Present: Ms. Botnick, Ms. Beatty, Mr. Mentrek, Ms. Moskowitz Mr. Ortmeyer and Mr. Roosa. Mr. Holland was 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, Linda Lopez from the Friends 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 December 22, 2015 have been forwarded to the members. Mr. Roosa moved. Ms. Beatty seconded. The minutes were approved with unanimous consent.

OATH OF OFFICE

According to Section 117.01 of the Ohio Revised Code, members of a board of library trustees are considered “public officials” and as such, must take an oath of office that covers their full term in that office. This requirement for newly seated Board members, which includes the Fiscal Officer and Deputy Fiscal Officer since they have just been elected to new terms, the incoming Board President and the Director, takes place as part of the Board’s organizational meeting each year. Persons authorized to administer oaths include elected officials and notaries public.

The Library’s Human Resources Manager, Laurie Marotta, is a Notary Public and will administer the following oath to: Suzann Moskowitz, Nancy Levin, Deborah Herrmann and Amy Gerson:

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?” (The answer is, “I do.”)

The oath as administered will become a part of the minutes of this meeting.

Mr. Holland arrived at the meeting.

RESOLUTION 1-16

ELECTION OF DIRECTOR AND FISCAL OFFICER AND DEPUTY FISCAL OFFICER

BE IT RESOLVED: that Finance Manager, Deborah Herrmann, be appointed Fiscal Officer, with a bond in the amount of $300,000, and that her term of office shall be from January 22, 2016 until the organizational meeting of the Board in 2017; and
BE IT FURTHER RESOLVED that Assistant Finance Manager, Amy Gerson, be appointed Deputy Fiscal Officer, with a bond in the amount of $100,000, and that her term of office shall be from January 22, 2016 until the organizational meeting of the Board in 2017; and

BE IT FURTHER RESOLVED that the bond for the Director, Nancy Levin, be in the amount of $100,000.00.

Mr. Mentrek moved. Ms. Botnick seconded. Roll call was taken. Resolution 1-16 passed unanimously by a roll call vote.

RESOLUTION 2-16
SALARIES OF DIRECTOR AND FISCAL OFFICER
WHEREAS the Board of Library Trustees shall complete annual performance evaluations of the Director and the Fiscal Officer; and,

WHEREAS the salaries for the Director and Fiscal Officer shall be set on an individual basis by the Board of Library Trustees at its annual organizational meeting; so therefore,

BE IT RESOLVED that the annual salary of the Director, Nancy Levin, shall be $105,360; and

BE IT FURTHER RESOLVED that the annual salary of the Fiscal Officer, Deborah Herrmann, shall be $76,125.

Mr. Mentrek moved. Ms. Beatty seconded. Roll call was taken. Resolution 2-16 passed unanimously by a roll call vote.

RESOLUTION 3-16
NOMINATING COMMITTEE
SLATE OF OFFICERS
BE IT RESOLVED: that the officers for the 2016 Board of Trustees shall be Rick Ortmeyer, President; Ron Holland, Vice President; and Abby Botnick, Secretary.

In addition the following committee assignments were made:

<table>
<thead>
<tr>
<th>Operations:</th>
<th>Planning &amp; External Relations:</th>
<th>Personnel Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Ron Holland</td>
<td>Abby Botnick, Chair</td>
<td>Chris Mentrek, Chair</td>
</tr>
<tr>
<td>James Roosa</td>
<td>James Roosa</td>
<td>Susan Beatty</td>
</tr>
<tr>
<td>Suzann Moskowitz</td>
<td>Susan Beatty</td>
<td>Suzann Moskowitz</td>
</tr>
</tbody>
</table>

Mr. Roosa moved. Mr. Mentrek seconded. Roll call was taken. Resolution 3-16 passed unanimously by a roll call vote.

OPERATIONS COMMITTEE – MR. HOLLAND
FINANCIAL REPORTS
Ms. Herrmann said the first page of the financial report shows the 2015 Year End Cash Balance by bank account. The total cash is $11,709,534.29. This is an increase from the previous year of more than 27%, due mainly to new levy money and an increase in the Public Library Fund receipts. Of the $11.7 million in cash, $10.3 million is invested between Star Ohio and the Meeder Portfolio. The second page shows cash segregated by fund. The
The largest unencumbered balances are in general fund, $8,199,788.92 and the Building and Repair Fund, $2,466,971.73.

The next page is a new chart that will create on a regular basis, showing month to date and year to date history, including the current period and two previous years. The shaded column notes the dollar change from the previous year. With the close of the fiscal year Ms. Herrmann also included a bar graph depicting a history of General Fund revenues and expenditures from 2009 to 2015. The green bar signifies revenue and the blue bar is expenditures. As revenue have exceeded expenditures each year this indicates that the year-end cash balance has increased: from $2,569,954 in 2009 to $8,199,788.92 in 2015.

Ms. Botnick made the motion to accept the financial statements for December. Ms. Beatty 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 4-16
AUTHORIZATION TO PAY CARRY OVER ENCUMBRANCES

WHEREAS as of December 31, 2015, there are open encumbrances in the General Fund, and the Building & Repair Fund; and,

WHEREAS payments on open 2015 encumbrances will be made in 2016; therefore,

BE IT RESOLVED that the encumbrances for the General Fund, and the Building & Repair Fund, as shown on the December 31, 2015 Statements of Expenditures, be added to and made part of the 2016 Appropriations in the appropriate Funds and Categories.

BE IT ALSO RESOLVED that any encumbrances from 2014 that were made part of the 2015 Appropriations that were not spent in 2015 be available and made part of the 2015 Appropriations in the appropriate Funds and Categories.

Ms. Beatty moved. Ms. Moskowitz seconded. Roll call was taken. Resolution 4-16 passed unanimously by a roll call vote.

RESOLUTION 5-16
ACCEPTANCE OF GIFTS/DONATIONS

BE IT RESOLVED that the gifts/donations listed below be accepted by the Board of Library Trustees and deposited in the General Fund:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah B. Wean</td>
<td>8/14/2015</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Janet A. Spalding</td>
<td>12/29/2015</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
Mr. Ortmeyer thanked the community members who saw the library as a good investment for their donations. Mr. Holland moved. Mr. Mentrek seconded. Roll call was taken. Resolution 5-16 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MR. MENTREK

Ms. Marotta reported the library had a busy year with turnover at 20%, which was up from last year’s 16% turnover rate. We had 41 vacancies of which 16 were filled internally through a promotion or transfer. Promotion is defined as either, part time to full time or a move to a higher level job. A transfer is a lateral move with no change in job grade. In 2015, we conducted job analysis reviews on several jobs that resulted in 10 job grade changes for 10 employees. A job grade change occurs when reviewed job duties are determined to belong in a higher job grade.

The Library’s group medical plan with ERC Health Consortium and Anthem Blue Cross & Blue Shield renewed on June 30, 2015. The renewal increase for 2015 was 5.05%. We had an excellent loss ratio of 63.8% and with our 65% level of wellness participation we were awarded a 2% renewal credit. Regarding employee compensation Ms. Marotta reported based on the employee performance scores, quartile position and the merit matrix the total cost of the July 2015 wage increase was approximately $110,000 compared to $95,000 last year.

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

RESOLUTION 6-16
APPOINTMENT OF ADULT SERVICES LIBRARIAN

BE IT RESOLVED: that the following appointments be approved:

John Piché, Full-time Adult Services Librarian, Grade 9, effective January 26, 2016.

Ms. Beatty moved. Ms. Botnick seconded. Roll call was taken. Resolution 6-16 passed unanimously by a roll call vote.

BALANCE SCORECARD REPORT

Ms. DeNero-Ackroyd reported a new partnership has been formed with Asian Services in Action to provide services to the Nepalese community living around the Noble branch; new printers have been installed in circulation that will save money and paper, the lighting project at Coventry has been completed; and a lower price
has been negotiated for the “On the Same Page” author visit, saving $9,000. Ms. DeNero-Ackroyd said she is preparing a conclusion report for the Balance Scorecard and will present highlights next month. She said the strategic planning process is beginning the internal data gathering phase as 10 groups will meet by the end of February, and external discussions will take place from March to December.

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

RESOLUTION 7-16
2016 PLANNING CALENDAR

BE IT RESOLVED: that the Board of Library Trustees approve the 2016 Planning Calendar as presented.

Mr. Ortmeyer said the board will forego a meeting at the University Heights Branch in 2016 due to the construction project. Ms. Levin noted that the process for selection of a new board member will begin earlier in 2016 and start in October.

Ms. Botnick moved. Mr. Holland seconded. Roll call was taken. Resolution 7-16 passed unanimously by a roll call vote.

MARKETING & WEB REPORT

Ms. Banks reported the library graphic designer worked on a redesign for Check Us Out, featuring a larger format, larger type size, and more room for internal ads/promotions of services. She said December saw an increase in the number of requests we receive from nonprofit organizations to set up tables in the lobby. This month the Lee Road lobby had visits from the County Board of Elections looking for poll workers, the Ohio Democratic Party registering voters, Tri-C talked to patrons about classes and services, and government contractors helped people sign up for healthcare at healthcare.gov.

