PRESENT: Ms. Carlyle, Ms. Crenshaw, Mr. Gerboc, Ms. Iwamoto, Mr. Roosa, Mr. Turakhia. Ms. Fluellen was absent.

CERTIFICATION AND NOTIFICATION
The Fiscal Officer certified that notification of the meeting of the Board of Library Trustees had been made.

Also Present: Director Nancy Levin, Deputy Director Kim DeNero-Ackroyd, Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Amy Marshalek representing Staff Association, Ketti Finneran from the Friends of the Library.

CERTIFICATION AND NOTIFICATION
The Fiscal Officer certifies that notification of the meeting of the Board of Library Trustees had been made.

ORGANIZATIONAL MEETING ITEMS

Oath of Office – New Board Member
Patti Carlyle & Gabe Crenshaw

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?" (The answer is, “I do.”)

RESOLUTION 01-2020
Slate of Officers & Committee Assignments

BE IT RESOLVED that the officers for the 2020 Board of Trustees shall be, James Roosa President; Dana Fluellen, Vice-President; and Max Gerboc, Secretary.

In addition to the following committee assignments:

<table>
<thead>
<tr>
<th>Operations</th>
<th>Planning &amp; Ext. Relations</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Dana Fluellen</td>
<td>Chair, Max Gerboc</td>
<td>Chair, Vikas Turakhia</td>
</tr>
<tr>
<td>Gabe Crenshaw</td>
<td>Annette Iwamoto</td>
<td>Patti Carlyle</td>
</tr>
<tr>
<td>Patti Carlyle</td>
<td>Gabe Crenshaw</td>
<td>Annette Iwamoto</td>
</tr>
</tbody>
</table>

Oath of Office – Board Officers

James Roosa, President
Dana Fluellen, Vice-President
Max Gerboc, Secretary
Mr. Gerboc moved. Ms. Iwamoto seconded. Resolution 01-2020 was approved by unanimous consent.

Oath of Office – James Roosa, President; Dana Fluellen, Vice President (absent); Max Gerboc, Secretary.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?” (The answer is, “I do.”)

RESOLUTION 02-2020
Election of Fiscal Officer and Deputy Fiscal Officer & Setting Bonds

BE IT RESOLVED: that Finance Manager, Deborah Herrmann, be appointed Fiscal Officer, with a bond in the amount of $300,000, and that her term of office shall be from January 21, 2020 until the organizational meeting of the Board in 2020; and

BE IT FURTHER RESOLVED that Assistant Finance Manager, Amy Gerson, be appointed Deputy Fiscal Officer, with a bond in the amount of $100,000, and that her term of office shall be from January 21, 2020 until the organizational meeting of the Board in 2020; and

BE IT FURTHER RESOLVED that the bond for the Director, Nancy Levin, be in the amount of $100,000.00.

Ms. Fluellen arrived at the meeting at 6:36 p.m.

Mr. Roosa moved. Mr. Turakhia seconded. Resolution 02-2020 was approved by unanimous consent.

Oath of Office – Nancy Levin, Director; Deborah Herrmann, Fiscal Officer; Amy Gerson, Deputy Fiscal Officer.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?” (The answer is, “I do.”)

RESOLUTION 03-2020
ADOPTION OF 2020 PLANNING CALENDAR

BE IT RESOLVED that the Library Board of Trustees adopt the following planning calendar for 2019:

**Board Meetings:** regular meetings of the Board of Library Trustees are held on the third Monday of each month (except January, the meeting is held on the third Tuesday) at 6:30 p.m. Members of the Administrative Support Team participate in all regular Board meetings.

All Board meetings will be held at the Lee Road Library, except for the following meetings:

- **September 21, 2020 at Coventry Village Library Branch**
- **October 19, 2020 at Noble Library Branch**
- **November 16, 2020 at the University Heights Library Branch**
**Operations, Personnel and Planning & External Relations Committee meetings:** are held the **first Monday** of the month at 6:30 p.m. (except September, the meeting is held on the first Tuesday). These meetings are held at the Lee Road Library, second floor Administrative Conference room.

Meetings in boldface * note a change from the 1st and 3rd Monday due to holidays.

