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

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; members of the Administrative Services Team, Mary Looby from the Staff Association, Linda Lopez from the Friends, Sue Janssen from the Foundation, Anne McFarland from the League of Women Voters, Jerri Waltrip representing the Staff Association.

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 February 15, 2016, and a special meeting held on February 22, 2016, have been forwarded to the members. Mr. Roosa moved. Ms. Beatty seconded. The minutes were approved with unanimous consent.

Cleveland Heights Mayor Cheryl Stephens presented a proclamation, approved by city council, recognizing the library’s one hundred years of service to the community.

Joanne Federman, Executive Director of Family Connections, spoke about the services provided by Family Connections, housed in the HKIC building. She said they provide school-readiness activities for families and are happy to be located at the library.

Mr. Ortmeyer said Director Nancy Levin left the meeting to represent the library at a meeting of University Heights City Council. He said council had on its agenda approval of the lot consolidation for the University Heights branch and the demolition of 3 houses.

OPERATIONS COMMITTEE – MR. HOLLAND

Ms. Herrmann reported: the February financial statements reflect a cash balance of $12,665,650.67 and approximately 97% is in investment accounts. The Star Ohio program offers overnight liquidity while the investments with Meeder Financial Services come due every several months and are reinvested. The general fund cash balance is $9,161,693.

Tax revenues for the year are down slightly from the previous year. The advances from January and February are $155,000 less than last year. The final tax settlement was received on March 15 and the total taxes received for the first half is $44,994.20 less than last year. This difference could likely be made up when a settlement is done for the taxes paid after the official tax payment closing date.

Ms. Botnick made a motion to accept the financial statements for January. Mr. Mentrek seconded. The financials were approved with a unanimous roll call vote.

Members of the Operations Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees.
RESOLUTION 12-16
206 PERMANENT APPROPRIATION

BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2016, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$11,418,336.42</td>
</tr>
<tr>
<td>Bauer Appropriation</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Local Grants</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Building &amp; Repair Fund</td>
<td>$4,385,600.00</td>
</tr>
<tr>
<td>Technology Fund</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$15,930,936.42</strong></td>
</tr>
</tbody>
</table>

Mr. Roosa moved. Ms. Botnick seconded. Resolution 12-16 was approved unanimously by a roll call vote.

RESOLUTION 13-16
DESIGNATION OF DEPOSITORIES

NOW, THEREFORE, BE IT RESOLVED: that Fifth Third Bank, PNC Bank, and U.S. Bank be designated as public depositories of Active and Interim Deposits of the Cleveland Heights-University Heights Public Library at any and all times during the continuance of the above mentioned depository period of five years until April 1, 2021; and

BE IT ALSO RESOLVED, that each of said depositories shall enter into a contract with the Board, agreeing to receive and hold deposits in accordance with the Uniform Depository Act of the State of Ohio; and

IN ACCORDANCE WITH THE ABOVE, BE IT RESOLVED: that on April 1, 2016, on behalf of the Cleveland Heights-University Heights Public Library, Deborah Herrmann, as Fiscal Officer, be authorized to enter into a contract with the above designated depositories; and

BE IT FURTHER RESOLVED: that the Fiscal Officer be authorized to invest funds with StarOhio and Meeder Investment Management.

Ms. Beatty moved. Ms. Moskovitz seconded. Resolution 13-16 was approved unanimously by a roll call vote.

RESOLUTION 14-16
EARLY LITERACY FURNITURE PURCHASE

BE IT RESOLVED that the Library Board of Trustees authorizes the expenditure to Virco, under the U.S. Communities pricing, of $23,042, for furniture for the Early Literacy space in the Lee Road Children’s Room.

Ms. Botnick moved. Ms. Beatty seconded. Resolution 14-16 was approved unanimously by a roll call vote.

RESOLUTION 15-16
COVENTRY DRAPERY PURCHASE

BE IT RESOLVED that the Library Board of Trustees authorizes the purchase of drapes for the Coventry Branch from Carmens, at a cost of $12,750 to be paid from the Building & Repair Fund.
Ms. Botnick moved. Mr. Roosa seconded. Resolution 15-16 was approved unanimously by a roll call vote.

