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

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; members of the Administrative Services Team, Peggy Hull from the Staff Association, Linda Lopez from the Friends, Sue Janssen from the Foundation, 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 April 18, 2016, and a special meeting held on April 4, 2016, have been forwarded to the members. Mr. Roosa moved. Mr. Mentrek seconded. The minutes were approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND

Ms. Herrmann reported financial statements from March and April are included in the packet. The bank summary sheet for the month of April shows our total cash on hand is $14,264,860.58, and 99% of the money is invested. Funds are invested either short-term (Star Ohio) or long term (Meeder Investment and bank CD’s). The Star Ohio money has daily liquidity and money is transferred into our checking account weekly when needed for accounting checks and payroll.

Ms. Botnick moved. Mr. Roosa seconded to approve the March and April 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 23-16

AFTER THE FACT PURCHASE – OLC DUES

WHEREAS, the Cleveland Hts. – University Hts. Library pays annual membership dues to the Ohio Library Council that are to be paid in January; and

WHEREAS, the Library Fiscal Officer did not receive the invoice until March and did not create a purchase order until then, therefore the purchase is considered an after the fact purchase;

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees authorizes the fiscal officer to encumber funds and pay the Ohio Library Council 2016 annual dues of $10,844.

Ms. Botnick moved. Mr. Mentrek seconded. Resolution 23-16 was approved unanimously by a roll call vote.

RESOLUTION 24-16

BUILDING & REPAIR FUND
LEE ROAD CIRCULATION DESK

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with M.P. Construction, for the construction of a new check out desk area at the Lee Road branch at a cost not to exceed $17,550.

Mr. Roosa moved. Ms. Moskowitz seconded. Resolution 24-16 was approved unanimously by a roll call vote.

RESOLUTION 25-16
BUILDING & REPAIR FUND
COVENTRY MASONRY PROJECT

WHEREAS, the Library Board of Trustees recognizes the need to repair, maintain and preserve the Coventry Branch; and

WHEREAS, quotes have been received for work on the exterior of the Coventry Branch, with pricing established under the Master Intergovernmental Cooperative Purchasing Agreement, and U.S. Communities, which satisfies the bidding requirements of the Library

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with V.I.P. Restoration Inc., not to exceed $166,014 for repairs to masonry work at the Coventry Branch.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 25-16 was approved unanimously by a roll call vote.

RESOLUTION 26-16
BUILDING & REPAIR FUND
PARKING LOT REPAIRS

WHEREAS, repairs and maintenance to library parking lots are needed for the safety of patrons and staff;

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with Surface Engineering for asphalt overlay and striping of the Lee Road at a cost not to exceed $57,350.

Mr. Mentrek moved. Ms. Botnick seconded. Resolution 26-16 was approved unanimously by a roll call vote.

RESOLUTION 27-16
GRANT ACCEPTANCE & APPROPRIATIONS

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to accept grants totaling $775 from the Master Gardeners of Cuyahoga County in the 201 Grant Fund and authorizes the following appropriations:

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AND BE IT FURTHER RESOLVED that the Library Board of Trustees approves an appropriation for the remaining funds of the $1,400 received in April 2015 from Whole Foods as a grant to the Coventry branch.

<table>
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<tr>
<th>Code</th>
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Mr. Roosa moved. Mr. Mentrek seconded. Resolution 27-16 was approved unanimously by a roll call vote.
PERSONNEL COMMITTEE – MR. MENTREK

Ms. Marotta reported one staff has resigned from the University Heights Branch. At this time we have decided to put that position on hold while we prepare for the upcoming closing of that branch for renovations. We may decide to fill the position once we determine the staffing and service needs of the temporary location.

She also reported Anthem/ERC has issued a 14.5% price increase on our July 1, 2016 to June 30, 2017 plan year. We don’t know yet how much the Library will pick up and how much will be shared by staff. The actual renewal increase was at 16.5% but we were able to get a 2% renewal credit for your participation in the Wellness Program. We are considering a higher penalty for those that do not meet the Wellness initiatives because the renewal credit is very important to all employees and families covered by the plan.

PLANNING AND EXTERNAL RELSTIONS – 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 28-16
BUILDING & REPAIR FUND
PURCHASE OF A BOOKMOBILE

WHEREAS, out of concern for the safety of library patrons and staff the University Heights Branch will be closed during the renovation the building; and

WHEREAS, the library desires to continue providing services to the University Heights community during the renovations;

NOW THEREFORE BE IT RESOLVED: that Library Board of Trustees authorizes the Director and Fiscal Officer to begin negotiations for the purchase of a bookmobile, up to $48,000, that can be utilized while the University Heights branch is closed ($40,000 purchase & $8,000 repair contingencies); and also approve an additional appropriation of $48,000 from the Building and Repair Fund.

Ms. Moskowitz moved. Mr. Mentrek seconded. Resolution 28-16 was approved unanimously by a roll call vote.

