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

Also Present: Nancy Levin, Director; Jana Nassif, Finance Manager; Kim DeNero-Ackroyd, Deputy Director; members of the Administrative Services Team; Leslie Mallon, Staff Association; Amy Gerson, Deputy Finance Manager; Andrea Lynn, Adult Services Associate, 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 of the regular meeting held on March 16, 2015 have been mailed to the members. Mr. Roosa made a motion to approve the minutes. Mr. Ortmeyer seconded. The minutes passed with unanimous consent.

OPERATIONS COMMITTEE - MR. FISCHER

FINANCIAL REPORTS

Ms. Nassif presented the Fiscal Officer’s report and March 2015 financial statements. For the period ending March 31, 2015, revenue totaled $4.5 million compared to $3.6 million the same period last year. To date, we have received 41% of our 2015 Certified Revenue. Year to date General Fund expenditures totaled $1.8 million which is flat compared to the same period last year. To date, we have spent 20% of our 2015 Certified Appropriations. In April, the Fiscal Officer and Director worked with Meeder Investments to set up the Library’s investment account. Funds from the Library’s KeyBank & US Bank savings accounts were moved into the new account. We are keeping $4.5MM available in the Library’s StarPlus account until the cost of the UH branch renovation has been determined.

Mr. Ortmeyer made a motion to accept the March financials. Ms. Beatty seconded and the financials were approved with a unanimous roll call vote.

ANNUAL PRESENTATION FROM DOBAMA THEATRE

Managing Director Julie Friedman of Dobama Theatre gave an annual presentation. Highlights include: Dobama Theatre is starting its 7th season here at Heights Library next September. 2014-15 season: Our first as a full Equity Theatre (the only full-time Small Professional Theatre designation in the Cleveland area). So far this season, every one of Dobama’s Mainstage productions has exceeded its ticket revenue goals. Have also seen an almost 30% increase in attendance numbers over two seasons – in fact, our holiday production, A CIVIL WAR CHRISTMAS, was the highest-grossing and highest attended production in our history. Rise in Membership numbers: since switching to membership model two years ago, almost 40% increase in membership revenue. Continued collaboration with Heights Library: The one major partnership that has enabled much of Dobama Theatre’s growth since 2009 is the one we enjoy with the Heights Library. It is a strong, collaborative long-term relationship, which has increased community participation and accessibility with the Cleveland Heights and University Heights residents that it serves. We currently engage in quarterly joint programming planning meetings with the Library leadership focused on youth programming, outreach events and other collaborations; for example, this year we hosted “On The Same Page” programming, and we will work together on various events for the 100th anniversary of Heights Library next season. Our outside sign, which also features our neighbors in the arts building, has been a big factor in our increased attendance. We are also planning lobby improvements before next season, with which we will work with the Library.

RESOLUTION 15-15

HVAC LEE ROAD MAINTENANCE AGREEMENT
A three year renewal and upgrade to maintenance agreement is being requested. All HVAC equipment installed in 2006 and then in the Dobama upgrade in 2009-10 is currently under a minimal maintenance agreement. We currently also pay a consultant to make sure our efficiency guarantee is being upheld. At this time we would like to consolidate into one premium maintenance agreement for the following reasons:

1. As the equipment ages it is more likely to have more expensive problems. This agreement will serve as an insurance policy for breakage with complete replacement under covered circumstances. This is basically an insurance policy.
2. The cost is almost equal on an actual dollars spent basis using the last four years as a model.
3. All responsibility for maintenance will fall to Johnson Controls freeing up Tim Pasbrig to concentrate on other matters. He will continue to be trained and included in any work done but will be relieved of responsibility.

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to enter into a 3-Year Planned Service Agreement with Johnson Controls, Inc. for the following costs: Year one $43,307.80 for 2015 (including prorated fee for prior payments of $7400 and 1.5% discount for paying up front.) Year two $53,024, Year three $54,615, General Fund (101) expenses.

BE IT ALSO RESOLVED: that the Board of Library Trustees grants the Fiscal Officer permission to cancel the Measurement and Verification contract retroactively as of 1/1/2015 which is the beginning of year 9 of that contract.

