Present: Ms. Beatty, Ms. Botnick, Mr. Fischer, Mr. Holland, Mr. Mentrek, 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, Wendy Gernsheimer from the Staff Association, Susan Janssen from the Foundation, Louisa Oliver from the Friends, Anne McFarland from the League of Women Voters, Patrick Rosa-Brujin, Ella & Meir Kamchji, Alberta Payton, Dale & Jane Lewis, Sue Janssen.

CERTIFICATION AND NOTIFICATION
The Finance Manager certified that notification of the regular meeting of the Board of Library Trustees had been made.

Minutes of the regular meeting held on August 17, 2015 have been forwarded to the members. Mr. Ortmeyer moved to approve minutes. Mr. Mentrek seconded. The minutes passed with unanimous consent.

James Posch introduced himself as a candidate for Cleveland Heights/University Heights School Board. Alberta Parker voiced complaints regarding how she has been treated by staff and fines she has been assessed. Mr. & Mrs. Lewis said they were representing a neighbor who couldn’t attend but is interested in the UH Branch renovation plans.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. HOLLAND
John Rach and Marc Bittinger presented four different designs and floor plan options for the University Heights renovation project. He said that several meetings were held with staff members and the community to review what was needed/desired for changes to the branch and those suggestions were incorporated into the four proposals.

The board took a brief recess to allow visitors to look at the renovation designs.

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

BUILDING & REPAIR FUND RESOLUTION 39-15
AUTHORITY TO HIRE SURVEYOR

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to enter into a contract with Stephen Hovancsek & Associates for an amount not to exceed $9,500. This survey will be done of the University Heights Branch property and three parcels south of the library on Fenwick Road.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Roll call was taken. Resolution 39-15 passed unanimously by a roll call vote.
BALANCED SCOREBOARD UPDATE

Ms. DeNero-Ackroyd presented the August Balance Scorecard report.

OPERATIONS COMMITTEE – MR. ORTMEYER

FINANCIAL REPORTS

Ms. Herrmann reported General Fund revenues for the month of August 2015 were $1,229,494 and year to date revenue is $10,165,557.30. Real property tax receipts are up by 44% from the same time last year due to the additional property tax and the Public Library Fund revenue is up by 10% from last August. Total revenue is at 93.8% of what was projected with 66.67% of the year complete.

Total expenditures through the end of August are 60.8% of the annual budget, under the 8th month projection of 66.67%.

Mr. Roosa made the motion to accept the financial statements for July and August. Ms. Botnick seconded and the financials were approved with a unanimous roll call vote.

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

GENERAL FUND RESOLUTION 40-15
SECURITY CAMERAS

BE IT RESOLVED: that the Board of Library Trustees grants permission to the Fiscal Officer to enter into an agreement with Power Alarm for the installation of security cameras at the Coventry, Lee, and Noble Branches of the library at a cost of $12,698.28.

Ms. Beatty moved. Mr. Holland seconded. Roll call was taken and Resolution 40-15 passed unanimously by roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK

The September staffing report shows one new vacancy and two jobs filled since the last Board meeting. Aurora Martinez, UH Branch Manager has resigned to become the Director of the Morley Public Library. We have identified an interim candidate who will take her place until we fill the position. We have filled two of the 3 open security guard positions. At this time, Security Services Manager – Kevin Echols has decided to not fill the remaining open position. We are recommending an internal candidate for the full time Youth Services Librarian position.

The Library will be offering a flu shot clinic again for library staff and spouses on Tuesday, October 13 from 2:00 – 5:00 pm at the Lee Road Library. Influenza is a public health concern and public library employees have a greater potential for exposure.

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

RESOLUTION 41-15
APPOINTMENTS

BE IT RESOLVED: that the following appointments be approved:

Kathy Franzinger, Full-time Youth Services Librarian, Lee Road Branch, Grade 9, effective October 10, 2015.

Pam Spangler, Interim University Heights Branch Manager, Grade 10, effective September 19, 2015.

Mr. Holland moved. Mr. Mentrek seconded. Roll call was taken Resolution 38-15 passed unanimously by a roll call vote.

MARKETING, COMMUNITY RELATIONS AND VOLUNTEERS REPORT

The August Marketing and Community Relations Report was presented. Highlights include: there is steady growth in the number of subscribers to our Techknowledge and We Recommend enewletters: Techknowledge now goes to a little over 200 subscribers, up from 126 in August of last year; We Recommend is at 134, up from 23 when it was first launched in November 2014; a programming survey to elicit customer feedback about program offerings was sent out and data collected; planning for the Centennial continues and the Coventry branch will be the location for kick-off activities.

In July 2015, the volunteer program was moved from the Training Department to the Marketing and Community Relations Department. Staff plan to reach out to staff to determine volunteer needs so we can better use volunteers to expand services. In July 10 volunteers worked a total of 35 hours. Currently plans are in progress for after school snacks at both Noble and UH to start up in the fall: healthy snacks for kids four days a week. In August six volunteers worked a total of 23 hours, which included gardening, riding the Book Bike, working the Welcome Desk, and assisting with clerical tasks in the Administrative Office.

FRIENDS REPORT

Ms. Oliver reported the Friends are moving out fiction and are getting ready for the Mega-Sale on November 1.

No report was given.

PRESIDENT’S REPORT

Ms. Levin presented the September Director’s Report. Highlights include: The Fund for the Future of Heights Libraries will be conducting a fundraising campaign this fall that encourages people to honor their friends, family or even pets by inscribing their dedication on a scroll to be included in a Time Capsule. This time capsule will be buried in May during the library’s Centennial Celebration. Information can be found on the Library webpage and in a mailing set to arrive in a few weeks. Please consider making a contribution that will be honored in 50 years when the capsule is opened! Funds raised will build our endowment housed at the Cleveland Foundation.

Ms. Levin reported that 92% of staff attending Staff Development Day rated the sessions as good or excellent and noted the number of staff recognized for their years of service to the library.
GOVERNMENT REPORT

Ms. Levin presented the Government Report. She said school libraries are well represented in S. 1177, the Every Child Achieves Act. In fact, we were more successful with this bill than we have been in recent history and this is largely due to citizen efforts in contacting Congress.

Also, last week the American Library Association (ALA) submitted comments to the Federal Communications Commission in its Lifeline modernization proceeding. As it has done with its other universal service programs, including most recently with the E-rate program, the Commission sought input from a wide variety of stakeholders on how best to transition a 20th century program to one that meets the 21st century needs of, in this case, low-income consumers.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 8:23 p.m.

Unless otherwise notified, the next regular meeting of the board of Library Trustees will be held on Monday, October 19, 2015 at 6:30 at the Noble Road branch.