Ms. Banks also said she has volunteered to sit on the National Library Card Sign Up month committee comprised of 9 Cuyahoga County libraries. The purpose of the committee is to sign up as many children as possible for library cards in September 2016 by working with schools and other youth-serving agencies. She is in charge of coordinating the marketing and promotions.

Ms. Banks reported overall web visits are down 10% since last quarter, a significant drop. Unique visitors (i.e. not same person visiting site multiple times) is down 10% from last and is lower than 2014 numbers for the same quarter but still higher than 2012 and 2013 on average. These falling rates reflect other library stats like visits and circulation that are reflected throughout CLEVNET. She said the number of visits to our research/database page fell significantly, 24% this quarter. We will monitor this page, but it seems to mimic the drop in visits and other stats for the system as a whole, and other libraries as well. One possibility is that as the economy is improving, fewer people are turning to the library for free services.

Mr. Ortmeyer asked what the policy on non-profits using the lobby is and Ms. Banks said the organizations are not allowed to sell or promote items.

FRIENDS REPORT
Ms. Lopez reported the Friends provided scholarships to 3 staff members for the spring semester and are taking applications for the summer semester; they are funding the ESL tutor at the Noble Branch Welcome Hub and are having a bag of books sale in February.

**PRESIDENTS REPORT**

Ms. Ortmeyer said he was excited to see the new strategic plan moving forward. He also reported he met with members of the Friends of the Library and the Future for the Future of Heights Library to discuss common issues.

**DIRECTORS REPORT**

Ms. Levin reported US Together hosted a community gathering at the library in December and more than 60 people attended; the Friends have agreed to provide an additional $3,000 for an ESL teacher at the Noble Branch Welcome Hub; in January staff will be trained on how to post items digitally to the Ohio Memory Project; the Future for the Future of Heights Library has received 45 donations for the time capsule and extended the donation deadline. Ms. Levin said she is also looking for a temporary location for the University Heights Branch to utilize during construction.

**GOVERNMENT REPORT**

Ms. Levin extended congratulations to new Cleveland Heights Mayor Cheryl Stephens and Vice Mayor Jason Stein as well as City Council members Kahil Seren, and Carol Roe and to new University Heights City Council members John Rach and Michele Weiss. She reported that on Dec. 22, 2015, Gov. John Kasich signed House Bill (HB) 56 into law. The new law prohibits state agencies and political subdivisions (including public libraries) from including any questions related to an applicant's criminal background on an employment application form in order to help them reintegrate them back into the work force. Also she said the OLC Legislative Day is Wednesday, April 13. Library attendees will hear a briefing and then visit state representatives in their Columbus offices.

**NEW BUSINESS**

**RESOLUTION 8-16**

**PURCHASE OF PRINTER**

Mr. Hoffman said technology purchases are usually submitted to the board in February but due to the fact the printers are on sale until January 31st he is asking for approval at this time. Mr. Mentrek asked what happens to the old printers and Mr. Hoffman said they become spares are or used in staff areas. Ms. Levin said the IRS was not initially providing paper tax forms and customers were printing them. She said the library has been told that paper forms will be sent to us by the end of February.

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 **$7,118.10**, 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>10</td>
<td>HP LaserJet Enterprise M604dn</td>
<td>Black and White replacement printers for the public. Can do double-sided printing.</td>
<td>711.81</td>
<td>7,118.10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>7,118.10</strong></td>
<td></td>
</tr>
</tbody>
</table>
Mr. Holland moved. Ms. Botnick seconded. Roll call was taken. Resolution 8-16 passed unanimously by a roll call vote.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported the Alice in Wonderland themed programming for the fall resulted in 306 people attending the 17 Adult Services programs planned at all four of our branches and it was the most successful themed program slate the library has ever had. Also: the Training Department provided the mobile classroom to both Noble and UH to provide computer coding classes to children that were well attended; University Heights Library hosted a Community Forum about the renovation on Thursday, December 3 at 7:00 pm. The meeting was led by Director Nancy Levin and members of the Library Board of Trustees attended, as well as architect John Rach. Thirty one community members attended and were able to ask questions and learn more about the upcoming renovation. On December 21st, the Lee Road Children’s room was dedicated to the memory of Grace Brody and community members heard about plans for the new early literacy space.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, February 15, 2016 at 6:30 at the Lee Road branch.