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

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; Human Resources Manager Laurie Marotta, members of the Administrative Services Team; L.P. Coladangelo and Chloe Williams from the Staff Association, Linda Lopez from the Friends, Anne McFarland and Khaliah Fisher-Grace from the League of Women Voters.

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

MINUTES
Minutes of the regular meeting held on October 17, 2016 and the special meeting held October 10, 2016 have been forwarded to the members. Ms. Botnick moved. Mr. Mentrek seconded. The minutes were approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND
FINANCIAL REPORTS
Ms. Beatty moved. Ms. Moskowitz seconded to approve the financial reports for October. The financial reports 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 61-16
FUND TO FUND TRANSFER
BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the follow fund to fund transfer:

- $700,000 from the General Fund, 101, to the Building & Repair Fund, 401

Ms. Beatty moved. Ms. Botnick seconded. Resolution 56-16 was approved unanimously by a roll call vote.

RESOLUTION 61-16
JANITORIAL CONTRACT
WHEREAS, the Cleveland Heights-University Heights Public Library is a member of the Sourcing Alliance, a Council of Governments promoting cooperative purchasing agreements; and

WHEREAS, the Sourcing Alliance developed a request for proposal (RFP) for cleaning services in accordance with public sector purchasing guidelines and through its bidding process selected Scioto Services as the lowest responsive and responsible bidder;

BE IT RESOLVED that the Library Board of Trustees authorizes the fiscal officer to enter into a contract, effective January 17, 2017, with Scioto Services, LLC for janitorial services. The initial cost will be $9,354.76 per month for janitorial services
at Lee Road, the HKIC, Noble and Coventry branches. The monthly fee will increase to $10,733.80 when the University Heights branch reopens. The annual cost in 2017 will be approximately $117,773.28.

Ms. Levin said some services were cut to bring the contract in line with the budget. Mr. Ortmeyer said the board has heard staff concerns regarding cleanliness of the buildings and the board hopes the new contractor can meet expectations.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 81-16 was approved unanimously by a roll call vote.

PLANNING AND EXTERNAL RELATIONS – MS. BOTNICK
Members of the Planning and External Relations Committee have met and have no items to report.

PERSONNEL COMMITTEE – MR. MENTREK
Ms. Marotta reported:
- Two part time security guard positions have been hired since the last meeting.
- Marketing and Volunteer Coordinator, Julia Murphy resigned in late October. Beth Hatch, Special Projects Manager has accepted the position of Director of Perry Library and has resigned.
- The library group life insurance plan renewed for two years with a 0% increase in premiums. The long term disability plan renewed with a 0% premium increase for one year. And lastly the group dental plan also will renew at a 0% increase for 2017.
- With the participation level from the full staff in the ERC Wellness Plan we will be eligible for a 3% renewal credit in June of 2016.

Members of the Personnel Committee have met and have no items to report.

MARKETING AND COMMUNITY RELATIONS REPORT
Ms. Banks reported:
- Sun Press featured original production of “Great Librarians I Have Known” in partnership with Dobama
- Cleveland.com featured Caregiver Bootcamp series at Coventry, Teen Poetry Slam at Lee and our board opening.
- New promotional mailer mailed out to community
- “Great Librarians I Have Known” featured in underwritings spots on WCPN
- Winter issue of Check Us Out produced and sent to printer
- Educator card info sent to CHUH schools and shared by schools via eblast; also delivered information brochures for distribution to teachers
- Signage project completed by graphic designer; all branches now have directional and other signage (book sections, AV sections, etc.) that reflect Heights Libraries branding and use the same colors for collections and sections at each branch (Green for fiction, blue for nonfiction, etc.).

FRIENDS REPORTS
Ms. Lopez reported the November Mega-Sale raised $8,461. She said the Friends are also accepting scholarship applications from librarians for the spring semester.