RESOLUTION 29-16
BUILDING & REPAIR FUND
GEO-TECH ENVIRONMENTAL SERVICES

WHEREAS, geotechnical/environmental testing services will be needed prior to finalizing the cost estimates of the University Heights renovation/construction project; and

WHEREAS, said testing services are not included in the scope of the work for the Construction Manager at Risk or Architect;

NOW THEREFORE BE IT RESOLVED: that Library Board of Trustees authorizes the Fiscal Officer to enter into a contract with a geotechnical/environmental services testing firm, as recommended by the Owner’s Representative, PMC Consulting, at a cost not to exceed $25,000.

Ms. Moskowitz moved. Mr. Mentrek seconded. Resolution 28-16 was approved unanimously by a roll call vote.
MARKETING AND COMMUNITY RELATIONS REPORT

Ms. Banks reported:

- Summer Check Us Out edited, proofed, laid out, sent to printer.
- CHUH School District Creative Heights district-wide art show at Lee Road: show coordinated and arranged with the district, artwork hung throughout the building, opening event held on May 12 with hundreds of community members in attendance.
- Marketing manager headed OLC Legislative Day team, visiting state representatives Janine Boyd and Sandra Williams and shared information about poverty, early literacy, and bridging the digital divide.
- Marketing and Volunteer coordinator kicks off Centennial poster contest: distributes fliers, promotes contest at area schools (public and private), 48 submissions are judged by staff members, winners chosen and invited to centennial kick off.
- Coordinated with City of Cleveland Heights on planting a tree at the Noble Branch for Arbor Day on April 29.
- Centennial Kick Off event planned and coordinated, final details executed, including putting together time capsule items, creating Fund for the Future of Heights Libraries electronic donor list, and other event details.

FRIENDS REPORT

Ms. Lopez reported the Friends had one of their best Mega sales raising more than $8,500 and 30 new members joined the Friends. She said books were given away to children and the June First Friday sale will be June 2.

PRESIDENTS REPORT

None.

DIRECTORS REPORT

Ms. Levin reported:

- With tonight’s Board action the library will enter into an agreement to purchase a used bookmobile to serve as a temporary location for the UH Branch during renovation. It will travel throughout University Heights and the service area. Sara Phillips will manage the book mobile service during renovation. It will be parked at Lee Road when not in use.
- Right now it looks like the UH branch will close sometime between Aug. 15 and Sept. 17. Most of the books will be stored during renovation with the exception of those used for the bookmobile.
- Staff will be relocated throughout the system. We will not hire new librarians, associates and pages until we schedule the staff from UH first.
- We have a number of possible drivers on staff who already have experience driving busses and trucks.

GOVERNMENT REPORT

Ms. Levin reported last year, the U.S. Department of Labor (DOL) proposed updating the regulations governing which executive, administrative, and professional employees (white collar workers) are entitled to the Fair Labor Standards Act's minimum wage and overtime pay protections. The proposed rule would increase the salary threshold an employee must receive before being considered overtime "Exempt" from $455 a week (the equivalent of $23,660 a year) to about $970 a week ($50,440 a year) in 2016.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:
• To celebrate Fair Housing Month, the Heights Community Congress held a program entitled “Are School Ratings Diminishing Housing Sales?” on April 29th. A follow-up to a program done in 2015, this session gave updates and devised strategies for countering the effect of harmful and potentially contrived school ratings on property sales in the Heights area. It was part of a series discussing ongoing problems in partnership with the HCC.

• Coventry was selected by the Master Gardeners of Cuyahoga County Grant Committee to receive a grant of $385 to be used towards the creation of a compost system in the Collaborative Garden. Youth Services Librarian Maggie Kinney wrote and submitted the grant request.

• Noble received a $400 grant award from the Master Gardeners of Cuyahoga County. This money will be used for improvements to our Children’s Garden. The grant proposal was written by Associates Dana Hermelin and Jessica Markowitz.

• Adult Services Librarian Nancy Zelman has partnered with Adult Services Librarian Ellen Paulini and Youth Services Associate Shamekia Chandler to offer outreach services to Park Synagogue Ascentia, which is a day program that provides social and recreational opportunities for adults with developmental and/or intellectual disabilities.

• Kathy Franzinger, along with Youth Services staff at the branches, concluded Picture Book Madness with 100 children and adults casting ballots for their favorite books in April. Don’t Let the Pigeon Drive the Bus was the winner at Lee Road.

• Youth Services Librarian Jessica Robinson presented a candy Sushi making program for teens. Eighteen teens created Sushi treats with Rice Krispies, Twizzlers, Fruit Roll Ups, and gummies.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**ADJOURNMENT**

Mr. Roosa moved. Mr. Mentrek seconded to adjourn the meeting at 7:50 p.m. The motion was approved with unanimous consent.