Present: 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; John Murphy; Jim and Shelia Hubman; Leslie Mallon from Staff Association; Louisa Oliver from the Friends; 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 September 22, 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.

OPERATIONS COMMITTEE - MR. FISCHER

FINANCIAL REPORTS

Ms. Nassif presented the Fiscal Officer’s report and September 2014 financial statements. As of September 30, 2014, year to date PLF revenue totaled $1,719,128 compared to $1,791,509 the same period last year, a decrease of 4%. General Property Tax revenue totaled $5.8 million through September, a slight decrease from $5.9 million the same period last year. To date, we have collected 88% of our 2014 certified revenue. The Star Plus rate of return remained flat in September at 0.20%. Year to date interest on all of our investments totaled $11,500 compared to $8,888 the same period last year. On Friday, October 10, the Fiscal Officer & Deputy Fiscal Officer were presented with the Auditor of State Award with Distinction from the Auditor of State's office for the Library’s 2013 audit. This award is given to less than 5% of government offices in the state! Julie Lehtinen was our Deputy Fiscal Officer during both of these audit periods! Julie is a valuable asset to the Library. A part-time Collections Services Assistant position was posted. The position was well received and many candidates (both internal and external) applied. We hope to have the position filled by the end of November. Currently, the department has two full-time staff members. This time last year, there were four full-time staff members in the department.

Mr. Russo made a motion to accept the September financials. Mr. Holland seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 45-14

PRINTER/COPIER CONTRACT

In 2009, the Library entered into a five year contract for copier and printer service with Applied Laser Technologies (ALT). At that time, the Library had contracts with several different companies for copiers and printers, all of which had different contract end dates. The contract with ALT eliminated the various contracts with other vendors and consolidated all copy and print management to one company.

The following four companies provided quotes to the Library - Applied Laser Technologies (ALT), Blue Technologies, ComDoc and Meritech.

It is recommended the Library contract with Blue Technologies for the following reasons:

- Locally owned company
- “Commitment to Excellence”
  - Dedicated customer service center
  - Respond to emergency calls in less than five hours or receive a 10% credit on next invoice
- Konica Minolta rated Buyers Laboratory Line of the Year from 2011 – 2014
Experience with libraries and schools of similar size
Lower pricing than current contract with ALT with improved services for patrons
Reference calls were excellent – spoke to Euclid and Madison libraries

The presentation given to the Board at the October committee meeting will be attached to the minutes.

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to enter into a five year contract with Blue Technologies for the following:

- Monthly lease equipment payment not to exceed $2,300/month;
- MFD cost per page of $0.006/page for black and white and $0.042/page for color; and
- Print management program cost per page of $0.0144/page for black and white; $0.019/page for black & white on color; and $0.105/page for color.

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 45 -14 passed unanimously by a roll call vote.

RESOLUTION 46-14
BOARD BY-LAWS
The Operations Committee has received and reviewed the revised By-Laws of the Board of Library Trustees. The majority of the changes were grammatical and clarifying in nature. The only policy change is below:

When the Library enters into a new contract that exceeds $50,000/year, at least three proposals/quotes will be obtained, unless it is determined that there is only one vendor that specializes in this type of good or service. Previously there was no guideline for non-construction related contracts.

The revised bylaws are attached to this resolution.

BE IT RESOLVED that the By-Laws of the Board of Library Trustees be approved as amended and that a corrected copy of the By-Laws 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.

Mr. Fischer moved. Mr. Roosa seconded. Roll call was taken. Resolution 46-14 passed unanimously by a roll call vote.

RESOLUTION 47-14
STATEMENT OF ETHICS
Annually, the Board reaffirms its commitment to the Statement of Ethics which is endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association.

BE IT RESOLVED that the Board of Library Trustees reaffirms its commitment to the attached Statement of Ethics.

Mr. Roosa moved. Mr. Ortmeyer seconded. An all in favor vote was taken. Resolution 47-14 passed unanimously.

COVENTRY LIGHTING PLAN
To increase the security around the Coventry Branch and to enhance the building’s presence at night we are working on a comprehensive outdoor lighting plan with the City.

We will replace existing lamps and original exterior building fixtures and install LED pole mounted lighting projected at the building façade. Restoration of historic sconces will be included along with some masonry and concrete repairs.

We will provide a budget for this plan asap.
Other Coventry projects:
Painting in Lair this week
Lair lighting due in first week of November
Radiator covers to look like a shire house mid- November
Carpeting due late December.

PERSONNEL COMMITTEE – MS. BOTNICK
PERSONNEL REPORT

We received two retirement notices since our last board meeting. We are actively recruiting for their replacements at this time. We are also filling the part time Adult Services vacancy that was created with last months’ promotion of a part time Associate to the full time position. We filled two part time guard positions as well as the full time Circulation Services Manager position. The Board will act on the resolution to hire this evening.

<table>
<thead>
<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>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Services</td>
<td>Circulation Services Manager</td>
<td>FT</td>
<td>10/31/2014</td>
<td>Retirement</td>
<td>M. Murphy</td>
<td>Pending Brd Approval</td>
<td>L. Malnar</td>
</tr>
<tr>
<td>Noble Branch</td>
<td>*Circulation Assistant</td>
<td>PT</td>
<td>10/18/2014</td>
<td>Retirement</td>
<td>Y. Mariano</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Tech Training</td>
<td>*Technology Trainer</td>
<td>PT</td>
<td>11/19/2014</td>
<td>Retirement</td>
<td>M. Lohrman</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>ASD</td>
<td>Adult Associate</td>
<td>PT</td>
<td>8/9/2014</td>
<td>Resignation</td>
<td>A. Reed</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Adult Associate</td>
<td>PT</td>
<td>9/27/2014</td>
<td>Promoted to FT</td>
<td>Paulini</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>ASD</td>
<td>Collection Services Supervisor</td>
<td>FT</td>
<td>2/3/2014</td>
<td>Incumbent moved down to Assistant role</td>
<td>Weeks</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collection Services Assistant</td>
<td>PT</td>
<td>5/12/2015</td>
<td>Resignation</td>
<td>Weeks</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collection Services Assistant</td>
<td>FT</td>
<td>5/12/2015</td>
<td>Resignation</td>
<td>Weeks</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Guard</td>
<td>PT</td>
<td>9/1/2014</td>
<td>Filling hours budget for Guard Subs</td>
<td>Filled</td>
<td>Clemons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guard</td>
<td>PT</td>
<td>6/9/2014</td>
<td>Separation</td>
<td>Griffin</td>
<td>Filled</td>
<td>Asey</td>
</tr>
</tbody>
</table>

*New to the report this month

RESOLUTION 48-14
APPOINMENT

Leslie Malnar, Circulation Services Manager

Leslie has 8 ½ years of experience as a Head of Circulation for the Willoughby-Eastlake Public Library, as well as experience in Adult Reference and Technical Services. She’s also worked for the Mentor Public Library and the Public
Library of Buffalo and Erie County in New York, and comes to us with over 25 years of public library experience.

BE IT RESOLVED: that the following appointment is approved:

Leslie Malnar, Circulation Services Manager, Grade 10 at an hourly rate of $25.49, annualized at $53,019.20 based on a 40 hour workweek, effective October 21, 2014.

Mr. Posch moved. Mr. Fischer seconded. Roll call was taken. Resolution 48-14 passed unanimously by a roll call vote.

RETIREMENT RESOLUTION 49-14
CHRISTINIA SHEPPA

WHEREAS: Christina Sheppa was hired by the Cleveland Heights-University Heights Public Library on September 11, 1989 as a part time Library Assistant II; and

WHEREAS: she was promoted to a 30 hour full time Library Assistant II as the Outreach Specialist on September 19, 1992; and

WHEREAS: as the Outreach Specialist she brought library materials to the homebound population in our community; and

WHEREAS: she tirelessly packed and unpacked the library van with personal requests and browsing materials in all kinds of weather; and

WHEREAS: as an Adult Services Associate she also performed direct customer service in addition to her Outreach responsibilities; and

WHEREAS: she was responsible for the Large Print collection for many years; and

WHEREAS: she has was friendly and provided excellent customer service for the library; and

WHEREAS: she was featured in the 2006 winter issue of Check Us Out in the Staffers Earn Recognition column: and

NOW, THEREFORE, BE IT RESOLVED: that this Resolution upon her retirement be accepted by the Board of Library Trustees and spread upon the minutes.

Mr. Posch made a motion to approve. Mr. Holland seconded. Resolution 49-14 passed with unanimous consent.

RETIREMENT RESOLUTION 50-14
MARY MURPHY

WHEREAS: Mary Murphy joined the staff of the Cleveland Heights-University Heights Public Library as a full time Library Assistant II on April 15, 1991; and

WHEREAS: she served as a Staff Association representative and vice-president from 1992-1995; and

WHEREAS: she was elected as President of the Staff Association in 1996 and served for 3 years; and

WHEREAS: she was promoted to Technical Services Supervisor on June 29, 1998; and

WHEREAS: she was highly regarded as a leader and was regularly asked to serve on countless committees and numerous taskforces including the Benefits Committee, strategic planning taskforces, and many more; and;
WHEREAS: she is specially commended for her participation on the committee that was formed to establish the Library’s Values and Vision statements that are still in place today; and

WHEREAS: she received the Staff Appreciation Award in December of 1997 and received Gold Star recognition twice over her tenure; and

WHEREAS: she was appointed interim Circulation Services Coordinator in December of 2010 while continuing to manage the Technical Services Department; and

WHEREAS: she was formerly appointed Circulation Services Manager on December 24, 2011; and

WHEREAS: her contributions over the years as a member the Public Service and Administrative Management Teams have been many; and

WHEREAS: she was relied upon for her excellent organizational skills for many projects outside the scope of her position;

WHEREAS: her steadfast commitment to the library’s positive image, her wisdom and dedication will be sorely missed;

NOW, THEREFORE, BE IT RESOLVED: that this Resolution upon her retirement be approved by the Board of Library Trustees and spread upon the minutes.

Mr. Posch made a motion to approve. Mr. Fischer seconded. Resolution 50-14 passed with unanimous consent.

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

Ms. DeNero-Ackroyd presented the September Balanced Scorecard report. Highlights include: Mobile Classroom programs begun at branches; Collection HQ course at Shaker Public Library; Welcoming Hub for refugees at Noble-Noble will serve as clearinghouse for information for refugee community; Collaboration with USTogether, Global Cleveland and the city; and Pam Spangler attended “Fostering Lifelong Learning,” a day-long youth services workshop at CCPL.

OLC PLF RESOLUTION 51-14

The Ohio Library Council is urging all Boards of Library Trustees to pass a resolution urging the Governor and members of the Ohio General Assembly to restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Mr. Ortmeyer made a motion to approve. Mr. Posch seconded. Resolution 51-14 passed with unanimous consent.

MARKETING & COMMUNITY RELATIONS REPORT

The September Marketing and Community Relations Report was presented. Highlights include: Cleveland.com featured pieces on our Sesame Street Block Party, Home Grown Foods programs, Special Needs arts and crafts programs, and the Hershey Grant for Coventry; Marketing team attended the Councilman Anthony Hairston’s Community Connections Fair at the Heights Community Center, distributed free books and library information; Marketing team attended the Councilman Anthony Hairston’s Community Connections Fair at the Heights Community Center, distributed free books and library information; Completed planning for OLC presentation on our new meeting room software, and completed documentation and instructions for the public to use it when it is released; coordinated Library involvement in Heights Music Hop; and designed and created Sesame Street displays for Sesame Street block party (Ideastream has expressed interest in exhibiting front stoop in their lobby in February).

FRIENDS’ REPORT
Louisa Oliver presented the Friends’ report. Highlights include: fall mega book sale is November 6-9; Friends social event on December 6 at Dobama Theatre – a five dollar per ticket discount for members and there will be a pre-event reception.

**PRESIDENT’S REPORT**

Mr. Posch presented the President’s report. There are two open positions for the Library Board. Applications can be picked up at Lee Rd. Mr. Posch encouraged everyone to vote for the levy.

**DIRECTOR’S REPORT**

Ms. Levin presented the October Director’s report. Highlights include: Nine staff participated in the annual statewide library convention in Columbus including those who presented programs on our new meeting room software, Lean in to your future, and the Book Bike. The Book Bike received the OLC Library Innovation Award at a luncheon on Oct. 9. The Friends Annual Meeting was held on Oct. 13 and officers were elected for the 2014-2015 year.

**PUBLIC SERVICE REPORT**

Ms. DeNero-Ackroyd presented the September Public Service Report. Highlights include: September saw the launch of this year’s On the Same Page initiative, designed to foster community-wide and personal connections through literature; four staff members participated in the all day NEO-RLS workshop, A Day for Circulation Staff, held in Parma; Finley Landscaping finished our front garden makeover by planting two serviceberry trees, one at each front corner; and a 39” flat-screen HDTV was purchased and installed in our Spot room

The Library’s usage statistics for September were reviewed.

**NEW BUSINESS**

There was no new business.

**UNFINISHED BUSINESS**

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:53 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, November 17, 2014, at 6:30 pm at the University Heights branch.