

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
September 12, 2016

Attendance

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

Members Absent: Ms. Garrett

Staff Present: Ms. Beaver, Ms. Brodar, Ms. Miller, Mrs. Simon, Ms. Switzer

Others: Paulanita Barker and Michael Barron, League of Women Voters Representatives

Mr. Anderson called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:37 p.m. in the Main Library Boardroom.

Approval of Minutes

Mr. Anderson asked for a motion to approve the June 20, 2016 regular board meeting and August 17, 2016 special board meeting minutes.

2016-60 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the June 20, 2016 regular meeting minutes and the August 17, 2016 special board meeting minutes.

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

Nays: None. Motion carried.

President's Report

Mr. Anderson stated that the retreat originally scheduled for September 10 has to be rescheduled, as several board members were unavailable. He suggested September 27 from 6-8 p.m. for the analysis of the seven facility options and September 29 from 6-8 p.m. for assessing how each option met the criteria for selection. Based on the analysis and discussion, Trustees will select one of the seven options at the October Board meeting.

Fiscal Officer's Report

Ms. Beaver presented the June and July 2016 financial statements for review and approval.

2016-61 Mr. Gleisser moved and Mr. Meinhard seconded the motion to approve the June 30, 2016 and July 31, 2016 financial statements as submitted.

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

Nays: None. Motion carried.

## Interim Director's Report

### A. Written Report

Ms. Switzer reviewed her written report. She reported that the A Card for Every Kid program was in progress. During the first week, 65 minors received amnesty and had their library cards cleared, and a total of \$3,125.73 was forgiven. The promotion runs the month of September, which is National Library Card Sign-Up Month.

Ms. Switzer and Ms. Beaver attended the annual County Budget Commission meeting with the directors and fiscal officers of the other eight library systems in the county. The current PLF distribution agreement is in effect through 2017. Next year a new agreement will have to be signed.

Ms. Switzer reported that the library will be closed Friday morning until 1 p.m. for Staff Professional Day. Topics include Serving Customers with Developmental Disabilities and E-Health Technology.

### B. Public Library Fund Update

Ms. Switzer reported that the projected PLF distribution for 2016 has been updated and the projection for 2017 has been released. The estimate from the Cuyahoga County Budget Commission is 1.24% lower than the 2015 distribution. The Ohio Department of Taxation projection for 2017 is 3.6% higher than 2016.

### C. Personnel Policies – 1st Review

Ms. Switzer reviewed the proposed changes to the personnel manual. Changes include clarifying travel reimbursement for non-exempt employees, updating the dress code, and adding administrative leave as an option for a disciplinary investigation. Mr. Bertsch recommended that the administrative leave section include who determines if the leave is paid or unpaid. Ms. Switzer noted that most other changes were minor and asked Trustees to review the proposed changes, including Mr. Bertsch's revision, for approval at the October Board meeting.

## New Business

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

Unrestricted Contribution/Business (101-6510)	
OverDrive, Inc. – In support of Adult Summer Reading Challenge	
	\$500.00
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Thomas Danson	\$25.00
In honor of Barbara Drake	\$25.00
In memory of Muriel and Seymour Lodinger	\$25.00
In honor of Allison Korman Shelton	\$25.00
Frances Belman Fund (210-6110)	
Marilyn and Michael Gardner	\$25.00
Lauren Gardner	\$20.00
In honor of Barbara and Morris Winicki	

## Local History

A 1931 photograph of Shaker Heights High School from Brian Sullivan of Second Story Productions  
Shaker Schools 2015-2016 yearbooks from the PTO Presidents

*Yahuda Moon and the Kickstand Cyclery Volume 5: New Bike Day* and *Yahuda Moon and the Kickstand Cyclery Volume 6: Round the Bend* from author, Rick Smith

2016-62 Mr. Bertsch moved and Ms. Williams seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

## B. Personnel Action

Telisha LeFloria-Smith, Tutor (seasonal), level 109, part-time, hired effective June 23, 2016

Burgess Davis, Maintenance Specialist, level 107, half-time, hired effective July 8, 2016

Alan Grigsby, Library Assistant, level 107, half-time, hired effective July 11, 2016

Aja Dandridge, Library Assistant, level 106, half-time, resigned effective July 15, 2016

DawnDra Landon, Young Adult Associate, level 109, half-time, resigned effective July 23, 2016

Marcus Pittman, Library Assistant, level 106, half-time, hired August 1, 2016

Almad Allen, Library Assistant, level 106, part-time, terminated effective August 18, 2016

Alison Leininger, Young Adult Associate, level 109, half-time, hired effective August 24, 2016

## Community Comments

Mr. Barron said the League of Women Voters will hold a forum regarding the Mayor's Financial Task Force report. They will invite a Board representative to participate.

## C. 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.

2016-63 Mr. Gleisser moved and Mr. Meinhard seconded the motion to enter executive session at 7:02 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. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Trustees returned to public session at 8:14 p.m.

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 8:15 p.m. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, October 10, 2016 at 6:30 p.m. in the Main Library Boardroom.

---

Chadrick Anderson, President

---

Susan Beaver, Fiscal Officer

---

Brian Gleisser, Secretary