PRESIDENT’S REPORT
Mr. Ortmeyer thanked the Euclid Board of Library Trustees for hosting the Heights Library Board in a joint meeting. He said each board was able to learn about the others activities and plans.
DIRECTOR’S REPORT

Ms. Levin reported:

- Our library was named a 5-star recipient for 8th year
- Circulation came in at 30.75 per capita in our service area, meaning that roughly 31 items were circulated for every resident in the Cleveland Heights-University Heights service area
- Visits per capita averaged 18, program attendance averaged 1.21 (down a bit from 1.3 in 2015), and public computer use rose slightly from 5 per capita in 2014 to 5.03 in 2015.
- The rate for eCirc was 5.03 per capita.
- At the meeting with the Euclid Library Board of Trustees we were reminded that the Public Library Fund share of the state General Fund revenue will drop from 1.7 to 1.66 in 2017.
- The Book Bike served a total of 1,158 people from April to October at 17 different events.
- The HKIC staff used the Project Outcome survey "Education and Lifelong Learning" for its Excel computer class series; a total of 40 surveys completed. 98% of participants learned something that was helpful, intended to apply what they just learned, are more aware of applicable resources and services provided by the library, and felt more confident about what they just learned.

GOVERNMENT REPORT

Ms. Levin reported the Ohio Library Council is joining a coalition to oppose a property tax exemption bill at the Statehouse. During the current "lame duck" session, the Ohio General Assembly is considering Senate Bill (SB) 235, co-sponsored by Rep. Bill Beagle (R-Tipp City) and Sen. Bill Coley (R-Liberty Township), which would exempt from property taxes the increased value of property on which industrial or commercial development is planned until completion of the new or redeveloped facilities. The bill was passed by the Senate in the spring and is currently pending in the House Finance Committee.

The OLC is working with a coalition of some 13 local government and school organizations as well as the Ohio Economic Development Association (OEDA) to share concerns with members of the Ohio House of Representatives. Arguments on the unintended consequences of this legislation and its potentially adverse impact on local economic development are beginning to resonate with some legislators. The goal is to have significant changes made to the bill in the next few weeks.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

- The celebration of Heights Libraries’ Centennial continued with Great Librarians I Have Known, a Reader’s Theater presentation by Dobama Theatre and narrated by Dee Perry, formerly of WCPN. From ancient Alexandria to the present day U.S., this original production uncovered tales of the quiet heroes who uphold civilization, champion literature and defend free speech. Over 100 people attended.
- Dr. Who writer Lance Parkin shared high and low points of his career writing books as well as episodes of the television series and his lifelong obsession with the Dr. Who universe. Whovians in the audience were riveted by the talk and created a lively discussion afterwards.
- ASIA Inc. continues to participate in presenting Welcome Hub programs and Citizenship Classes.
- In September we started a Certificate of Completion program for the MS Office and the Computer Basic classes. Customers who attend all classes in a series receive a Certificate of Completion to verify attendance, customers are given an Achievement Book that the Tech Trainer stamps and dates to confirm participation in each class in a series. Our first group of customers to receive certificates occurred on
October 18 with the conclusion of the MS Office Excel series. We had 10 customers start the series and 6 finish the series.

- The Homework Helpers and Reading Buddies program started back up in October. With the help of several dedicated volunteers, we are helping, on average, 8 children per week with their homework and reading.

NEW BUSINESS

None.

EXECUTIVE SESSION

At 7:11 p.m. Mr. Ortmeyer moved to enter executive session for the purpose of discussing compensation of personnel and property agreements. Ms. Moskowitz seconded. The motion was approved unanimously by a roll call vote.

At 8:00 p.m. it was moved by Ms. Botnick that the board return from executive session. Mr. Mentrek seconded. The motion was approved unanimously by a roll call vote.

ADJOURNMENT

Mr. Mentrek moved, Ms. Moskowitz seconded to adjourn the meeting at 8:01 p.m. The motion was approved with unanimous consent.