<table>
<thead>
<tr>
<th>JANUARY</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>January 1</td>
<td>(Wed)</td>
<td>New Year’s Day. All branches closed.</td>
</tr>
<tr>
<td>January 6</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>January 16</td>
<td>(Thurs)</td>
<td>Board Orientation, 6:30 pm</td>
</tr>
<tr>
<td>January 20</td>
<td>(Mon)</td>
<td>Martin Luther King Day. All branches closed.</td>
</tr>
<tr>
<td>January 21</td>
<td>(Tues)*</td>
<td><strong>Organizational &amp; Regular Board meeting, 6:30 pm</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Oath of Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Nominating Committee - Slate of Officers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Appointment of Fiscal Officer &amp; Deputy Fiscal Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Effective January 1, 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Salaries of Director and Finance Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Accept planning calendar for year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>February 17</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm (President’s Day – Library is open)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>March 2</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>March 7</td>
<td>(Sat)</td>
<td>Ohio Library Council Library Trustee Workshop</td>
</tr>
<tr>
<td>March 16</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm – Coventry Branch</td>
</tr>
<tr>
<td>March 17</td>
<td>(Tues)</td>
<td>Primary Election Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>April 6</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Association Report</td>
</tr>
<tr>
<td>April 9</td>
<td>(Thurs)</td>
<td>OLC Trustee Dinner, North Chapter/Independence</td>
</tr>
<tr>
<td>April 8-16</td>
<td></td>
<td>Passover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(starts sundown Wed 8th until sundown Thurs 16th)</td>
</tr>
<tr>
<td>April 12</td>
<td>(Sun)</td>
<td>Easter. Closed.</td>
</tr>
<tr>
<td>April 19-25</td>
<td></td>
<td>National Library Week</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>April 21</td>
<td>(Tues)</td>
<td>Legislative Day - Columbus</td>
</tr>
<tr>
<td>April 20</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm</td>
</tr>
<tr>
<td>April 21</td>
<td>(Tues)</td>
<td>OLC Library Legislative Day Columbus</td>
</tr>
<tr>
<td>April 24</td>
<td>(Fri)</td>
<td>Library closed for Staff Meetings &amp; Inventory</td>
</tr>
</tbody>
</table>

**MAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>May 18</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approve Tax Budget to submit to School Board and County</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review Board’s By-laws &amp; HR Manual</td>
</tr>
<tr>
<td>May 25</td>
<td>(Mon)</td>
<td>Memorial Day. All branches closed.</td>
</tr>
</tbody>
</table>

**JUNE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>June 15</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2020-2021 Salary and Wage Proposal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Health Insurance (medical) renewal</td>
</tr>
</tbody>
</table>

**JULY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>(Sat)</td>
<td>Independence Day. All branches closed.</td>
</tr>
<tr>
<td>July 6</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>July 20</td>
<td>(Mon)</td>
<td>Regular Board meeting, 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Service &amp; Administration Policies</td>
</tr>
</tbody>
</table>

**AUGUST**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular Board Meeting, 7:00 pm</td>
</tr>
</tbody>
</table>

**SEPTEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>(Mon)</td>
<td>Labor Day. All branches closed.</td>
</tr>
<tr>
<td>September 8</td>
<td>(Tues)*</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>September 19</td>
<td>(Sat)</td>
<td>Rosh Hashanah</td>
</tr>
<tr>
<td>September 21</td>
<td>(Mon)</td>
<td>Regular Board meeting (Coventry), 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review Materials Evaluation &amp; Selection Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Update Human Resource Manual</td>
</tr>
<tr>
<td>September 28</td>
<td>(Mon)</td>
<td>Yom Kippur</td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2</td>
<td>(Fri)</td>
<td>Library Staff Day (Library closed)</td>
</tr>
</tbody>
</table>
October 5 (Mon) Committee meetings, 6:30 pm
- New Board Member application process begins
- Evaluation process for Director and Fiscal officer begins
- Staff Association Report

October 19 (Mon) Regular Board meeting (Noble Library), 6:30 pm

October 28-30 (Wed-Fri) OLC Convention – Columbus

NOVEMBER

November 2 (Mon) Committee meetings, 6:30 pm

November 3 (Tues) Election Day

November 16 (Mon) Regular Board meeting, (University Hts. Library) 6:30 pm
- Property & Liability Insurance Renewal
- Trustee Nominations due to School Board

November 25, 26, 27 (Wed. – Fri) Thanksgiving. All branches close at 5:30 pm on Wednesday, Thursday and Friday all branches closed.