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

RESOLUTION 16-15
TECHNOLOGY FUND EXPENDITURES

A number of years ago, we made a decision to switch from purely physical servers to a virtualized environment. Virtualization uses software to manage fewer, more powerful physical server “hosts,” on which then run virtualized “guest” servers. These guest servers can then provide services like printing, file-sharing, email, etc. The virtualization software portions out RAM and processing power to the guests, and supplies advanced management tools for them.

One of the main components for such a system is centralized network storage, otherwise known as Network Attached Storage (NAS). This essentially means a large networked device with a great deal of hard drive space in it. The hosts noted above are able to access this storage over the network to provide hard drive access for the guest servers.

Like most of our hardware, we replace server equipment on a rotating five-year basis. So, at this time we are requesting funds to replace our current NAS device. The existing older device will be placed into service as a replication point for server data, thus providing some disaster-recovery options for us. This purchase would be part of our planned VMware virtualization environment server upgrade for this year.

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase the items listed on the attached spreadsheet in an amount not to exceed $20,516.97, 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>1</td>
<td>EMC VNXe3200 Network Attached Storage device (NAS)</td>
<td>Replacement Network storage for VMware Server Virtualization System</td>
<td>20,516.97</td>
<td>20,516.97</td>
</tr>
</tbody>
</table>

TOTAL 20,516.97

Mr. Ortmeyer moved. Mr. Holland seconded. Roll call was taken. Resolution 16-15 passed unanimously by a roll call vote.
RESOLUTION 17-15

SERVICE AND ADMINISTRATION POLICIES

After an annual review of the Service and Administration policies, the Director and Administrative Services Team have suggested the following updates which are marked in red on the attached document.

P. 1 Add to Appendices Outline – Library Bill of Rights – Services for people with disabilities, append to policy with full document.

p. 5-6 Add language -- services to people with disabilities

p. 7 Non-partisan informational display

p. 8 Panel of Administration staff will hear appeals

Attached to this proposed resolution is the Service and Administration policy and the Library Bill of Rights Interpretation.

BE IT RESOLVED: that the Board of Library Trustees instructs the Director to make changes to the Service and Administration Policies as indicated in red on the attached document and append to the document the Library Bill of Rights: Interpretation Services for People with Disabilities. Furthermore, let these newly revised Service and Administration Policies be posted for public use and distributed to the staff.

Mr. Ortmeyer moved. Ms. Botnick seconded. An all in favor vote was taken. Resolution 17-15 passed unanimously.

PERSONNEL COMMITTEE – MS. BOTNICK

Below is the job vacancy report. We filled 6 vacancies since the last board meeting of which 4 are public service positions. With the addition of the new public service staff we will be ready for the new Sunday schedule which begins on May 17, 2015. We are sorry to report that Finance Manager Jana Nassif has resigned. Jana has made many contributions to the Library in her tenure and she will be missed by all. We have advertised for her replacement at various sites such as, Cleveland.com and the Ohio Government Fiscal Officer Association. We are currently interviewing candidates to fill the Circulation Services Manager job and we hope to have a candidate selected by the May Board meeting.

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Status</th>
<th>Date</th>
<th>Reason</th>
<th>Incumbent</th>
<th>Status</th>
<th>Hire</th>
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</thead>
<tbody>
<tr>
<td>Noble Branch</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/28/2015</td>
<td>Full time</td>
<td>Hermelin</td>
<td>Filled</td>
<td>J. Markowitz</td>
</tr>
<tr>
<td>U.H. Branch</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/5/2015</td>
<td>Resignation</td>
<td>S. King</td>
<td>Filled</td>
<td>C. Marshall</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>Open</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>Open</td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>Deputy Finance Mgr</td>
<td>FT</td>
<td>3/27/2015</td>
<td>Resignation</td>
<td>Lehtinen</td>
<td>Filled</td>
<td>A. Gerson</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</td>
<td>Van Jurah</td>
<td>Filled</td>
<td>K. Galewood</td>
</tr>
<tr>
<td>Youth Services</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/28/2015</td>
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<td>Franzinger</td>
<td>Filled</td>
<td>T. Murray</td>
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<tr>
<td>Youth Services</td>
<td>Associate Youth</td>
<td>PT</td>
<td>2/28/2015</td>
<td>Full time</td>
<td>Hull</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month

Training Report

Last month, 41 staff attended 19 training and development activities. See charts below for details.
Volunteer Report – we had 6 volunteers who participated in 4 volunteer activities, most of which are the on-going activities that take place at the Noble Library.

