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; members of the Administrative Services Team; Steve Medgyesi, Staff Association; 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 January 26, 2015 and the January 28, 2015 Special Board Meeting 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 January 2015 financial statements. For the month of January, revenue totaled $1.2 million compared to $800K in 2013. The increase is primarily the result of the additional property tax revenue from the November 2014 levy. General Fund expenditures for the month totaled $553K, up slightly from 2013 expenses of $543K. The Star Plus rate of return remained flat in January at 0.20%. Interest for the month totaled $952 on all of our investments compared to $669 the same period last year. The increase in investment income is a result of higher interest rates and the transfer of funds from our Star Ohio account to our Star Plus account, which earns a higher interest rate.

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

RESOLUTION 09-15
LICENSE FOR USE OF PROPERTY - CLAYWORKS
Members of the Operations Committee have met, discussed and reviewed the attached License for Use of Library Property for Clayworks and recommend that it be adopted by the Board of Library Trustees.

BE IT RESOLVED that the Board of Library Trustees authorizes the Director to sign, accept, and approve in principal this License for Use of Library Property for Clayworks; and,

BE IT FURTHER RESOLVED that, once this same license has been approved and signed by the Board of Trustees of Clayworks, that a copy of this agreement be attached to the Minutes of this meeting.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Roll call was taken. Resolution 09 -15 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK
Since the last Board meeting we have filled seven positions. Tonight the Board will act on the resolutions to fill four full-time Youth Services Associates jobs. You also will formally appointment Sam Lapides to the Youth Services Manager position this evening. He was offered the position after completing the interview process late last month. The vacancy table below shows the replacement needs for the four part time staff moving into the full time positons.
Training Stats

The training department has an annual training budget of $24,000 which is a small percentage of our $8 million operating budget. The training budget covers the cost to send a number of employees to annual conferences, Staff Day costs and other types of formal training offered in the year.

In 2014, 153 employees participated in training and development activities, a decrease of 4.3% from 2013. Sixty-three of those who attended training were full time, while 90 were part time (this includes Pages). A majority of these activities (58%) were related to improving employees’ job-related skills and knowledge. Mandatory staff training made up only 11% of the activities attended by employees in 2014. In addition to job specific activities, 10% of events attended last year focused on improving soft skills While 21% of activities attended were to improve technology skills. The Board requested a more detailed breakdown of training expenses, including allocating the salary of Ms. Howiler to these expenses.

RESOLUTION 10-15

APPOINTMENTS

Sam D. Lapides, Youth Services Manager
Sam has been employed by the Library since December 28, 2007. He completed his MLIS practicum project with us where he focused on teen services. Both his current position and the Youth Services Manager position are in the job grade 10 and so there is no change to his salary.

Kathy Franzinger, Full-time Youth Services Associate – Coventry Road branch
Kathy has a B.A. in English from the University of Dayton and a M.L.I.S from Kent State University. She was a Teacher Assistant for the Madison Community School for 2 ½ years where she instructed kindergarten and first-grade students. Kathy is presently a part time youth services associate for the Lee Road Youth Services Department.

Peggy Hull, Full-time Youth Services Associate – Lee Road branch
Peggy has a B.S. in Secondary English Education from The Ohio State University, a M. Education from Ursuline College and an expected M.L.I.S degree from Kent State University Fall of 2015. She has worked as an English teacher for he

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<th>Department</th>
<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
CH-UH Public school system and for the Communion of Saints. Peggy is presently a part time youth services associate for the Lee Road Youth Services Department.

Hannah Van Jura, Full-time Youth Services Associate – University Heights branch
Hannah has a Bachelor’s of Music from The Ohio State University. She was an Information Center Specialist for Ohio State Student Union and also worked for the Strongsville Public Library for two years as a page. Hannah is presently a part time youth services associate for the Lee Road Youth Services Department.

Dana Hermelin, Full-time Youth Services Associate – Noble Neighborhood branch
Dana has a Bachelor of Arts, Applied Behavioral Science from The University of Kansas with a specialty in Youth Development and Juvenile Justice. She worked in the Dakota County Library as a page, she had a one year internship with the Kansas Department of Social and Rehabilitation Services. Dana is presently a part time youth services associate for the Noble Road branch.

BE IT RESOLVED: that the following appointments be approved:

Sam D. Lapides, Full-time Youth Services Manager, Grade 10, effective February 17, 2015 at his current rate of pay.
Kathy Franzinger, Full-time Youth Services Associate, Coventry Road branch, Grade 7h, effective February 28, 2015 at her current rate of pay.
Peggy Hull, Full-time Youth Services Associate, Lee Road branch, Grade 7h, effective February 28, 2015 at her current rate of pay.
Hannah Van Jura, Full-time Youth Services Associate, University Height branch, Grade 7h, effective February 28, 2015 at her current rate of pay.
Dana Hermelin, Full-time Youth Services Associate, Noble Road branch, Grade 7h, effective February 28, 2015 at her current rate of pay.

