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

Also Present: Nancy Levin, Director/Fiscal Manager; Kim DeNero-Ackroyd, Deputy Director; members of the Administrative Services Team; Peggy Hull, Staff Association; Louisa Oliver, Friends President, and Anne McFarland from the League of Women Voters. Carlton Sears Consultant and Deborah Herrmann incoming Fiscal Officer were also present.

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 May 18, 2015 have been mailed to the members. Mr. Roosa moved to approve minutes. Mr. Holland seconded. The minutes passed with unanimous consent.

OPERATIONS COMMITTEE - MR. FISCHER

Strategic Planning
Carlton Sears was introduced to the Board. See Director’s Report.

FINANCIAL REPORTS

Financials
For the period ending May 31, 2015, revenue totaled $5.2 million compared to $4.1 million the same period last year. The increase is primarily the result of the additional property tax revenue from the November 2014 levy and a slight increase in the PLF returns.

Year to date General Fund expenditures totaled $3.5 million which is just over the expenditures of $3.2 million during the same period last year.

OATH OF OFFICE
FISCAL OFFICER

The Library’s Human Resources Manager, Laurie Marotta, is a Notary Public and will administer the following oath to Ms. Deborah Herrmann, Fiscal Officer:

“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?” Ms. Herrmann answered “I do.”

RESOLUTION 24-15
TECHNOLOGY FUND AQUOS BOARD

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase, a 70 inch Aquos board with 10 pt. multi-touch screen, USB Extender, wall mounts and HDMI ports for a sum not to exceed $8554.00, a 402-Technology Fund purchase, for the purposes indicated above.

Mr. Ortmeyer moved. Ms. Botnick seconded. A roll call vote was taken. Resolution 24-15 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK

Staffing
We had a busy June interviewing candidates for multiple job vacancies. Having filled 6 open positions, including the full-time Circulation Manager and Finance Manager positions, we look forward to being at near full complement.

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
<th>Incumbent</th>
<th>Status</th>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coventry Branch</td>
<td>Associate Adult</td>
<td>PT</td>
<td>6/15/2015</td>
<td>Filled Associate Youth</td>
<td>Killman</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Youth</td>
<td>PT</td>
<td>6/10/2015</td>
<td>Resignation</td>
<td>Priset</td>
<td>Filled</td>
<td>Killman</td>
</tr>
<tr>
<td>Lee Rd. Branch</td>
<td>Circulation Manager</td>
<td>FT</td>
<td>2/17/2015</td>
<td>Resignation</td>
<td>Malnar</td>
<td>Filled</td>
<td>Pending Brd</td>
</tr>
<tr>
<td></td>
<td>Assistant Circ Manager</td>
<td>FT</td>
<td>5/1/2015</td>
<td>Demotion</td>
<td>Jackson</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>Finance Manager</td>
<td>FT</td>
<td>4/21/2015</td>
<td>Resignation</td>
<td>Nassif</td>
<td>Filled</td>
<td>Herrmann</td>
</tr>
<tr>
<td>Admin</td>
<td>Special Projects Mgr</td>
<td>FT</td>
<td>2/17/2015</td>
<td>Filled Youth Services</td>
<td>Lapides</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Youth Services</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/28/2015</td>
<td>Full time position</td>
<td>Van Jurah</td>
<td>Filled</td>
<td>Anselmi</td>
</tr>
<tr>
<td>Youth Services</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/28/2015</td>
<td>Full time position</td>
<td>Hull</td>
<td>Filled</td>
<td>Change</td>
</tr>
<tr>
<td>Youth Services</td>
<td>*Associate Youth</td>
<td>PT</td>
<td>6/2/2015</td>
<td>Personal</td>
<td>Delagrange</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Technology Training</td>
<td>Technology Trainer</td>
<td>PT</td>
<td>5/7/2015</td>
<td>Resignation</td>
<td>Coley</td>
<td>Filled</td>
<td>MacNamara</td>
</tr>
<tr>
<td>Security</td>
<td>*Guard</td>
<td>PT</td>
<td>5/15/2015</td>
<td>Resignation</td>
<td>Garcia</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

*New* to the report this month

Special Projects Manager next to be posted.

**RESOLUTION 25-15**

**APPOINTMENT CIRCULATION SERVICES MANAGER**

Ty has over 10 years of experience in retail management, where he worked heavily in customer service and employee training. He’s accustomed to analyzing data to make decisions, collaborate on budget creation and implementation and develop positive relationships with customers and staff. He’s also worked for an academic library at Johns Hopkins University and holds a leadership position in a local non-profit organization, the Cleveland Composers’ Guild.

BE IT RESOLVED: that the following appointment is approved:

Ty Emerson, Circulation Services Manager, Grade 10, effective July 1, 2015.

Ms. Botnick moved. Mr. Holland seconded. A roll call was taken. Resolution 25-15 passed unanimously by a roll call vote.

**Health Insurance Renewal for period July 1, 2015 to June 30, 2015**

The Board approved the renewal of the Anthem/ERC insurance plan at the May meeting. Open enrollment meetings for eligible staff will be held during the month of June.

**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 May Marketing and Community Relations Report was presented. Highlights include: HRCC Expo attendance, the replacement of Staff Space with a new Staff Intranet, Summer Reading Publicity.

FRIENDS REPORT

No report was given.

PRESIDENT’S REPORT

DIRECTOR’S REPORT

Carlton Sears introduced himself to the Board of Trustees and the public. He will be leading our Balanced Scorecard/Strategic Planning process for 2016-1017. Sears is a former library director (38 years librarian) and community organizer as well as a consultant.

Ms. Levin presented the June Director’s Report. Highlights include: CBLH Design Inc. chosen as Architect for UH Branch Renovation. CEDAR-LEE SID request to use parking lot for free Valet Parking. Nancy Levin elected to Heights Regional Chamber of Commerce Board. Kim DeNero-Ackroyd appointed to Citizen’s Advisory Committee for Cleveland Heights.

GOVERNMENT REPORT

Ms. Levin presented the Government report. Highlights include: Ohio Primary Election date changed to March 15, 2016. Budget bill introduced in State Senate, must be passed by June 30. State Audit complete with no significant findings.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd presented the June Public Service Report and Usage Statistics.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

ADJOURNMENT

Mr. Ortmeyer moved to adjourn at 8:33 pm. Seconded by Ms. Botnick.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, July 20, 2015, at 6:30 pm at the Lee Road branch.