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 and 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 January 25, 2016 have been forwarded to the members. Mr. Roosa moved. Ms. Beatty seconded. The minutes were approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND
FINANCIAL REPORTS
Ms. Herrmann reported with the new year underway she has created some new and reformatted financial reports. Reviewing the reports she said the bank account statement shows $12.2 million of cash in the various accounts. The next page shows the amount of cash by each fund and General Fund has an unencumbered cash balance of $6.7 million. The January 31st statement from our Meeder investment account is also included. She said the graphs depict the maturity distribution, callable vs. non-callable features and the schedule of maturities.

Ms. Botnick made a motion to accept the financial statements for January. Mr. Holland seconded. The financials were approved with a unanimous roll call vote. Mr. Ortmeyer thanked the Friends for their programming donation.

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

RESOLUTION 9-16
2016 AMENDED APPROPRIATION
BE IT RESOLVED 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 Board approves the following changes to the appropriation:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Current Amount</th>
<th>Addtl. Amount</th>
<th>New Fund/ Acct. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101.400.57220</td>
<td>Property Taxes - UH</td>
<td>2,950.00</td>
<td>4,302.07</td>
</tr>
<tr>
<td>Bauer Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201.000.53130</td>
<td>Bauer Appropriation</td>
<td>0.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Building &amp; Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund 401.000.55510</td>
<td>Main - Welcome Desk</td>
<td>0.00</td>
<td>15,000.00</td>
</tr>
</tbody>
</table>
Ms. Moskowitz moved. Mr. Mentrek seconded. Resolution 9-16 was approved unanimously by a roll call vote.

**RESOLUTION 10-16**

**TECHNOLOGY FUND EXPENDITURES**

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase the items listed below in an amount not to exceed $36,683.93, a 402-Technology Fund purchase.

<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>41</td>
<td>Lenovo Think Centre M83 PC</td>
<td>8 Gb RAM, Core i5 PC for public/staff</td>
<td>786.77</td>
<td>32,257.57</td>
</tr>
<tr>
<td>41</td>
<td>Asus 22 inch LED Monitor</td>
<td>22 inch LED monitor for public/staff</td>
<td>107.96</td>
<td>4,426.36</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>36,683.93</strong></td>
</tr>
</tbody>
</table>

Ms. Beatty moved. Mr. Roosa seconded. Resolution 10-16 was approved unanimously by a roll call vote.
Ms. Marotta said the library is working to fill two part time positions and several page positions. She said the library has decided to fill the Guard position that was vacated in May of 2015. Ms. Marotta said the library had been using the open hours as a substitute bank for guard replacement coverage, but due to scheduling and operations changes they have decided to fill the 20 hours position.

**PLANNING AND EXTERNAL RELATIONS COMMITTEE – MS. BOTNICK**

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

**RESOLUTION 11-15 ARCHITECT CONTRACT**

Ms. Levin said the board planning committee has reviewed the contract proposal from CBLH and is recommending approval.

BE IT RESOLVED: upon the recommendation of the Director and Fiscal Officer that the Library Board of Trustees enter into a contract with CBLH Design for the construction and renovations of the University Heights Library Branch for an initial sum of $400,000 based upon a construction estimate of $4 million. At the time the Guaranteed Maximum Price (GMP) of construction is finalized the architect fee will be adjusted to reflect the 10% fee for architectural and engineering services. This adjusted fee will require Board approval and will be presented in conjunction with the approval of the GMP.

Mr. Ortmeeyer said he has some questions about how the architect would be paid if the construction price came in lower than $4 million. After discussion it was moved by Mr. Roosa and seconded by Mr. Mentrek that the resolution be tabled until the next meeting of the board.

**MARKETING AND WEB REPORT**

Ms. Banks reported: new board member Suzann Moskowitz was featured in a Cleveland.com news brief and in Cleveland Jewish News; our graphic designer redesigned Check Us Out with a larger format and a more readable font. The new version is being used for the spring issue, and now has room for more graphics, partner logos, and internal ads promoting services such as early literacy play areas, and readers advisory.

**Centennial Celebration Update:**
- Outdoor banners created and produced, hanging has been coordinated with both Cleveland Heights and University Heights to be ready by end of February
- Indoor banners will be hung in buildings
- May 1 Centennial Kick Off event at Coventry: speaker secured (Mary Doria Russell), planning underway for time capsule burial, other details coming along (music, birthday cake, kids activities)
- K-8 centennial poster contest will soon be underway, to culminate with gallery show, inclusion in time capsule, winners announced at May 1 event.
- Online, interactive library history/timeline nearly complete, as well as audio interviews of retired staff and others
- Spring Check Us Out to feature centennial-related programs, more programming to come in summer and fall quarters
- Staff will soon be wearing centennial buttons on new centennial lanyards
- Limited edition centennial library cards will be ready to go March 1
• All will be promoted via website, press releases, Heights Observer articles

FRIENDS REPORT
Ms. Lopez reported the January book sale raised $575 and the next first Friday sale will be March 4. She also reported the Friends received a $2,500 grant from the Pittsburgh Fund and that the Friends are a co-sponsor of the February 28th African-American Read-In.

PRESIDENTS REPORT
None.

DIRECTORS REPORT

GOVERNMENT REPORT
Ms. Levin reported next month’s Ohio primary election ballot will include 15 ballot issues for 13 libraries around the state. The issues include one bond issue and 14 operating levies - one new levy, one replacement levy, and 12 renewals. None of these issues are in Cuyahoga County. Voting will take place at Lee Road and University Heights Branches on March 15 from 6:30 am to 7:30 pm. This election is a presidential primary and the deadline for voter registration is Feb. 16, 2016.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported: the Science and Nature Study Group, a partnership with the Harold T. Clark Library of the Cleveland Museum of Natural History, began a four-part series that examines the wonders of outer space. A NASA Glenn Research Center Senior Aerospace Engineer presented “NASA Missions to Mars,” which examined the current plans to send humans to Mars, among other topics. The series continues next month.

Circulation Manager Ty Emerson participated in meetings exploring possible new collections: Video Games and Musical Instruments. Youth Services Librarians Maggie Kinney and Kathy Franzinger offered the second transitional housing outreach program in collaboration with Forest Hill Church and Family Promise of Greater Cleveland attended by 23 people. Youth Services Associate Jessica Markowitz visited Hope Center to consult on serving the refugee community.

The Friends of the Library agreed to donate $3,000 to hire an ESL teacher for the refugees living in the Noble community. We interviewed and offered the position to Katie Petroff, who was referred by US Together. Branch Manager Constance Dickerson and Jessica Markowitz met with SBDC Director Katie Van Dyke to discuss possible resources for the refugee community. The Training Department hosted the Foundation Center for the class Finding Scholarships for College or Graduate School through the Foundation Center, 21 people attended the class. In an effort to provide services and programming opportunities for emerging adults in our community, Youth Services Associate Hannah Van Jura hosted a Trivia Night at Pizzazz on the Circle in University Heights. She chose this location because of its proximity to John Carroll University. A total of 20 people attended the program. Associate Tamara Murray hosted a Q&A session with homeschool families to gather information on how the library can better meet their needs. Based on feedback we received, we are currently planning new services and programs for 2016.

UNFINISHED BUSINESS
The Board set a special meeting for Monday, February 22, 2016 at 7 p.m. to review and vote on the architect contract.

ADJOURNMENT
Mr. Roosa moved, Mr. Holland seconded to adjourn the meeting at 7:40 p.m. The motion was approved with unanimous consent.