Present: Ms. Botnick, Mr. Holland, Ms. Moskowitz, and Mr. Roosa. Ms. Beatty, Mr. Ortmeyer and Mr. Mentrek were absent.

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; members of the Administrative Services Team; L.P. Coladangelo from the Staff Association; Paris Colbert, Teen Tech Ambassador; Rebecca Prater, Page; Jeremy Glover, ASD Intern; Linda Lopez from the Friends; Anne McFarland from the League of Women Voters.

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

MINUTES
Minutes of the regular meeting held on May 16, 2016, and special meetings held on May 2 and May 23, 2016, have been forwarded to the members. Mr. Roosa moved. Ms. Botnick seconded. The minutes were approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND
FINANCIAL REPORTS
Ms. Holland moved. Ms. Botnick seconded to approve the May financial reports. The minutes were approved with 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 32-16
UNIVERSITY HEIGHTS BRANCH CONSTRUCTION BUDGET
WHEREAS, the Cleveland Heights-University Heights Board of Trustees has entered into contracts with CBLH Architects and Regency Construction for the renovations and new construction at the University Heights branch; and

WHEREAS, the library administration, with the assistance of the owner’s representative PMC Consulting, has formulated a budget for said renovations and construction;

NOW THEREFORE BE IT RESOLVED: that Board of Library Trustees approves the following budget:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Costs:</td>
<td></td>
</tr>
<tr>
<td>Building Construction</td>
<td>$4,187,147.53</td>
</tr>
<tr>
<td>Construction Manager at Risk Fees</td>
<td></td>
</tr>
<tr>
<td>And Contingencies</td>
<td></td>
</tr>
<tr>
<td>Soft Costs:</td>
<td>$900,379.30</td>
</tr>
<tr>
<td>Consultants, Testing, Permits, Insurance, Furniture, Bookmobile, (additional items detailed in attached budget)</td>
<td></td>
</tr>
</tbody>
</table>
Land Acquisition & Demolition

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$472,358.32</td>
<td>$5,559,885.15</td>
</tr>
</tbody>
</table>

Mr. Roosa moved. Ms. Moskowitz seconded. Resolution 32-16 was approved unanimously by a roll call vote.

**RESOLUTION 33-16**

**COUNTY TAX BUDGET**

WHEREAS: the Tax Budget submitted for the year 2017 has been approved by the Board of Library Trustees; and

WHEREAS: the Board has previously adopted and hereby reaffirms appropriate rules and regulations extending the benefits of the services of the library to all inhabitants of Cuyahoga County and Ohio, now, therefore

BE IT RESOLVED: that the following Tax Budget indicating the income needed by the Cleveland Heights–University Heights Public Library for the year 2017 is $11,050,311 in revenue for the general fund, of which $2,568,488 would be received from the Public Library Fund of the State of Ohio, be submitted to the Cleveland Heights-University Heights School Board for submission to the County of Cuyahoga on or before July 20, 2016.

Ms. Botnick moved. Ms. Moskowitz seconded. Resolution 33-16 was approved unanimously by a roll call vote.

Mr. Echols reviewed the mid-year security report. He said there is no more than 1 incident a day reported and .000274 incidents per patron. He said the additional cameras at Noble and Main are providing additional deterrents. Ms. Levin said she and Noble Branch staff meet with school personnel prior to the end of the school year to discuss incidents and the library might hire off duty officers at the branch the first few weeks of school in the fall to help set the tone for behavior.

**PERSONNEL COMMITTEE – MR. MENTREK**

Ms. Marotta reported the library filled five positions in the last month, two by internal promotions. There is currently an opening in Collections Services that will be filled. Heather Howiler will be supervising three college summer interns and two Cleveland Heights students have been hired to new summer positions of Teen Tech Ambassadors.

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

**RESOLUTION 34-16**

**APPOINTMENT TSD SUPERVISOR**

BE IT RESOLVED: that the following appointment is approved:

Jennifer Greene, full-time Technical Services Supervisor, Grade 9, effective June 3, 2016.

Ms. Moskowitz moved. Ms. Botnick seconded. Resolution 34-16 was approved unanimously by a roll call vote.