DECEMBER

December 1 (Tues) School Board meeting (tentative)
- Interview Trustee candidates

December 7 (Mon) Committee meetings, 6:30 pm

December 10-18 (Thurs-Fri) Hanukkah

December 21 (Mon) Regular Board meeting, 6:30 pm
- Approve salary table for coming year
- Director & Fiscal Officer annual reviews
- President’s annual report
- Tax Advance Approval
- Appropriations Approval
- Transfer of Funds Resolution
- Insurance renewals (vision, dental, LTD, life)

December 10-16 (Thurs-Thurs) Hanukkah

December 24, 25 (Thurs-Fri) Christmas Eve, Christmas Day (Library Closed)

December 31 (Thurs) New Year’s Eve – All branches close at 5:30 pm

Ms. Herrmann said the regular March meeting will be held at the Coventry Branch as the Lee Road meetings rooms will be set-up for the March primary.
Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 03-2020 was approved by unanimous consent.

**APPROVAL OF MINUTES**

Minutes from the December 16, 2019 Regular Meeting were forwarded to board members for review. Mr. Roosa moved. Mr. Turakhia seconded. The minutes were approved by unanimous consent.

**ANNUAL SECURITY UPDATE**

Mr. Echols reported:

**2019 Security Summary**

- During 2019, 245 incidents were reported at the four branch libraries which is an increase of 18 incidents from 2018. One of the areas that increased was medical incidents. There were 23 medical incidents in 2019 up from 14 in 2018.
- Of the 245 incidents, 135 occurred at the Lee Road branch. Of the 227 incidents in 2018, 121 incidents occurred at Lee Rd.
- Upgrades in CCTV recorders at all branches except Univ. Hts., in the last year.
- Gained approval for additional security measures including, Bearacade door systems, 3M window protection, Alert Media warning, and notifications systems. We also requested the installation of additional Access Control points at all branch locations. These access control upgrades will allow for an immediate lockdown of exterior doors in the case of an emergency.

**OPERATIONS COMMITTEE – MS. FLUELLEN**

**FINANCIAL REPORT**

Ms. Herrmann reported the 2019 fiscal year ended with revenue at 101% of estimates and expenditures were 85% of budget.

**APPROVAL OF FINANCIAL & INVESTMENT REPORTS – DECEMBER**

Ms. Iwamoto moved. Ms. Crenshaw seconded to approve the financial and investment reports for January. The resolution was approved by unanimous consent.

Members of the Operations Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees:

**RESOLUTION 04-2020**

**ACCEPTANCE OF 2019 DONATIONS**

BE IT RESOLVED that the 2019 gifts/donations listed below be accepted by the Board of Library Board of Trustees and deposited in the General Fund:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Kogan-Jaffe</td>
<td>3/6/19</td>
<td>$10.00</td>
</tr>
<tr>
<td>Future Heights – for refugee drivers’ education</td>
<td>4/8/19</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

And, the following donations be accepted by the Board of Library Trustees and deposited in the 204 Memorial Fund:
Mr. Roosa moved. Mr. Turakhia seconded. Resolution 04-2020 was approved by a unanimous roll call vote.

RESOLUTION 05-2020
APPROVAL OF 2019 ENCUMBRANCES

WHEREAS as of December 31, 2019, there are open encumbrances in the following funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount of Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$332,641.24</td>
</tr>
<tr>
<td>Bauer Fund</td>
<td>$2,699.05</td>
</tr>
<tr>
<td>Memorial Fund</td>
<td>$420.00</td>
</tr>
<tr>
<td>Washington Blvd. Property</td>
<td>$3,653.16</td>
</tr>
<tr>
<td>Building &amp; Repair Fund</td>
<td>$846,409.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,185,822.45</strong></td>
</tr>
</tbody>
</table>

and

WHEREAS payments on open 2019 encumbrances will be made in 2020; therefore,

BE IT RESOLVED that the encumbrances for all funds, as shown on the December 31, 2019 Statements of Expenditures, be added to and made part of the 2020 Appropriations in the appropriate Funds and Categories.