Ms. Botnick moved. Mr. Mentrek seconded. Roll call was taken. Resolution 10-15 passed unanimously by a roll call vote.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. ORTMEYER
STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE
Ms. Levin presented the February Balanced Scorecard report. Highlights include: 16th Annual Poetry Slam, co-hosted by Terraya Lewis, Jessica Robinson had 100 attendees; new partnership with Church of the Savior’s “Breath Respite” program had 20 attendees; and a new story time at Noble focused on beginning readers and specifically serves children who are just beginning to learn to read.

RESOLUTION 11-15
LIMITED OWNER’S REPRESENTATIVE SERVICES PROPOSAL ARCHITECT FOR UNIVERSITY HEIGHTS RENOVATION
In accordance with Ohio Revised Code we will be selecting an architect in a competitive process. The attached proposal is for limited owner's representative services in connection with the University Heights Branch Renovation project. This proposal, provided by Julie Criscione of Project Management Consultants, LLC, includes a revised scope of services limited to the facilitation of architectural selection only, excluding contract development and negotiation. Financial information, budget, schedule and scope will be provided by the Cleveland Heights-University Heights Public Libraries.

BE IT RESOLVED; that the Board of Trustees allow the Fiscal Officer to enter into a contract with Project Management Consultants LLC for the limited owner’s representative services in connection with the University Heights Branch Library Renovation, for a process that lasts between February and April 2015 and results in a narrowed field of four candidates, as detailed in the proposal herein attached, for a fee not to exceed $8,000.

Mr. Holland moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 11-15 passed unanimously by a roll call vote.

RESOLUTION 12-15
COVENTRY HOURS
Last January, the Coventry Village Branch of Heights Libraries was closed on Fridays. We promised to study the results of this closure and to reexamine the cost/benefits after one year. We were able to utilize the closed time on Fridays to make additional upgrades to branch by improving accessibility and technology, improving children’s services and ensuring the future success of branch. With the passage of an operating levy in November we are also adding one full time Youth Services Associate to the staffing at this branch. Nearly $300,000 of improvements have been made or are scheduled before the end of the year.

At this time, we propose to reinstate the Friday hours, along with adding Sunday hours at all branches, year round. Friday hours will resume at Coventry on Friday, May 15 and Sunday hours at Coventry and Noble will begin Sunday, May 17.

BE IT RESOLVED: that operating hours at the Coventry Village Branch be Monday, Tuesday and Thursday 1 to 9 pm; Wednesday, Friday and Saturday 9 am to 5:30 pm; and Sunday 1 to 5 pm beginning Friday, May 15, 2015.

Mr. Holland moved. Ms. Beatty seconded. Roll call was taken. Resolution 12-15 passed unanimously by a roll call vote.

CLEVELAND PUBLIC LIBRAR’S COMMITMENT TO CLEVNET
At their strategic planning retreat in September last year, the CLEVNET Directors’ Panel requested that Cleveland Public Library reaffirm its commitment to CLEVNET. CPL’s Board of Trustees discussed the request at length at their work session in November and asked that a resolution be brought to them in January. The “Resolution to Renew Commitment to the CLEVNET Service Model” was enthusiastically approved by the Library Trustees at their regular meeting on January 15, 2015. The resolution was read.

MARKETING & COMMUNITY RELATIONS REPORT
The January Marketing and Community Relations Report was presented. Highlights include: Spring Check Us Out edited and layed out; created and emailed survey to customers about how and where they get recommendations for materials to checkout; managers met with CHUH Schools Superintendent Dr. Talisa Dixon and discussed ways Heights Libraries can help the schools; Marketing Manager attended Summer Slide planning meeting with other nine Cuyahoga County public libraries (group effort to plan, implement, and evaluate the effectiveness of a county-wide summer reading programs); and Book a Room meeting room software had a soft launch and libraries may now begin using it.

FRIENDS REPORT
The Friends report was presented. Highlights include: happy hour at the Wine Spot on February 22, 3-5 pm includes a raffle and partnering with the Library to sponsoring a movie for the Cleveland International Film Festival.

FOUNDATION REPORT
The Foundation report was presented. Since its inception, the Foundation has had two events with local authors, is working on expanding the Board and has an ad in the current issue of Check Us Out.

PRESIDENT’S REPORT
Last month, Mr. Fischer and Ms. Levin met with the Friends and the Foundation about how to best communicate to the community about how people can help the Library including volunteering and through the Friends and the Foundation.

DIRECTOR’S REPORT
Ms. Levin presented the February Director’s Report. Highlights include: plans for outdoor security lighting at the Coventry Village Branch were presented to the Cleveland Heights Architectural Board of Review on February 3. Some changes were requested and we will appear again on March 3. For the 5th year in a row, Director Nancy Levin will present the spelling words at the Reaching Heights Spelling Bee on April 15.

GOVERNMENT REPORT
Ms. Levin presented the Government report. Earlier in February, Governor Kasich proposed his $72.3 billion two-year state budget for fiscal year (FY) 16-17. It includes a combination of tax cuts and tax increases. The final FY 16-17
budget will not be enacted until the end of June and numerous changes will be made between now and then. Library Legislative Day is in April.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:18 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, March 16, 2015, at 6:30 pm at the Lee Road branch.