RESOLUTION 16-16  
NATURAL GAS PURCHASE  
BE IT RESOLVED by the Board of Library Trustees of the Cleveland Hts.-University Hts. Public Library, Cuyahoga County, Ohio, that the fiscal officer is authorized to enter into an agreement for the Natural Gas Purchase Program of the Ohio Schools Council.

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

RESOLUTION 17-16  
PURCHASE OF LYNDALIBRARY DATABASE LICENSE  
BE IT RESOLVED that the Board of Library Trustees approves the purchase of the lyndaLibrary database, in an amount not to exceed $13,125.

Ms. Beatty moved. Mr. Mentrek seconded. Resolution 17-16 was approved unanimously by a roll call vote.

PERSONNEL COMMITTEE – MR. MENTREK  
Ms. Marotta reported: we had 4 resignations, three full-time and one part-time, since the last board meeting. Ms. Dana Hermelin, FT Youth Services Associate, is relocating out of the state at the end of April; Ms. Maggie Killman, FT Youth Services Associate, has accepted a full-time children’s librarian position with another library and Mr. Forrest Kilb, FT Circulation Assistant, has accepted a part-time paraprofessional position with another library. With these new vacancies we have an opportunity to promote from within from part-time to full-time status. We have already filled one of the full-time positions. This evening you will act on the resolution to fill the full-time Coventry Circulation Assistant position with Mr. Justin Story.

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

RESOLUTION 18-16  
APPOINTMENT OF PERSONNEL  
BE IT RESOLVED: that the following appointment is approved:  
Justin Story, full-time Circulation Services Assistant, effective March 26, 2016, at grade 5H.

Mr. Holland moved. Ms. Beatty seconded. Resolution 18-16 was approved unanimously by a roll call vote.

MARKETING AND COMMUNITY RELATIONS REPORT  
Ms. Banks reported that web developer Colin Tomele received national John Iliff award for technological innovation from the Public Library Association of America for his creation and release of Book a Room, a meeting room software.

Ms. Banks reported the following updates for the Centennial and Centennial Kick Off Celebration:  
- Work continued on Centennial banners  
- VIP Invite list compiled for May 1  
- Worked on advertising and other promotions  
- Website updated and timeline made live
Buttons and new lanyards are being worn by staff
UH banners hung

Ms. Banks said the CHUH Schools Art Show will be held at the library and awards will be presented April 12 from 6-8 p.m.

FRIENDS REPORT
Ms. Lopez reported the Friends had a successful First Friday sale. She also said the Friends are sponsoring a Favorite Poem Project and the Spelling Bee in April. She displayed a new embroidered tote bag with the Centennial logo the Friends are selling.

PRESIDENTS REPORT
None.

DIRECTORS REPORT
Ms. Levin said the University Hts. Planning Commission approved the Library’s application for variances and lot consolidation moving the project forward to City Council for approval. She said she will be attending that meeting to answer any questions from the city officials.

Ms. Levin also reported: the Lee Road circulation desk is being redesigned, two staff members attended a career fair at Kent State University, the Library Board held a joint meeting with the Cleveland Heights-University Heights School Board, and more than 3,000 people were at the University Heights branch to vote in the March primary.

GOVERNMENT REPORT
Ms. Levin reported 13 of 15 libraries on the ballot in the March primary passed their levies; the ALA has endorsed the nominee for Librarian of Congress, Carla Hayden; and ALA released a statement of support for privacy protection as Apple fights a court order to unlock an iPhone.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported: on February 28, we celebrated the voices of African American authors with our annual “African-American Read In.” Attendees were encouraged to bring a short selection from a favorite writer to share with the audience. In collaboration with the Cleveland Seed Bank, we are “re-opening” the Coventry Seed Library this spring. Participants are invited to “borrow” organic, heirloom seeds. The adult Colorpalooza program capitalized on the popularity of adult coloring books. Attendees enjoyed it so much that they asked us if we could host a monthly program. Coloring programs are a trend at libraries, and so much interest has been expressed that it will likely become a standard. The Training Department experimented with offering the e-media class Digital Magazines and Movies from the Library in the lobby of the Lee Road branch. This was effective in getting customers attention and getting the information about the class. We will continue experimenting with this format over the next few months.

UNFINISHED BUSINESS
The Board set a special meeting for Monday, April 4, 2016, at 7 p.m. to consider any matters brought before the board. This meeting will immediately follow regularly scheduled committee meetings.

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