Present: Ms. Beatty, Mr. Fischer, 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; Wendy Gernsheimer, Staff Association; Joyce Bowers, Adult Services Associate, Sue Jansen, Fund for the Future of Heights Library Foundation, 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 February 16, 2015 have been mailed to the members. Mr. Fischer 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 February 2015 financial statements. For the period ending February 28, 2015, revenue totaled $4.3 million compared to $3.2 million the same period last year. Year to date General Fund expenditures totaled $1.1 million which is flat compared to the same period last year. Year to date interest totaled $1,344 which is consistent with the same period last year.

Mr. Ortmeyer made a motion to accept the February financials. Mr. Roosa seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 13-15
2015 ANNUAL APPROPRIATIONS ADOPTION
BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2015, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

Mr. Ortmeyer moved. Ms. Beatty seconded. Roll call was taken. Resolution 13 -15 passed unanimously by a roll call vote.

RESOLUTION 14-15
MEEDER INVESTMENT MANAGEMENT
The Library would like to enter into an agreement with Meeder to manage the Library’s funds. Meeder will serve as the Investment Manager for the Library through a custodian account at US Bank. The account at US Bank is set up in the name of the Library with Meeder listed as a Qualified Custodian limited to investing funds in accordance with the Investment Management Agreement, which complies with the investment restrictions in the Ohio Revised Code. Meeder’s access to the funds is limited to investment trading purposes.

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to enter into an agreement with Meeder Investment Management for the purposes indicated above.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Roll call was taken. Resolution 14-15 passed unanimously by a roll call vote.
PERSONNEL COMMITTEE – MR. FISCHER

We are sorry to see both Julie Lehtinen, Assistant Finance Manager and Shenee King, University Heights branch Youth Services Associate leave us. Both staff members have made significant contributions to the Library since their employment. The departure of the Circulation Services Manager is also disappointing due to her short tenure with the Library.

<table>
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<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>
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*New to the report this month

Training Report - February
Twenty-one staff spent about 62.5 hours on training and development activities.

Highlights
- System Orientation
- Halogen Training
- Third Thursday Training: OneDrive for Business (technology category)
- ASL Refresher course at Coventry (job knowledge category)
- Office 365 Outlook Web App Training (technology category)
- StaffSpace Training (technology category)
- Publisher 2013 Parts I-III (technology category)
- Tapping into Your Employees Talents (soft skills category)

Volunteer Report
February activities included Noble Snack Program, Noble Homework Help, and Lee Road LAF program. Five volunteers contributed a total of 19 hours on these activities.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. FISCHER

STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE
Ms. DeNero-Ackroyd presented the February Balanced Scorecard report. Highlights include: Adult outreach continues to grow and the number of residents utilizing services is growing. Book Bike visits to John Carroll are now twice per month
which gives students more opportunities to check out popular materials and sign up for library cards; and Whole Foods pledged a donation to support the Coventry garden.

MARKETING & COMMUNITY RELATIONS REPORT
The February Marketing and Community Relations Report was presented. Highlights include: variety of programs listed in Sun Press and Cleveland.com, including local author Dan Coyle’s appearance at Coventry and the restoration of Sunday and Friday hours at all branches. Plain Dealer listed Cultural Encounters films at UH “For a Woman” and “Cannibal” and “Ilo Ilo” and Lee Road showing of “Tangled” and “Literary Movie Mash-Up” program at Lee Road. Ms. Banks wrote an article about new Book a Room meeting room system for spring issue of Ohio Libraries Quarterly newsletter, published by the State Library of Ohio. The department is working with staff on Centennial celebration planning for 2016; and worked with FRIENDS on partnership with Cleveland International Film Festival. Note about new calendar system: the new system’s reporting function was crucial for contacting customers about library closing and delay due to weather: list of customer’s contact info.

FRIENDS REPORT
The Friends report was presented. Highlights include: thanks to Library Board who are now all members of the Friends; and all members of the Friends; partnering with the Adult Services Department for a poetry project in April; and the Mega book sale is April 30th (members preview) and May 1st -3rd.

PRESIDENT’S REPORT
No report was given.

DIRECTOR’S REPORT
Ms. Levin presented the March Director’s Report. Highlights include: the Library invites the public to witness the makeover of Coventry Branch library including a new Children’s area and redesigned computer space on April 18 from 1:00 – 5:00 pm; we have established a Local History Task Force to look at ways in which the library can better address the needs of our service area; and Director Nancy Levin will attend a class at Harvard on The Future of Libraries in the Digital Age from March 18-21.

GOVERNMENT REPORT
Ms. Levin presented the Government report. Highlights include: Cleveland Heights-Lee Road Streetscape construction to begin in April and register attend OLC’s Legislative Day - April 28.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd presented the March Public Service Report and Usage Statistics.

NEW BUSINESS
There was no new business.

UNFINISHED BUSINESS
There was no unfinished business.

ADJOURNMENT
The meeting was adjourned at 7:26 pm.

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