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

Also Present: Nancy Levin, Director; Jana Nassif, Finance Manager; Kim DeNero-Ackroyd, Deputy Director; members of the Administrative Services Team; Chris Mentrek; Pam Spangler; Wendy Gernsheimer from Staff Association; 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 October 20, 2014 have been mailed to the members. Mr. Roosa made a motion to approve the minutes. Mr. Fischer seconded. The minutes passed with unanimous consent.

STAFF PRESENTATION
Sam Lapides and Pam Spangler presented to the Board the Library’s work with Garity School on its Digilit grant. One of the objectives of the grant is to address persistent achievement gaps in language arts.

OPERATIONS COMMITTEE - MR. FISCHER
FINANCIAL REPORTS
Ms. Nassif presented the Fiscal Officer’s report and October 2014 financial statements. General Property Tax revenue totaled $6.0 million through October, a slight increase from $5.9 million the same period last year. To date, we have collected 92% of our 2014 certified revenue. Year-to-date general fund expenditures totaled $6.6 million. The Star Plus rate of return remained flat in October at 0.20%. Year-to-date interest on all of our investments totaled $12,667 compared to $9,704 the same period last year. On Tuesday, October 28, the Fiscal Officer & Deputy Fiscal Officer visited Kirtland Library to view their payroll system. Julie Lehtinen, the Deputy Fiscal Officer, has been researching new finance and payroll software for the Library. On Friday, October 17, the Fiscal Officer attended the Fall Ohio Library Fiscal Officers Association meeting at the Stow Monroe Falls Library. The past month was spent interviewing candidates for the part-time Collection Services Assistant position. There were many strong applicants for the position and we expect to have the position filled in the next few weeks.

Ms. Botnick made a motion to accept the October financials. Mr. Roosa seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 52-14
CHANGE ORDER TO INCREASE PURCHASE ORDER
This invoice covered the costs of Construction Administration services for the concrete repair project. These services were not in the original proposal because Tim Pasbrig typically does not require Studio Techné’s assistance for these types of projects during construction. Studio Techné became involved when the contractor was submitting product data for the waterproofing and they were getting mixed information from their material supplier.

Increase of an additional $260.84 needed to Studio Techné Purchase Order from the original amount of $1,700.

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to increase RG140088 by $260.84 to pay Studio Techné for additional costs related to this project.

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 52 -14 passed unanimously by a roll call vote.
At its March 2014 Board meeting, the Library Trustees approved the 2014 Appropriations budget. At this time we are asking for a number of reappropriations to be recertified by the County Budget commission.

BE IT RESOLVED: that the Library Board of Trustees grants permission for the Fiscal Officer to transfer $56,000 from Contingency account to the following accounts:

- $10,000 - Copier Rental and Maintenance – acct #52512
- $13,000 - Computer System Software – acct #52185
- $20,000 - Building & Equipment Maintenance – acct #53310
- $10,000 - Security Monitoring – acct #53370
- $3,000 - Refunds to Patrons – acct #57510

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 53-14 passed unanimously by a roll call vote.

The Library was recently notified they would be a recipient of the remainder of the Trust Estate of Mrs. Grace Brody, who passed away on March 13 of this year at the age of 98 in the amount of $500,000. Mrs. Brody was a retired faculty member of Case Western Reserve University at the time of her death. In 2007 she established an endowed chair, The Grace F. Brody Professor of Parent-Child Studies and was committed to research and education on child welfare, particularly parent-child relationships.

The Library is extremely appreciative of this gift and plans to name the Lee Road branch’s children’s room in her honor.

BE IT RESOLVED that the gift of $500,000 from the Trust Estate of Mrs. Grace Brody be accepted by the Board of Library Trustees.

Mr. Fischer moved. Mr. Holland seconded. Roll call was taken. Resolution 54-14 passed unanimously by a roll call vote.

Last winter, the Library conducted a series of community meetings to discuss opportunities for improving the University Heights Branch. A predominant need was improvements to the configuration of parking as well as a main entrance from the parking lot. Many possible ways to remedy this situation will require additional space.

In order to begin planning for renovations of the University Heights Branch the Board of Trustees has requested the Library obtain additional property adjacent to its Fenwick location. At this time we would like permission to purchase the property at 2175 Fenwick Road, University Heights, Parcel 72-09-027, for the price of $141,000. The date of possession will be a mutually agreed upon time.

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to purchase the property at 2175 Fenwick Road, Parcel 72-09-027, for $141,000 a Building and Repair Fund Expense.

Mr. Fischer moved. Mr. Roosa seconded. Roll call was taken. Resolution 55-14 passed unanimously by a roll call vote.

We received one retirement notice since our last board meeting from Ella Davis, Noble Road Circulation Assistant. All of the vacancies are part time and are very close to being filled.
The Library’s vision, dental, life insurance and flexible spending plans are up for renewal as of December 31, 2014. We are currently evaluating the renewals and are considering vendor changes for better service and expense options.

RESOLUTION 56-14
UPDATED MANDATED EMPLOYEE POLICY

The purpose of this revision is to address those who work outside of the library. It has been noticed recently that some staff members have had extenuating circumstances arise at their other places of employment which prohibit them from attending an assigned shift. In an attempt to be reasonably flexible we have crafted this policy with our attorneys. Employees who are subject to “mandated” work hours by an outside employer are required to provide a note from that employer’s Human Resources Department, and on the employer’s letterhead, certifying that the employee was mandated to work and stating the date and specific hours for which the employee was mandated. Furthermore, effective immediately, all mandated absences, whether excused or unexcused, will be unpaid.