**RESOLUTION 35-16**

**2016 WAGE & SALARY PROPOSAL**

WHEREAS: the Library is ranked a 5 star-library by Library Journal Index, the staff of the Heights Library continues to exceed Balanced Scorecard Goals, and continues to operate very effectively and efficiently; and
BE IT RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Library Trustees grants a salary increase for all eligible employees based on the matrix, except for the Director, Fiscal Officer and those hired since January 1, 2016, or who are at or above the maximum wage for his/her salary grade, to be effective July 2, 2016; and

BE IT ALSO RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Library Trustees grants the Fiscal Officer permission to give those staff members who are at or above the maximum wage for his/her salary grade payment in the amount of their recommended increase as calculated using the merit matrix, or a combination of an increase up to the maximum wage, with OPERS to be paid on that amount; and

BE IT ALSO RESOLVED: that the total paid for salaries and lump sum payments not exceed $152,000 which is within the 2016 budget appropriations approved by the Board, to be effective pay period 15 in 2016.

Ms. Marotta said the average raise is 3.2% and 30 people are at the top of their pay grade and they will receive a lump sum payment averaging 2.8%. She said all raises were determined by an employee appraisal score and their placement on the quartiles.

Mr. Roosa moved. Ms. Botnick seconded. Resolution 35-16 was approved unanimously by a roll call vote.

PLANNING AND EXTERNAL RELATIONS – MS. BOTNICK

Members of the Planning and External Relations Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees.

RESOLUTION 36-16
TECHNOLOGY FUND
NETWORK STORAGE

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase the item listed below in an amount not to exceed $24,846.22, a 402-Technology Fund purchase, for the purposes indicated above.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment/Software</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMC Unity 300 SAN (Storage Area Network)</td>
<td>Network storage for VMware server virtualization environment.</td>
<td>24,846.22</td>
<td>24,846.22</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>24,846.22</td>
</tr>
</tbody>
</table>

Mr. Hoffman said the library will replace the oldest server and the one purchased last year will serve as the back-up.

Mr. Holland moved. Ms. Moskowitz seconded. Resolution 36-16 was approved unanimously by a roll call vote.

RESOLUTION 37-16
MATERIAL EVALUATION & SELECTION POLICY
BE IT RESOLVED that the Material Evaluation and Selection Policies of the Board of Library Trustees of the Cleveland Heights – University Heights Public Library be approved as amended for 2016 and that a corrected copy be attached to the Minutes of this meeting, to the Library’s web site, and to all copies of the Policy Notebook of the Board of Library Trustees.

Ms. Botnick moved. Ms. Moskowitz seconded. Resolution 37-16 was approved unanimously by a roll call vote.

SCHRECKENGOST LOAN MEMORANDUM

Ms. Levin said board approval was not needed for the loan agreement with the Schreckengost family but she thought it was important to share the agreement and stated that the family is very pleased with the display of Schreckengost works at the library and will continue to loan art work in the future.

Continuing Memorandum of Agreement

between
The Cleveland Heights Public Library
And
The Schreckengost/Nowacek family
June, 2016

As we, the Schreckengost/Nowacek family, have been deeply pleased to see four works of Viktor Schreckengost displayed prominently and with easy public access during approximately the last eight years, we are pleased to continue this display. The display currently includes two original watercolors and one giclee print and one centennial series Jazz Bowl. Works currently displayed are "City Sunset" (original), "Festival" (original), and "Four-String Biwa" (giclee print). The Jazz Bowl currently displayed is serial number 3837 signed.

It is our intent to rotate the works on display from time to time (i) if a work on display is needed elsewhere, or (ii) so as to occasionally renew/refresh the exhibit. As the works that are currently displayed have been displayed for many years, we are very likely to rotate in new watercolors sometime during the month of June/July, 2016. The family reserves the right, at our sole discretion, to make such rotations, including to rotate in giclee prints if need be, or to substitute a different Jazz Bowl, or to remove the display entirely.

For the foreseeable future, we look forward to the continuation of the display and thank the Cleveland Heights Public Library for perpetuating a presence of Viktor Schreckengost in Cleveland Heights, his home community for many decades.

MARKETING AND COMMUNITY RELATIONS REPORT

Ms. Banks reported:
- Cleveland.com featured several Centennial-related programs: Kids 100th Birthday party at Lee Road, Chaplin films, history of library buildings at Lee Road (in partnership with Cleveland Heights Historical Society)
- Cleveland.com featured two shorts articles about the Dollar Foundation Early Literacy grant we received, and the Refugees of Shangri-La film screening program (in partnership with ASIA Inc. and the Garfield Memorial Church)
• Marketing Manager gave four librarians from Turkmenistan a tour of the Lee Road and Coventry branches as part of a tour organized for them by the Friendship Force of Northeast Ohio, in cooperation with Open World, an independent agency of the U.S. Congress.