BE IT ALSO RESOLVED that any encumbrances from 2018 that were made part of the 2019 Appropriations that were not spent in 2019 be available and made part of the 2020 Appropriations in the appropriate Funds and Categories.

Mr. Gerboc moved. Ms. Iwamoto seconded. Resolution 05-2020 was approved by a unanimous roll call vote.

RESOLUTION 06-2020
APPROVAL OF NEW CAPITAL IMPROVEMENT FUND – 403 – PEACE PARK PLAYGROUND

WHEREAS; the Cleveland Hts.-University Hts. Public Library owns the property and building at 2843 Washington Blvd., Cleveland Hts., Ohio, known as the Peace Park; and

WHEREAS; the Library will be initiating a planning and construction process for upgrades to the park and the playground equipment at the Peace Park; and

WHEREAS; the Library will be soliciting donations for the playground equipment and will oversee the construction of improvements;
NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees requests the Auditor of State to grant the library permission to establish a new capital improvement fund, 403 – Peace Park Playground, in order to segregate the funds for operating said property from the funds of the library.

Mr. Roosa noted that a donation has been received from the group that previously maintained the Peace Park.

Mr. Roosa moved. Mr. Turakhia seconded. Resolution 06-2020 was approved by a unanimous roll call vote.

RESOLUTION 07-2020
APPROVAL OF CONTRACT – CUYAHOGA COUNTY STATE LIBRARY FUND DISTRIBUTION STUDY

WHEREAS; all counties in Ohio receive an allocation from that state of the Public Library Fund that is distributed according to a formula approved by their respective County Budget Commissions; and

WHEREAS; the Cuyahoga County Budget Commission is amenable to adopting a distribution formula as agreed to by all libraries and that formula has not changed since 2009;

NOW THEREFORE BE IT RESOLVED that all Cuyahoga County libraries agree to a contract, not to exceed $15,000, with Howard Fleeter and Associates to assess the current formula apportionment amongst the 9 libraries; and

The Cleveland Heights – University Heights Library agrees to act as the fiscal agent for this contract and proportionally bill the other 8 libraries upon conclusion of the study.

Ms. Levin said the nine libraries in the county have utilized the same formula for years and have decided to have Fleeter & Associates look at factors that could be used in a new formula.

Ms. Iwamoto moved. Ms. Crenshaw seconded. Resolution 07-2020 was approved by unanimous roll call vote.

PERSONNEL COMMITTEE – MR. TURAKHIA

PERSONNEL REPORT

Ms. Marotta reported:

Staffing Report

Some turnover this month with two resignations, one circulation assistant and the other an adult services associate. We filled two positions this month. We are welcoming back Amia Wheatley, into the Noble Adult Services, position. Amia left the Library in 2017 for CPL. The Technology Assistant vacancy was filled with the promotion for Shannon Bork, a Lee Road Circulation Page. Our year-to-date turnover continues at 13%. The page turnover continues to be the highest – which we expect with high school students who eventually leave for college.
Human Resources Policy

The Library’s Human Resources policies, which also serve as our employee handbook, were reviewed in 2019 by Administration and our labor attorneys. We made small changes to policies to either update for clarification or align with new procedures. We also updated pronouns through the policies to the use of gender neutral pronouns. We introduced one new policy, which is a six (6) week paid parental policy, which most staff would be covered under. The Board of Trustees reviewed a summary of the changes the January 2020 committee meeting. The summary of changes is attached to this is below.

Members of the Personnel Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees:

RESOLUTION 08-2020
APPROVAL OF REVISED
HUMAN RESOURCES MANUAL

BE IT RESOLVED that the Human Resources Policy Manual be approved as amended, effective January 1, 2020, and that a corrected copy of the manual be included in the Minutes of this meeting, on the library’s website, and posted on Staff Space which is accessible to all Library staff.

Mr. Gerboc moved. Ms. Fluellen seconded. Resolution 08-2020 was approved by a unanimous roll call vote.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. GERBOC

No report.