RESOLUTION 18-15
ELECTION OF INTERIM FISCAL OFFICER

The search for a new Finance Manager has begun and until the new Finance Manager is appointed, an Interim Fiscal Officer is needed. It is recommended that the Director, Nancy Levin, be appointed Interim Fiscal Officer of the Board until the new Finance Manager is appointed.

BE IT RESOLVED: that Director Nancy Levin be appointed Interim Fiscal Officer, and that her term of office shall be from April 22, 2015 until the new Finance Manager is appointed by the Board of Library Trustees.

Ms. Botnick moved. Mr. Mentrek seconded. An all in favor vote was taken. Resolution 18-15 passed unanimously.

OATH OF OFFICE
The Library’s Human Resources Manager, Laurie Marotta, is a Notary Public and will administer the following oath to Ms. Amy Gerson, Deputy 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?” (The answer is, “I do.”)

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

**PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. HOLLAND STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE**

Ms. DeNero-Ackroyd presented the March Balanced Scorecard report. Highlights include: Mobile Tech Lab visited the rec center and UH city hall; Terraya Lewis attended ALA seminar on serving children with autism spectrum disorder; Baby Brain Time with Family Connections; Tiger Lab outreach program to teens continues at Heights High; Children’s programming focused on National “Save A Spider” Day; Employment Law training in March.

**MARKETING & COMMUNITY RELATIONS REPORT**

The March Marketing and Community Relations Report was presented. Highlights include: Facebook likes dropped to 1,862 as Facebook cleared out inactive accounts, but comments and other activity (likes, shares, comments) continue at a steady rate. Addressed Cleveland International Film Festival audiences before screenings of partnered film, “Alfred and Jakobine;” heavily promoted involvement in the festival on website and social media. Great Lakes Theater Festival performance of “The Great Globe Itself” at Lee Road well attended. Web developer began work on replacing Staff Space intranet and created new online timecard system, both of which will save staff time and will save IT department money. Graphic designer and marketing manager begin work on signage design and replacement project for all branches. Marketing manager attended marketing committee meetings for “Make Your Summer Count” summer learning initiative with other Cuyahoga County library systems.

The Website Quarterly Report was presented. Highlights include: Overall visits are up 4.5% since last quarter. Unique visitors (unique people, i.e. not same person visiting site multiple times) number continues to grow steadily, significantly higher than the past two years, and up 2.3% over the previous quarter. Visits to the Bibliocommons catalog from our home page continue to be higher on the new site, and grew 4% this quarter over last.

**FRIENDS REPORT**

The Friends report was presented. Highlights include: Mega book sale begins on April 30 and will run through May 3. Mural to be painted in the bookshop is a collaboration with the Heights high school.

**PRESIDENT’S REPORT**

No report was given.

**DIRECTOR’S REPORT**

Ms. DeNero-Ackroyd presented the April Director’s Report. Highlights include: National Library Week we greatly appreciate the resolution passed by the Cleveland Heights City Council on this occasion. At the April 7 Cleveland Heights Architectural Board of Review meeting the safety lighting plan was approved. This project is currently out to bid and information can be found on our website. The Youth Services department is planning a small Maker’s Space that will be available to older children this summer.

**GOVERNMENT REPORT**
Ms. DeNero-Ackroyd presented the Government report. Highlights include: On April 28, representatives from Libraries across the state will visit their representatives and state senators in Columbus to lobby for additional funding for the Public Library Fund. Cleveland Heights-Lee Road Streetscape construction to begin in April and register attend OLC's Legislative Day - April 28. The Heights Library Trustees will attend the OLC Trustees Dinner on April 29, 6:30 pm, at the Independence Holiday Inn to learn more about these legislative initiatives.

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

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

The meeting was adjourned at 7:33 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, May 18, 2015, at 6:30 pm at the Lee Road branch.