BE IT RESOLVED that the By-Laws of the Board of Library Trustees approve the above change to the HR Manual, effective November 17, 2014 and that a corrected copy of the HR Manual be included in the minutes of this meeting, on the Library’s website, and posted on Staff Space which is accessible to all Library staff.

Ms. Botnick moved. Mr. Fischer seconded. An all in favor vote was taken. Resolution 56-14 passed unanimously.

RESOLUTION 57-14
LEAVE OF ABSENCE EXTENSION REQUEST

Roosevelt James – Guard

Mr. James has been employed with the Library since September 21, 2011 as a security guard. On August 12, 2014 he suffered an injury outside of his employment with the Library. He applied for a medical leave of absence which was approved by the Director through October 28, 2014. The most recent medical documentation of his condition estimates a return to work of January 29, 2015. According to Human Resources Policy Section 5.10 Leaves of Absence, a leave of absence request beyond 3 months is subject Board approval. Mr. James has exhausted the use of all of his sick leave and ETO time and therefore the time off will be unpaid. The Library is recommending that the Board approve the additional time off request for Mr. James.
An unpaid leave of absence extension for the period of time, October 29, 2014 to January 29, 2015 for Roosevelt James.

Ms. Botnick moved. Mr. Fischer seconded. An all in favor vote was taken. Resolution 57-14 passed unanimously.

RESOLUTION 58-14
INCREASE TO MINIMUM WAGE

Effective January 1, 2015, minimum wage in the State of Ohio will increase to $8.10 from $7.95, an increase of 1.89%. The Library would like to increase all page hourly rates by 1.89%.

Based on the 2014 budget for page wages, this increase of 1.89% would cost the Library an additional $4,525 in 2015.

### TABLE BY SALARY GRADE 2014

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
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<th>New Salary Range*</th>
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<td></td>
<td>Starting</td>
<td>Mid</td>
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<tr>
<td></td>
<td></td>
<td>$7.95</td>
<td>$8.50</td>
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</table>

*Based on 40 hrs/week

PROPOSED RESOLUTIONS:

BE IT RESOLVED that the Board of Library Trustees approves a 1.89% salary increase for all pages and accepts the proposed Salary Grade table for the page grade listed above to be effective December 20, 2014, the first pay of 2015.

Ms. Botnick moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 58-14 passed unanimously by a roll call vote.

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

Ms. DeNero-Ackroyd presented the October Balanced Scorecard report. Highlights include: Mobile Tech Lab classes continue at branches; Youth Services (Peggy Hull) making outreach visits to Heights High; Matchmakers creating 8 word reviews on Twitter; and 31 employees attended core training in October.

MARKETING & COMMUNITY RELATIONS REPORT

The October Marketing and Community Relations Report was presented. Highlights include: Cleveland.com and the Sun Press featured articles about the Library Levy; HKIC mentioned in an Erie Times News article about the Erie County Public Library’s proposed “idea lab” and library director Mary Rennie cites the HKIC as her inspiration; Winter Issue of Check Us Out went to press; Marketing Team presented new in-house Book a Room meeting room software at the Ohio Library Council Annual conference, “Do-It-Yourself Website Calendars with WordPress.org: The Future of Meeting and
Program Management” and roughly 12 libraries have signed up to beta test Book a Room in preparation for public release.

The quarterly website report was also presented. Highlights include: 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. This is more important that overall visits because it means that the overall number of individuals visiting the site is up significantly and is increasing steadily; visits to the Bibliocommons catalog from our home page continue to be higher on the new site, with a high of 9,762 views in September; and a success story of the new site is the new blog format for collection recommendations.

PRESIDENT’S REPORT

Mr. Posch announced the Board is seeking two new applicants. One term is five years and the other term is seven years. The interviews for the applicants will be held on December 2 at the school board.

DIRECTOR’S REPORT

Ms. Levin presented the Director’s report. Highlights include: the passage of Issue 5, Heights Libraries’ operating levy, with 68 percent of voters supporting the levy. At this time we would like to thank Levy Committee Chairs Abby Botnick and Louisa Oliver for their leadership of the successful campaign. We also wish to thank all volunteers who contributed to our success. Immediate plans for 2015 in light of the funding we have received include opening Noble and Coventry on Sundays; renovate and expand the University Heights branch; continue to improve the Coventry branch; and continue to fulfill our Balanced Scorecard plans which include all of the above. Heights Libraries receive 5-star rating from Library Journal and was one of twenty-seven Ohio Libraries recognized as 5 Star Libraries in the 2014 Library Journal Index of Public Library Service.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd presented the October Public Service Report. Highlights include: Librarian Amy Marshalek and Ellen Paulini were trained on using a tablet and Wi-Fi hotspot that will allow them to check out books to people who attend the monthly book discussions at the Cleveland Heights Senior Center; a new Circulation page, A’Lanna Wells, began work in the department and the new Circulation Services Manager, Leslie Malnar, began working alongside Mary Murphy in preparation for the November 1st transition date; Extreme Slate completed the first phase of the roofing repair project at Coventry; Mari Keating, Adult Services Associate Maggie Killman, and Pat Gray met to evaluate the Seed Library project which had 75 registrations for more than 100 participants during this initial season; two new volunteers, Martine Watt and Donna Ruther are helping with the after school snack program; and Youth Services staff resumed aftercare outreach to Oxford and Noble Schools, and reached out to each grade at Noble during the school day to fill the gap left when the school librarian position was eliminated.

The Library’s usage statistics for October were reviewed.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:58 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, December 15, 2014, at 6:30 pm at the Lee Road branch.