FRIENDS REPORT

Ms. Finneran reported there is a clearance sale going on, 2 books for $1; 2 scholarships were awarded to employees for the spring semester; and the spring Mega-Sale will be June 5-7. She also added that a 2020 goal for the Friends is to increase membership from 440 to 500.

PRESIDENT’S REPORT
Mr. Roosa said he is looking forward to this year as the library is in its best financial position ever and the strategic plan is moving outside the walls of the library.

DIRECTOR’S REPORT

Ms. Levin reported:

**More than Two Million items circulated in 2019**
For the first time in its 100-year history, the Cleveland Heights-University Heights Public Library circulated over two million items in one year. Director Nancy Levin confirmed the number with CLEVNET, the library consortium that manages Heights Libraries’ online catalog and tracks the circulation of its member libraries.

As of December 31, 2019, Heights Libraries circulation was 2,072,833 for the year. Circulation for physical holdings still far outnumbers that for electronic holdings. A total of 1,868,673, or 90.15 percent, of the 2019 circulation was comprised of physical holdings, like books, DVDs, and CDs; electronic holdings, like eBooks, audiobooks, online magazines, and streaming media (movies, TV shows, and music), comprised 9.85 percent.

Some contributing factors in this statistic are the Fine Free Policy passed in 2018, increasing eMedia circulation, a busy schedule of programs that brought many people into our buildings and the ability to automatically renew items.

**Telling a People’s Story: African American Children’s Literature will be on display February 1-March 28**

Lee Road Library Gallery  
130 works by 33 artists from 95 books

Collectively, the many books created by authors and illustrators since the late 19th century contribute to an understanding of the African-American experience through two perspectives. First, is an internal look into the need for validation and the creation of positive self-images. Second, is to give an introduction to the African-American experience for those unfamiliar in order to better understand the cultural, historical and social makeup of African-American identity.

This exhibition from Miami University of Ohio contains a representation of events and milestones in African-American history. Themes and time periods include African Origins, Middle Passage, Slavery, Emancipation, Reconstruction, Harlem Renaissance, Segregation, and the Civil Rights Movement. Other themes draw attention to historical figures in politics, music, sports, arts, and entertainment. The selection of approximately 130 works on display includes paintings, pastels, drawings and mixed media works. Featured are more than 30 artists, spanning nearly 50 years of creativity.

Communications Report

Web Developer created a promotional website for the One Community Reads project, where the nine library systems in Cuyahoga County partner on a book and issue. (This year is Eric Klinenberg’s Palaces or the People, focusing on the importance of social infrastructure.)

Redesign continued on the larger format of Check Us Out, to be launched with the Spring 2020 issue.

Heights Little Learners first issue garnered 72 subscribers. Plans are underway to promote it at storytimes.
Communications manager continued to work on Census 2020 communications with the Deputy Director, attending community partner meetings and planning roll out of info.

GOVERNMENT REPORT

Ms. Levin reported:

OLC Library Trustee Workshop
March 7, 2020 9-4:15
Quest Conference Center, Columbus Ohio
(please contact Nancy if you would like to attend)

Mrs. DeWine opens Governor’s Imagination Library in Cuyahoga County
Cleveland - Ohio First Lady Fran DeWine Monday announced the opening of the Ohio Governor’s Imagination Library (OGIL) in Cuyahoga County.

Any child, from birth to age five, can enroll to receive books from Ohio Governor’s Imagination Library. After enrollment, children will begin receiving a new book each month, at no cost to their family, until they reach the age of five.

The Ohio Governor’s Imagination Library is working to ensure children in all 88 of Ohio’s counties can enroll in Ohio Governor’s Imagination Library in 2020 by providing a dollar for dollar funding match with each county that opens OGIL to its residents. The Ohio General Assembly committed $5 million to OGIL in the state fiscal year 2020-2021 budget.

NEW PROPOSED LEGISLATION IN MISSOURI TO CENSOR PUBLIC LIBRARY MATERIALS

Can a small group of people change an entire public library? If HB 2044 were to pass in Missouri, this could be a new reality, wherein censors will have the power to defund libraries based on their personal beliefs regarding materials in public library collections for minors.

Representative Ben Baker, R-Neosho, has introduced new legislation to the Missouri House of Representatives that could change the way libraries select materials for their communities and receive necessary funding for their operation.

