

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
October 23, 2017

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

Others: Ms. Hickman, League of Women Voters

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in Main Library Room B.

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

Approval of Minutes

2017-62 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the September 25, 2017 regular board meeting minutes.

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

Nays: None. Motion carried.

Ms. Garrett arrived at 6:37 p.m.

Community Comments

None

Special Presentation – Shannon Titas, Youth Services Manager

Ms. Titas presented a brief report about the work of the Youth Services Department. Youth Services promotes literature, supports learning and builds community. Staff promotes the extensive collection of material with eye-catching thematic displays, booklists, and expert recommendations. The “Three for Me” and “Three for Teen” library cards allow children and teens to check out material if a parent is not available to get them a regular library card. Youth Services partners with public and private schools to help provide students what they need for classes as well as material for entertainment. Staff provides a wide variety of programming for children and teens. The Early Literacy Specialist visits preschools and daycares and provides deposit collections of material. The Community Engagement Librarian works closely with organizations in Shaker Heights serving youth, and recently she has been developing relationships with various PTO groups.

President’s Report

A. Director’s and Business Manager/Fiscal Officer’s Review

Mr. Bertsch has been working with Ms. Cullers to revise the evaluation form and will share the draft evaluation form with trustees by the end of the week. The Board will discuss the evaluations in executive session at the November meeting.

B. Other

Mr. Gleisser thanked Ms. Switzer for a very successful candidates forum on September 28. The library co-sponsored the event with the League of Women Voters. Mr. Gleisser noted that Ms. Switzer met with candidates prior to the forum to share information about the library's plans and to answer their questions. Mr. Gleisser reminded trustees of the upcoming presentation to City Council on November 13 and the presentation to the School Board along with their Finance and Audit Committee on November 30.

Fiscal Officer's Report

A. Financial Statements

Ms. Beaver presented the September 30, 2017 financial statements for review and approval. All of the Property Tax and Homestead Tax payments have been received and are slightly higher than budgeted in both categories. Expenditures are on target for the year.

2017-63 Mr. Cicarella moved and Ms. Williams seconded the motion to accept the September 30, 2017 financial statements as submitted.

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

Nays: None. Motion carried.

B. Records Retention and Removal Update

The Fiscal Officer maintains the list of all records and destruction dates for non-permanent records. At this time there are no records to be destroyed.

Director's Report

A. Written Report

Ms. Switzer shared her written report. The library presents Celeste Ng, author of *Little Fires Everywhere*, and 1998 Shaker Heights High School graduate on November 6. The event has been moved to the Shaker Middle School to allow more people to attend. There are currently 600 people registered for the program with room for more.

Mr. Bertsch, Ms. Beaver, and Ms. Switzer spoke with attorneys from Squire Patton Boggs who will serve as levy and bond counsel for the library. They work with clients during planning processes for capital projects and the related issuance of securities to finance said projects.

Ohio Revised Code permits public libraries to issue bonds against up to 30% of anticipated Public Library Fund revenue, based on the average receipts from the prior two years. Proceeds from bonds will cover approximately half of the project cost and we will stage renovations to pay cash for the remainder of the work. Mr. Cicarella is concerned about investing significant resources in a building

the library does not own. He would like to see the city invest in the facility. Mr. Bertsch reminded trustees that the city has a growing reserve and administration is not willing to invest in their building.

Ms. Beaver, Ms. Brodar, Ms. Katz, and Ms. Switzer met on October 16 with Kevin Kennedy from HBM Architects to discuss the project budget. He said that budgeting at this phase is highly conceptual and is for high-level planning purposes only. He said that an updated facility assessment and planning will be completed after the levy passes and a more specific project budget created. Mr. Kennedy noted that recent natural disasters will affect construction costs in the near future because of demand for rebuilding. He said the 2016 Republican National Convention resulted in a backlog of other projects as the building for the convention was prioritized. All of these factors may have an impact on the project we can afford, but we won't know the extent of the impact until the detailed planning is completed after passage of the levy.

B. Public Library Fund Update

Ms. Switzer provided an update about Public Library Fund distributions through October 2017. The October 2017 PLF distribution is lower than both the revised estimate from the Ohio Department of Taxation (-0.60%) and the October 2016 distribution (-7.17%). Year-to-date PLF distributions are 0.3% higher than the revised projections. Shaker Library's YTD PLF revenue is 0.57% higher than last year through October.

C. Strategic Plan Update

Ms. Brodar presented the Strategic Plan Update for the third quarter. Staff continue to focus on collaboration with community organizations, the city, the schools, as well as continuously improving the delivery and application of technology while reducing costs where possible.

D. Quarterly Usage Report

Ms. Brodar presented the Quarterly Usage Report. She highlighted two notable trends. Borrowing of e-media has continued to grow, while borrowing of physical items, especially video and audio materials, has decreased. Use of the library's wireless network is increasing, while use of library computers has decreased slightly.

E. Community Engagement Report

Ms. Switzer presented the Community Engagement Report. She said the first Pop Up Game Day was very successful and additional events will be scheduled.

New Business

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

Frances Belman Fund (210-6110)

Marsha Moses and Barbara Winicki
In honor of Marilyn Gardner

\$50.00

2017-64

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

Nays: None. Motion carried

B. Personnel Action

Troy Cherrington, Adult Services Associate, level 109, half-time, end of employment effective September 2, 2017

Bernard Jordan, Maintenance Specialist, level 107, full-time, hired effective September 5, 2017

Adrienne Paul, Adult Services Associate, level 109, half-time, end of employment effective September 5, 2017

Announcements

Mr. Gleisser commented on the new, attractive design and layout for Library News in *Shaker Life*. Ms. Switzer noted that Mrs. Simon is responsible for the library's section in *Shaker Life* and thanked her for her work.

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 7:52 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 27, 2017 at 6:30 p.m. in the Bertram Woods Branch Dietz Community Room.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary