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; Julie Lehtinen, Deputy Finance Manager; Kate Atherton, Adult Services Associate; Jeri Waltrip, Staff Association; 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 December 15, 2014 have been mailed to the members. Mr. Fischer made a motion to approve the minutes. Mr. Ortmeyer seconded. The minutes passed with unanimous consent.

OATH OF OFFICE
According to Section 117.01 of the Ohio Revised Code, members of a board of library trustees are considered “public officials” and as such, must take an oath of office that covers their full term in that office. This requirement for newly seated Board members, which includes the Fiscal Officer and Deputy Fiscal Officer since they have just been elected to new terms, the incoming Board President and the Director, takes place as part of the Board’s organizational meeting each year. Persons authorized to administer oaths include elected officials and notaries public.

The Library’s Human Resources Manager, Laurie Marotta, is a Notary Public and will administer the following oath to Mr. Rob Fischer, Ms. Susan Beatty, Mr. Chris Mentrek, Ms. Nancy Levin, Ms. Jana Nassif, and Ms. Julie Lehtinen:

“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?” All answered “I do.”

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

RESOLUTION 01-15
ELECTION OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER
At the annual organizational meeting of the Board of Library Trustees each year, it is required that the Fiscal Officer and Deputy Fiscal Officer of the Board be elected and the terms of office stated in the minutes. The amount of bonds for the Fiscal Officer, Deputy Fiscal Officer, and Director are also set at the organizational meeting each year.

It is recommended that the Finance Manager be appointed Fiscal Officer and the Assistant Finance Manager be appointed Deputy Fiscal Officer of the Board.

BE IT RESOLVED: that Finance Manager, Jana Nassif, be appointed Fiscal Officer, with a bond in the amount of $300,000, and that her term of office shall be from January 26, 2015 until the organizational meeting of the Board in 2016; and

BE IT FURTHER RESOLVED that Assistant Finance Manager, Julie Lehtinen, be appointed Deputy Fiscal Officer, with a bond in the amount of $100,000, and that her term of office shall be from January 26, 2015 until the organizational meeting of the Board in 2016; and
BE IT FURTHER RESOLVED that the bond for the Director, Nancy Levin, be in the amount of $100,000.00.

Mr. Fischer moved. Ms. Beatty seconded. Roll call was taken. Resolution 01-15 passed unanimously by a roll call vote.

RESOLUTION 02-15
SALARIES OF DIRECTOR AND FINANCE MANAGER

The Board of Trustees completes performance evaluations of the Director and Finance Manager annually. The Director was reviewed by the Board and given a 2.5% salary increase and the Finance Manager was given a 3% salary increase, effective the first payroll of 2015.

WHEREAS the Board of Library Trustees shall complete annual performance evaluations of the Director and the Finance Manager; and,

WHEREAS the salaries for the Director and Finance Manager shall be set on an individual basis by the Board of Library Trustees at its annual organizational meeting; so therefore,

BE IT RESOLVED that the annual salary of the Director, Nancy Levin, shall be $103,295.40; and

BE IT FURTHER RESOLVED that the annual salary of the Finance Manager, Jana Nassif, shall be $68,958.50.

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 02-15 passed unanimously by a roll call vote.

RESOLUTION 03-15
2015 SLATE OF OFFICERS

The Nominating Committee of the Cleveland Heights-University Heights Public Library Board of Trustees proposes the following slate of officers for 2015:

Rob Fischer, President
Rick Ortmeyer, Vice President
Ron Holland, Secretary

In addition, the following committee appointments have been made:

<table>
<thead>
<tr>
<th>Operations:</th>
<th>Planning &amp; External Relations:</th>
<th>Personnel Committee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Rick Ortmeyer</td>
<td>Ron Holland, Chair</td>
<td>Abby Botnick, Chair</td>
</tr>
<tr>
<td>Chris Mentrek</td>
<td>Chris Mentrek</td>
<td>James Roosa</td>
</tr>
<tr>
<td>Susan Beatty</td>
<td>James Roosa</td>
<td>Susan Beatty</td>
</tr>
</tbody>
</table>

BE IT RESOLVED: that the officers for the 2015 Board of Trustees shall be Rob Fischer, President; Rick Ortmeyer, Vice President; and Ron Holland, Secretary.

Mr. Fisher moved. Ms. Botnick seconded. An all in favor vote was taken. Resolution 03-15 passed unanimously.

OPERATIONS COMMITTEE - MR. FISCHER
FINANCIAL REPORTS

Ms. Nassif presented the Fiscal Officer’s report and December 2014 financial statements. For the year ended December 31, 2014, revenue totaled $9.4 million compared to $8.9 million in 2013. General Fund expenditures for the year totaled $7.9 million, up slightly from 2013 expenses of $7.7 million, primarily as a result of an increase in salaries and benefits. Year to date interest on all of our investments totaled $14,843 compared to $11,255 the same period last year. The Business Office is busy setting up purchase orders and working on the budget for the new year. The Collection Services Department met with Brodart, one of the Library’s largest materials vendors, in December. Over the past six months, the department has met with all of the Library’s major materials vendors.
Mr. Ortmeyer made a motion to accept the December financials. Mr. Roosa seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 04-15
ENCUMBRANCES: AUTHORIZATION TO PAY

As of December 31, 2014, the encumbrances for the General Fund were $99,666.28, $7,788.31 for the Local Grants Fund and $236,145.00 for the Buildings & Repair Fund for a total of $343,599.59.

WHEREAS as of December 31, 2014, there are open encumbrances in the General Fund, the Local Grants Fund, and the Building & Repair Fund; and,

WHEREAS payments on open 2014 encumbrances will be made in 2015; so therefore,

BE IT RESOLVED that the encumbrances for the General Fund, the Local Grants Fund, and the Building & Repair Fund, as shown on the December 31, 2014 Statements of Expenditures, be added to and made part of the 2015 Appropriations in the appropriate Funds and Categories.

BE IT ALSO RESOLVED that any encumbrances from 2013 that were made part of the 2014 Appropriations that were not spent in 2014 be available and made part of the 2015 Appropriations in the appropriate Funds and Categories.

Mr. Ortmeyer moved. Mr. Roosa seconded. Roll call was taken. Resolution 04 -15 passed unanimously by a roll call vote.

RESOLUTION 05-15
COVENTRY EXTERIOR LIGHTING PROJECT

Studio Techne has provided an estimated cost for the exterior lighting and masonry repair work at the Coventry Library Branch located at 1925 Coventry Road. The estimate for construction for the base bid electrical work is $74,400, with an additional $12,400 for the alternates for the masonry repairs and the restoration of the existing light fixtures which are to remain. The estimated cost for the base bid and alternates totals: $86,800.

The next step is for the Board of Library Trustees to accept the estimated costs for the exterior lighting and masonry repair work and to authorize the Fiscal Officer to begin the public bidding process. The first ad requesting bids on the construction and the business development center will appear on or after January 26th and will run for two consecutive weeks.

WHEREAS the Board of Library Trustees accepts the estimated costs of $74,400 for the Coventry exterior lighting project; and

WHEREAS the Board of Library Trustees accepts the estimated costs of $12,400 for the alternate masonry repair work and light fixture restoration work; and

WHEREAS the Board of Library Trustees wishes to secure acceptable bids for the Coventry Exterior Lighting Project so that it may move forward; now, therefore,

BE IT RESOLVED that the Fiscal Officer be authorized to begin the public bidding process for the renovation of the Coventry Exterior Lighting Project.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Roll call was taken. Resolution 05-15 passed unanimously by a roll call vote.

RESOLUTION 06-15
TECHNOLOGY FUND REQUEST

There are two Technology Fund requests.
1. We are at the point where we need to purchase new servers to power our VMware virtualized server environment. The current equipment is at its end of life, and needs to be replaced. These three host servers, along with the VMware system, allow us to run more than 15 virtual servers, providing services such as printing, web hosting, file serving, databases, Microsoft networking, and more to our customers and staff.

2. In 2014 we switched our phones over to CLEVNET’s voice over IP (VoIP) phone system. While there have been certain benefits to this, there have been other areas that have been lacking. One of these is phone coverage throughout our buildings. We believe that it is time to bring in some experts in wireless networks to survey our branches and develop a plan to rectify these issues. We are requesting funds for MCPc, a local company known for planning the wireless layouts for many local businesses and organizations, to perform these services.

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase three Cisco Host Servers in an amount not to exceed $22,542.18, a 402-Technology Fund purchase, for the purposes indicated above.

BE IT ALSO RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to enter into an agreement with MCPc in an amount not to exceed $10,240.00, a 402-Technology Fund purchase, for the purposes indicated above.

<table>
<thead>
<tr>
<th>Quantit y</th>
<th>Equipment/Software</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Cisco Host Servers</td>
<td>Server for VMware virtualized environment.</td>
<td>7514.06</td>
<td>22542.18</td>
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<tr>
<td>1</td>
<td>MCPc Wireless Survey/Design</td>
<td>Survey of all buildings and design of new wireless network layout.</td>
<td>10240.00</td>
<td>10240.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>32782.18</td>
</tr>
</tbody>
</table>

Mr. Ortmeyer moved. Ms. Beatty seconded. Roll call was taken. Resolution 06-15 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK
Since the last Board meeting we filled 4 positions; one is a full time position and the Board will act on the appointment to hire this evening. The report reflects the addition of 4.5 positions that are needed to meet the new operating hours of all branches open on Sunday for 52 weeks.