The current bill notes in detail how libraries receive state funding. It’s based on a number of factors including size of the community, and it indicates where and how the libraries shall work with the State Librarian for further funding via grants. What Baker proposes in HB 2044, though, would alter the eligibility rules for state funding. Public libraries in the state of Missouri seeking funds from the state would be required to follow to a new set of rules about juvenile material access…What’s particularly concerning, though, is this section of the bill:

“3. Each public library shall establish a parental library review board as provided 18 in this subsection.

(1) At least thirty calendar days before the election of a board under this subsection, the governing body of the public library shall notify all qualified voters residing within the library’s geographical area that an election for members of the library’s parental library review board will be held at a regularly convened
hearing of the village, town, city, or county in which the majority of the library’s geographical area lies. At such hearing, the qualified voters present shall elect the members of the board by a majority vote. The five individuals receiving the highest number of votes cast by the qualified voters present shall be members of the board.

(2) The board shall be composed of five adult residents of the public library’s geographical area. Each board member shall serve a term of two years. Any vacancy shall be filled in the same manner in which the member was initially elected, except that if a member vacates the office before the end of the member’s term, the vacancy shall be filled for the remainder of the unexpired term only. No member of the board shall receive any compensation for any actions related to fulfilling board duties. No member of the board shall be an employee of the library, the state, or any political subdivision thereof.

(3) (a) The board shall determine whether any sexual material provided to the public by the public library is age-inappropriate sexual material. To make such determinations, the board shall convene public hearings at which members of the community may present concerns to the board. After receiving comments from the public, the board shall examine individual instances of the questioned sexual material to determine whether it is age-inappropriate sexual material under this section.

(b) The board may order any material deemed to be age-inappropriate sexual material to be removed from public access by minors at the public library.

(c) Any such determination or order made by the board shall be the final determination or order on such materials, and shall not be subject to any review by the governing body of the public library, the state, or any political subdivision thereof. This subdivision shall not be construed to prohibit judicial review of any determination or order made by the board under this section.”

In other words, members of the review committee for youth materials will be selected not based on merit, but rather, on ability to show up to a meeting and garner majority support. As has been seen time and time again with censorship cases throughout the U.S., it’s the work of people like Safe Libraries and the Florida Citizens Alliance who rally behind one another to seek removal of materials they deem “inappropriate.” In the case of Missouri’s bill, libraries would need to inform voters about the upcoming meeting and only those in attendance can vote on those who’d make decisions about library materials. This leaves plenty of space for small groups of vocal opponents to freedom of information to make critical decisions about library materials, which will directly impact funding of those libraries.

Worse still, the decisions made by these boards will be final. Libraries, staffed by well-educated and trained individuals, will have no opportunity to support materials being pulled. Their input would be prohibited, effectively making material selection for youth collections one made by committees of unqualified, untrained, and potentially exceedingly biased individuals within a community.

And for libraries that don’t comply with the development of a community selection board or their book removal decisions: “5. Any public library personnel who willfully neglects or refuses to perform any duty imposed on a public library under this section, or who willfully violates any provision of this section, is guilty of a misdemeanor and on conviction shall be punished by a fine of not more than five hundred dollars or by imprisonment in the county jail not to exceed one year.”

They are guilty of a misdemeanor.

Putting the responsibility of material selection and deletion into the hands of a small portion of any community not only means that interpretation of “appropriate” is left to their choices, but it will further
create rifts in access to materials. Some libraries may have no problems, while others face severe restriction of materials, limited to a single frame of belief.

This counters every principle upon which public libraries stand.

Baker’s ultra-conservative and Evangelical beliefs have played a significant role in his proposed legislation this year. He’s also introduced a bill requiring “In God We Trust” to be posted at schools and that would encourage a Bible studies unit in public schools. Baker is a minister and former dean of Ozark Bible College.

