Cleveland Heights-University Heights Public Library
Board of Trustees
Lee Road Library, 2345 Lee Road
6:30 p.m.
August 17, 2015 Meeting Minutes

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

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; members of the Administrative Services Team, Matt Mancini from the Staff Association, Susan Janssen from the Foundation, 2 practicum students, Louisa Oliver from the Friends and Anne McFarland from the League of Women Voters.

Certification and Notification
The Finance Manager certified that notification of the regular meeting of the Board of Library Trustees had been made.

Minutes
Minutes of the regular meeting held on July 20, 2015 have been forwarded to the members. Mr. Fischer moved to approve minutes. Ms. Beatty seconded. Mr. Fischer noted the Operations Committee was chaired by Mr. Ortmeyer and the last sentence in the minutes referring to special election costs was included in error. The minutes with those corrections passed with unanimous consent.

Operations Committee – Mr. Ortmeyer
Financial Reports

Financials
Ms. Herrmann reported that financial reports for July were not complete and presented comparison reports to review the period of January through July 2015 to 2014. Major sources of revenue are the property tax and the Public Library Fund. Since a new levy was approved in November 2014 tax receipts this year are $6,829,212 compared to $4,807,799 last year. Tax rollbacks this year are at $425,882 vs. $397,258 last year. The Public Library Fund has also increased from $1,355,448 in 2014 to $1,492,725 this year, approximately a 10% increase.

Other revenue item changes are: copier sales have increased from $9,205 to $15,495; fees & fines decreased from $37,458 to $31,313. Interest earnings are down from $9,002 to $4,022.

The library has shifted from an entirely short term liquid investment portfolio and moved approximately $6 million to a five year laddered investment portfolio. Interest earnings from the laddered portfolio will be posted when maturities from the investments occur. Several investments will mature between October and December and interest income will be $32,049 in 2015. Interest rates in the long term portfolio range from .15 to 2.1 percent.

The total of all revenue is up by 3.14% from the same period last year.

Salary and benefit expenditures have increased by 3% from the same period last year ($4,430,227 to $4,476,658). Books and materials purchases are less than last year ($539,174 to $466,144) but September and November are months when significant material purchases occur.

Expenditures for building improvements have increased by 60% from $48,347 to $77,343. Total expenditures are 3.1% higher than this time last year.
Members of the Operations Committee have met, discussed and reviewed the following items and recommend these items be approved by the Board Library Trustees:

**BUILDING & REPAIR FUND RESOLUTION 33-15
PURCHASE OF PROPERTY**

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to purchase the property at 2183 Fenwick Road, Parcel 72-09-029, for $141,000, a Building and Repair Fund Expense.

Mr. Ortmeyer moved. Ms. Botnick seconded. Roll call was taken. Resolution 33-15 passed unanimously by a roll call vote.

**BUILDING & REPAIR RESOLUTION 34-15
COVENTRY INDOOR LIGHTING**

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to enter into a contract with Pearlwind in the amount for $51,921.92 for interior lighting at the Coventry Library, a Building and Repair Fund Expense.

Mr. Ortmeyer moved. Ms. Beatty seconded. Roll call was taken Resolution 34-15 passed unanimously by a roll call vote.

**GENERAL FUND RESOLUTION 35-15
FUND TO FUND TRANSFER**

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the following fund transfer:

- $500,000 from the General Fund, 101, to the Building & Repair Fund, 401

Mr. Ortmeyer moved. Mr. Roosa seconded. Roll call was taken Resolution 35-15 passed unanimously by a roll call vote.

**GENERAL FUND RESOLUTION 36-15
BUDGET REVISION**

BE IT RESOLVED that the Library Board of Trustees grants permission for the Fiscal Office to increase the following budget accounts and certify those changes to the Cuyahoga County Budget Commission:

- UH Land Purchase $300,000.00
- UH Land Improvement $30,000.00-$50,000.00

After discussion the board asked that the land improvement amount be increased as the amount for the demolition of the houses on Fenwick Road has not yet been determined.

Mr. Ortmeyer moved. Ms. Beatty seconded. Roll call was taken Resolution 36-15 as amended passed unanimously by a roll call vote.

**GENERAL FUND RESOLUTION 37-15
GIFT ACCEPTANCE**
BE IT RESOLVED that the gift of $4,999 from the Friends of the Cleveland Hts./University Hts. Public Library for the purchase of benches and paving at the Noble Library and for a computer at the Coventry Library be accepted by the Board of Library Board of Trustees and deposited in the General Fund.

BE IT FURTHER RESOLVED that a gift in memory of Shony Long from V. Elizabeth Brown for the Coventry Library be accepted by the Board of Library Board of Trustees and deposited in the General Fund.

Mr. Ortmeyer moved. Ms. Botnick seconded. Roll call was taken Resolution 37-15 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK

The August staffing report shows one new vacancy and three filled since the last Board meeting. One of the hires is the full time Special Projects Manager which will require board action this evening. The resolution follows this report. We anticipate to have two guard positions filled by the end of August. The third guard position we will be filled at a later time.

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<th>Position</th>
<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
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*New to the report this month

RESOLUTION 38-15

APPOINTMENTS

BE IT RESOLVED that the following appointment is approved:

Beth Hatch, Special Projects Manager, Grade 10, effective Sept. 8, 2015.

Mr. Ortmeyer moved. Ms. Botnick seconded. Roll call was taken Resolution 38-15 passed unanimously by a roll call vote.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. HOLLAND

STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE

Ms. DeNero-Ackroyd presented the June Balanced Scorecard report.

MARKETING & COMMUNITY RELATIONS REPORT
The July Marketing and Community Relations Report was presented. Highlights include: the fall issue of Check Us out and the 2014 Annual Financial Report are going to print; feedback from the Early Literacy Project has been positive and more bookmarks and pamphlets have been provided to doctor’s offices for distribution.

**FRIENDS REPORT**

Ms. Oliver reported the Friends are making plans for next year. She said the donations have been very strong and there will be a special book sale for teachers to purchase children’s materials, and a sale will be held in conjunction with the Lee Road Music Hop on September 19th.

**PRESIDENT’S REPORT**

No report was given.

**DIRECTOR’S REPORT**

Ms. Levin presented the August Director’s Report. Highlights include: the Staff Development Day is scheduled for September 18, the UH Branch has made changes to the Teen Program in light of high school students attending Wiley School, former library staff are being interviewed for the Oral History Project for the Centennial and the Overdrive Digital Media Bus visited the Lee Road branch and more than 100 customers toured the bus.

**GOVERNMENT REPORT**

Ms. Levin presented the Government Report. The August 2015 Public Library Fund receipt was 8.1 percent higher than the August 2014 distribution

**NEW BUSINESS**

There was no new business.

**UNFINISHED BUSINESS**

There was no unfinished business.

**ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

Unless otherwise notified, the next regular meeting of the board of Library Trustees will be held on Monday, September 28, 2015 at 6:30 at the Lee University Heights branch.