• Promoted Strategic Plan process with the public via: Heights Observer article, web page, and home page slide.

• Worked with CHUH School District to promote the summer reading program via the school’s web page and enewsletter.

• Centennial Kick Off event took place, with roughly 250 in attendance, and positive feedback from speakers and guests. Video is available on website.

FRIENDS REPORT
Ms. Lopez reported: the Friends are selling bags embroidered for the Centennial on sale at the circulation desk, the first Friday in June netted $658 and an E-Bay sale of books netted $5,000. She said the Friends are also accepting applications from staff for scholarships for the fall.

PRESIDENTS REPORT
None.

DIRECTORS REPORT
Ms. Levin reported: Since our LyndaLibrary account became active on May 25, we had 54 new users in May and 72 new users as of June 15. These numbers are very good for the first three weeks of our one year subscription; furniture and murals were installed in the Lee Road Youth Services Early Literacy Space creating a welcoming learning environment for parents and children in the pre-school age range; former Library Trustee Rob Fischer was elected president of the Fund for the Future of Heights Libraries at the June 15 meeting as James Burger, the immediate past president will be relocating out of state in coming months; the Small Business Development Center of Monte Ahuja College of Business at Cleveland State University has renewed their MOU for the 2016-2017 year. They have been working with library staff to develop a model of providing business reference and counseling that will be a model for other SBDCs in the state and beyond.

GOVERNMENT REPORT
Ms. Levin reported that the June distribution of the Public Library Fund is about 3.5% less than the June 2015 amount. This is the second month in a row the distribution has been less that the Ohio Department of Taxations estimate and state revenues continue to come in less than estimates.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:
• May is National Preservation Month, and we marked the occasion with two programs in partnership with the Cleveland Heights Landmark Commission and the Cleveland Heights Historical Society. On May 12th, Colin Compton and Margaret Lann of the Cleveland Restoration Society presented “Porches: History Design and Construction.” This program included a look at common issues and methods for repair and replacement of lost details. On May 18th, came “The History of Cleveland Heights-University Heights Libraries, Schools and Public Buildings.” This was presented by Cleveland Heights City Planner Kara Hamley O’Donnell, CH-UH Board of Education member Eric Silverman and Noble librarian Amia Wheatley.
• Coventry Branch hosted the very successful Centennial Celebration Kick-Off featuring key-note speaker Mary Doria Russell, remarks from Board Member Ron Holland, Director Nancy Levin, a representative
from Congresswoman Marcia Fudge, Poet Laureate Christine Howey, and staff poet Ben Gulyas. We enjoyed music from a Cleveland Institute of Music string trio and the Barbershoppers, viewed the time capsule (now buried on the small hill in front of the Branch), and enjoyed a Library birthday cake and cupcakes. Sheryl Banks announced the winners of the poster contest.

- The City of Cleveland Heights planted a tree in the library yard to celebrate Arbor Day.
- Noble hosted a Friends of the Library Book Giveaway during the Noble Neighbors Community Wide event. Customers, expecting a mini book sale, were thrilled to acquire their selections free of charge.
- Special Projects Manager Beth Hatch, along with Cheryl Taylor, Kathy Franzinger, and Mary Looby, were awarded a grant from Dollar General Literacy Foundation. The Library was awarded a $2,000 grant to support early literacy in this year's summer reading club. The money will be used for incentives for summer reading club, including books and tote bags.
- In May, we introduced a new class entitled WordPress. This was a four part class on how to use WordPress for website design. The class was well attended.
- Youth Services Associate Hannah Van Jura visited Gesu and spoke to 500 students about the Summer Reading Program, “100 Years of Stories.”
- Tamara Murray, volunteers, and several students celebrated the last Homework Help of the school year. Tamara’s volunteers contributed eighty-nine hours of homework assistance since the program began on January 7th.

UNFINISHED BUSINESS

None

NEW BUSINESS

ADJOURNMENT

Mr. Roosa moved. Ms. Botnick seconded to adjourn the meeting at 7:27 p.m. The motion was approved with unanimous consent.