2014 Turnover Data
Turnover was at 16% which is much improved from 23% in 2013. We had 31 vacancies of which 27 were filled by external hire, transfer or promotion.

2014 Volunteer Year End Report – The total number of hours volunteered in 2014 was 386, by a total of 52 volunteers. Volunteers worked 15 different jobs.

RESOLUTION 07-15 APPOINTMENT

Amia began her employment with the Library as a part time Circulation Assistant in January of 2013 for the Coventry branch. She was promoted to a part time Adult Services Associate position in November of 2013. She has a bachelor’s degree from Cleveland State University in History with a minor in English. She received her Master’s in Library and Information Science in December of 2014.

BE IT RESOLVED: that the following appointment is approved:

Amia C. Wheatley, Full Time Adult Services Associate for the Noble Road branch effective January 3, 2015 at her current hourly rate of pay.

Ms. Botnick moved. Mr. Ortmeyer seconded. Resolution 07-15 passed unanimously by a roll call vote.
PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. ORTMeyer
STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE

Ms. DeNero-Ackroyd presented the December Balanced Scorecard report. Highlights include: Tiger LAB – outreach to the high school saw 300 participants in December; “STEAM Saturdays” at Noble is a monthly program that provides activities for families; programming garden planning in progress at Coventry - programs for all ages will be designed around a vegetable garden at Coventry; and “Bring Your Own Device” workshop for Gearity families in conjunction with the DigiLit grant program saw 47 attendees.

RESOLUTION 08-15
2015 PLANNING CALENDAR

BE IT RESOLVED: that the Board of Library Trustees approve the 2015 Planning Calendar as presented.

Mr. Holland moved. Mr. Roosa seconded. An all in favor vote was taken. Resolution 08-15 passed unanimously.

MARKETING & COMMUNITY RELATIONS REPORT

The December Marketing and Community Relations Report was presented. Highlights include:

- 2014 Overall Media coverage continues to be local in nature, with the Heights Observer, Sun Press, and Cleveland.com the major venues, plus the occasional local event on WCPN’s cultural segment, The Sound of Applause.
- The average reach of Facebook postings (the number of people who see our postings) increased in 2014, from an average of 433 to an average of 673, an increase of 36%. There was an increase in the number of responses to postings as well -- in 2013, our page received an average of 4 likes per posting, while in 2014 that number jumped to 19, an increase of 79%. In addition, the Library’s Twitter account continues to grow.
- Library program survey - Check Us Out continues to be our best communications tool (29% of people at programs surveyed), followed by posters/fliers and word of mouth (both 19%), the website (14%).
- The marketing team focused on more targeted direct marketing/outreach to more specific audiences this year and created two new Enewsletters: TechKnowledge, which focuses on computer classes and tech blog posts from our tech trainers; and We Recommend, which focuses on staff recommendations on our blog and new materials.
- Meeting room use rose in 2014, with 1,635 meetings (1,357 in 2013) and record high earnings of $18,996 ($15,305 in 2013).
- We launched a new website in January 2014. Overall reception of the new site has been positive from customers and staff. While total visits to the new site fell from 363,282 in 2013 to 336,413 in 2014, the number of unique visits to the new site (different people who come to the site) has steadily risen since the new site launched, 154,472 in 2013 compared to 164,704 in 2014. What this means is that more individual customers are visiting our site than ever before.

FRIENDS REPORT

The Friends report was presented. Highlights include: The first event is the African-American read in on February 1. The first Friday of the month book sales will also continue and a new newsletter has been mailed to all members. The volunteer recognition event is scheduled for April 19.

PRESIDENT’S REPORT

Mr. Fischer commented on the positive momentum and accomplishments of the Board last year and looks forward to carrying the momentum into 2015. The Board has two new great additions this year. Mr. Fischer thanked the staff for all of their hard work and dedication to the Library.

DIRECTOR’S REPORT

The Balanced Scorecard mid-term report was presented by Kim DeNero-Ackroyd and Sam Lapides.

GOVERNMENT REPORT

Ms. Levin presented the Government report. The IRS drastically cut 2014 tax forms and booklets distributed to libraries. Heights Libraries will create printed, bound copies of the most common instruction booklets that customers can use on-site or check out for a limited time, and also provide customers with information about how to contact the IRS to request...
forms via phone or online. Additionally, library staff can help customers download and print forms and instructions from the websites of the IRS, the Ohio Department of Taxation, and the Regional Income Tax Authority (RITA).

**PUBLIC SERVICE REPORT**

Ms. DeNero-Ackroyd presented the December Public Service Report

The Library’s usage statistics for December were reviewed.

**NEW BUSINESS**

There was no new business.

**UNFINISHED BUSINESS**

There was no unfinished business.

The meeting was adjourned at 7:59 pm.

**ADJOURNMENT**

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