WHAT YOU CAN DO

• If you’re in Missouri, contact your House Representative and tell them to vote no on HB 2044.
• If Baker is your representative, reach out to him about your disapproval of public library censorship at the hands of community members.
• Missouri residents are urged to contact their local press about this bill and explain why it would tear apart the right to access to information. Work with local government journalists and emphasize the work public libraries do in protecting that freedom. This is a First Amendment violation.
• Whether you’re in Missouri or not, reach out to organizations that work on behalf of libraries and library legislation and encourage them to speak up and out about this bill, as well as the potential for similar bills to appear in other states. This isn’t the first and won’t be the last. Because this is an issue tied to funding of libraries, EveryLibrary would be a great organization to contact, as would be the American Library Association. It’s likely, too, that the National Coalition Against Censorship might be interested in this bill and its implications for freedom of information.
• Reach out to PEN America and to the American Civil Liberties Union.
• As of this writing, there’s been very little uproar about this bill or the implications of it. Start writing and shouting. Whether you’re in Missouri or not, your rights and the rights for young people to access information vital to them are at stake.

PUBLIC SERVICE REPORT

Ms. Ackroyd reported:

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• Adult Services - Hot Chocolate and Cookie Book Swap Night was a new program, held on Dec. 10th. Attendees were asked to bring a new or gently used book, wrapped so that title was not visible. These “gifts” were then exchanged, followed by a relaxed chat about favorite books. Hot chocolate and cookies were provided, as well as additional books. And, yes, do-overs were permitted.

• Circulation Services - New self-check monitors and software were rolled out to public at all branches. Completed Passport Agent Re-certification filing with Department of State.

• Continuing Education Department / Lee Road - Individual Tutorials (Reserve a Tech Expert) In the December, the department began to offer individual tutorials on Saturdays. These additional appointment times will allow the tech trainers to help customers who are not able to come in during the week.

• Coventry Village Branch - We had a December Cedar-Coventry Author event this winter to be able to include authors Dan Crissman and Evan Tachovsky discussing their book Cleveland in 50
Maps. The 50 maps are odd and surprising representations of Cleveland industries, immigrants, sports, and a variety of other aspects.

- Noble - Youth Services Staff visited each Noble class from Kindergarten through Grade 5 during their library time in December to read aloud and promote the Winter Book Bingo program. Ms. Wallace, the media ancillary was so pleased that she tweeted about the visits on the School’s Twitter account. Youth Associates Danielle Maynard and Alina Karapandzich presented our first International Taste Buds program during which 18 children tasted sweet treats from England, Mexico, and Japan.

- Special Projects - Rust Belt Riders: Rust Belt Riders works with people and organizations across Northeast Ohio to provide clean and timely alternatives to landfills for food waste. Starting in January, Heights Libraries will partner with Rust Belt Riders to provide composting methods for produce unfit for consumption during Mobile Pantry events (i.e. corn husks, cabbage leaves, severely damaged or overripe fruits and vegetables). It should be noted that undistributed produce that is fit for consumption will not be composted, but rather redistributed to other Greater Cleveland Food Bank pick up sites such as the Heights Emergency Food Center and the Chesed Center.

- University Heights Branch - Mrs. Morhard and the Boys was presented in conjunction with the City of University Heights. Mrs. Morhard created the first boys’ baseball league in the nation right here in University Heights. A relative of Mrs. Morhard wrote a book about the creation of the league and spoke on the topic, as well as showed a video. The attendees got to learn about a piece of local history on a little known fact about University Heights.

- Youth Services - Librarians Sarah Biscuso and Cheryl Taylor organized the Big Heights Playdate, a self-guided romp for babies and preschoolers through various learning stations, such as numbers, STEM, the alphabet, and manipulative toys. About 150 children and caregivers attended, so Sarah and Cheryl are planning to repeat! Associate Shamekia Chandler continued our culinary programming with an International Bread Tasting experience for 21 afterschool children. They sampled breads from Ethiopia, Greece, India, Italy, France, and Russia.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

EXECUTIVE SESSION

Mr. Gerboc moved, Ms. Crenshaw seconded a motion to enter executive session at 7:30 p.m. to discuss the purchase or sale of property. The motion was approved by a unanimous roll call vote.

At 8:44 p.m. Mr. Gerboc moved, Mr. Turakhia seconded to return to public session.

ADJOURNMENT

Mr. Roosa moved. Mr. Turakhia seconded to adjourn the meeting at 8:45 p.m. The motion was approved by a unanimous vote.