	
Akiko Ohno	
Marlene Ricanati	
Annette Segall	
Joyce Simmelink	

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer	
In memory of Patrick Clark	\$25.00
In memory of Dan Goldman	\$25.00

2017-70 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept and appropriate the above gift.

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

Nays: None. Motion carried

B. Personnel Action

Kevin O'Connor, Adult Services Associate, half-time, level 109, hired effective October 23, 2017

C. 2018 Revised Pay Ranges

Ms. Switzer said the minimum wage in Ohio will increase from \$8.15 to \$8.30 per hour effective January 1, 2018 requiring the Library to increase the minimum of Pay Range Level 101 to \$8.30 per hour and also adjust the midpoint. This is the only change to the Pay Ranges.

2017-71 Ms. Katz moved and Ms. Williams seconded the motion to accept the revised 2018 Pay Ranges.

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

Nays: None. Motion carried

Announcements

Mr. Gleisser reminded trustees that the presentation to the School Board is Thursday, November 30 at 7 p.m. in the High School Upper Cafeteria. This will include a PowerPoint presentation similar to the one presented to City Council.

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.

2017-72 Mr. Bertsch moved and Ms. Williams seconded the motion to enter executive session at 8:18 p.m. to discuss 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 returned to public session at 8:40 p.m.

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 8:41 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 18, 2017 at 6:30 p.m. in Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary