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

Also Present: Jana Nassif, Finance Manager; Kim DeNero-Ackroyd, Deputy Director; members of the Administrative Services Team; Matt Mancini 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

Minutes of the regular meeting held on July 21, 2014 and the special meetings held on July 2 and July 7, 2014 have been mailed to the members. Mr. Fisher made a motion to approve the minutes. Mr. Roosa seconded. The minutes passed with unanimous consent.

OPERATIONS COMMITTEE - MR. FISCHER

FINANCIAL REPORTS

Ms. Nassif presented the Fiscal Officer’s report and July 2014 financial statements. As of July 31, 2014, PLF revenue totaled $1,355,448 compared to $1,430,704 the same period last year, a decrease of 5%. General Property Tax revenue totaled $4.8 million through July, an increase from $4.4 million the same period last year. To date, we have collected 76% of our 2014 certified revenue. Year-to-date general fund expenditures totaled $4.4 million which is consistent with our expenses this period last year.

The Star Plus rate of return remained flat in July at 0.20%. Year to date interest on all of our investments totaled $9,157 compared to $7,349 the same period last year.

Julie Lehtinen, Deputy Fiscal Officer, attended the OLC Library Fiscal Officer training in Columbus on August 15. The Collection Services Assistants, Karen Sheck and Courtney Bordeau, have been busy meeting with selectors and preparing for the peak materials ordering season. They are doing a great job!

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

RESOLUTION 31-14

MEETING ROOM POLICY

The meeting room committee, which included Nancy Levin, Kim DeNero-Ackroyd, Chuck Collins, Shandra Jackson, Julia Murphy, Leslie Mallon and Sheryl Banks created the updated meeting room policy to address staff issues and concerns with the current policy. Suggested effective date for the new meeting room policy is January 1, 2015.

BE IT RESOLVED that the attached Meeting Room Policy, which is part of the Library’s Service and Administration Policies of the Board of Library Trustees of the Cleveland Heights – University Heights Public Library be approved as amended and that a corrected copy of the Service and Administration Policies be attached to the Minutes of this meeting, to the Library’s web site, and to all copies of the Policy Notebook of the Board of Library Trustees.

Mr. Fischer moved. Mr. Roosa seconded. Roll call was taken. Resolution 31 -14 passed unanimously by a roll call vote.

RESOLUTION 32-14

GIFT ACCEPTANCE

The Friends of Heights Libraries made a contribution to the Library in the amount of $3,960 for the wall mural in the Coventry children’s room.
The Library received a $500 grant from the Cleveland Hearing and Speech Center for general support, including sign language classes and interpreting, of the Library’s program for consumers who are Deaf.

BE IT RESOLVED that the gift of $3,960 from the Friends of the Cleveland Heights-University Heights Public Library for the wall mural in the Coventry children’s room be accepted by the Board of Library Trustees;

BE IT ALSO RESOLVED that the gift of $500 from the Cleveland Hearing and Speech Center for general support of the Library’s program for consumers who are Deaf be accepted by the Board of Library Trustees;

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 32 -14 passed unanimously by a roll call vote.

RESOLUTION 33-14
2014 BUDGET AMENDMENT

At its March 2014 Board meeting, the Library Trustees approved the 2014 Appropriations budget. As a result of the donation from the Cleveland Hearing & Speech Center, we need to amend the budget to include the following:

<table>
<thead>
<tr>
<th>Society for the Deaf Grant Fund (203)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
</tr>
<tr>
<td>Restricted Revenue</td>
</tr>
<tr>
<td>Total Receipts (Fund 203)</td>
</tr>
<tr>
<td>Expenditures</td>
</tr>
<tr>
<td>3725 Public Programs</td>
</tr>
<tr>
<td>Total Expenditures (Fund 203)</td>
</tr>
</tbody>
</table>

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to submit the budget changes listed above to the Cuyahoga County Budget Commission.

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 33-14 passed unanimously by a roll call vote.

RESOLUTION 34-14
PROPOSED TAX LEVY (ADDITIONAL)
CLEVELAND HEIGHTS-UNIVERSITY HEIGHT PUBLIC LIBRARY

An additional tax for the benefit of the Cleveland Heights-University Heights Public Library for the purpose of current expenses at a rate not exceeding 2.2 mills for each one dollar of valuation, which amounts to 22 cents for each one hundred dollars of valuation, for a continuing period of time, commencing in 2014, first due in calendar year 2015.

BE IT RESOLVED that the Board of Library Trustees grants approves the ballot language above for the Cleveland Heights-University Heights Public Library levy to be placed on the November 2014 ballot.

Mr. Fischer moved. Mr. Roosa seconded. Roll call was taken. Resolution 34-14 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK
PERSONNEL REPORT

Below is the personnel activity for this reporting period. There were two retirement announcements this month. Mary Murphy, Circulation Services Manager announced her retirement for October 31, 2014. Mary has thirty years’ service in
public libraries, (23) twenty-three of them have been with our system. Chris Sheppa, Adult Services Associate will also retire at the end of October. Chris has been with the library since 1989.

<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></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></td>
<td></td>
</tr>
<tr>
<td>Collection Services</td>
<td>Collection Services Supervisor</td>
<td>FT-30</td>
<td>10/31/2014</td>
<td>Retirement</td>
<td>C. Sheppa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Services</td>
<td>Collection Services Assistant</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>Security</td>
<td>Guard</td>
<td>PT</td>
<td>6/9/2014</td>
<td>Separation</td>
<td>Griffin</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

We also had a resignation from a part time library associate who has obtained a full time position in her career field.

Last month the board approved a resolution to hire a candidate to fill the Collection Services Supervisor position. Since that board meeting, the candidate declined the job offer because her fiancé accepted a job in the Columbus area. Jana Nassif, Finance Manager, to whom the department reports to, has decided to take more time in evaluating the needs of the department. We have placed the full time Collections Services Supervisor position on hold for an indefinite period of time. She is working very closely with the two collections services employees to evaluate the work and determine the personnel requirements.

This year's staff day committee is busy planning the September 19th event. There will be 15 breakout sessions, the opportunity for system wide departments to meet, and the presentation of annual staff awards and longevity pins.

**PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. ORTMeyer**

**STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE**

Ms. DeNero-Ackroyd presented the July Balanced Scorecard report. Highlights include: Matchmakers Twitter account created; more DVD shelving created at UH; On the Same Page community-wide read; Maltz Museum Stop the Hate essay reading at Noble; and Gearity PDS DigiLit grant in progress.

**RESOLUTION 35-14**

**BOARD MEMBER RESIGNATION**

On Friday, August 1, 2014 the Board received a resignation letter from Board member Jeffrey Eummer. His Board position will be filled in January, along with the regular annual Board appointment.

Dear Cleveland Heights-University Heights Board Members:

It is with regret that I tender my resignation from the Cleveland Heights-University Heights Library board of directors, effective immediately.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past two years, and I offer my best wishes for its continued success.
Sincerely,
Mr. Jeffrey Eummer

BE IT RESOLVED that the Board of Library Trustees accepts the resignation of Mr. Jeffrey Eummer, effective August 1, 2014, from the Board of Library Trustees with sincere thanks and appreciation for his service to the Library.

Mr. Ortmeyer moved. Ms. Botnick seconded. Roll call was taken. Resolution 35-14 passed unanimously by a roll call vote.

MARKETING & COMMUNITY RELATIONS REPORT

The July Marketing and Community Relations Report was presented. Highlights include: Cleveland.com featured the following programs: Noble’s Green Thumb Club garden club and Letters, Numbers and Shapes programs, Coventry’s Tai Chi and Ukelele Jam programs, University Heights’ Do Re Mi and You kids music program, and Lee Roads Arts for Wellness programs; Fall issue of Check Us Out produced and sent to printer, including 2013 annual report; Marketing Team presented new website calendar system to the Euclid Public Library’s IT and Management teams, have had inquiries from other library systems; and New web calendar system almost ready for beta testing by Euclid and Willoughby libraries, will use results in OLC presentation about new system, tentatively titled Heights Libraries’ Book-a-Room.

The Website Quarterly Report was also presented. Highlights include: Overall visits still down from last year but climbing steadily after a low point in April, and they are still following the same pattern as past years; unique visitors (unique people, i.e. not same person visiting site multiple times) number is up for the sixth month in a row, significantly higher than the past two years - this is more important than 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; and bounce rate is holding steady, old site was 38%, new is 44%, which is still quite good - best practices say not to worry until rate goes above 60%.

FRIENDS’ REPORT

No report was given.

PRESIDENT’S REPORT

No report was given.

DIRECTOR’S REPORT

Ms. DeNero-Ackroyd presented the August Director’s report. Highlights include: Ohio Library Council Innovation Award for the Book Bike will be awarded to the Heights Library at the annual convention in October; summer reading stats reach new highs; our community wide reading program kicks-off on September 17 with a showing of the movie Smoke Signals at the Cedar Lee Theater; and work continues at Coventry Branch with the installation of a mural depicting Gandalf (art by John Howe) from the Hobbit books. He is the centerpiece of the new Children’s room and was installed with a gift from the Friends of the Heights Libraries.

GOVERNMENT REPORT

Ms. DeNero-Ackroyd presented the August Government Report. Highlights include: Director Levin is presenting the Library CAFR to Cleveland Heights City Council this evening; last week, the Ohio Department of Taxation (ODT) released the Public Library Fund (PLF) distribution for August 2014 - this month's distribution of $26,875,535 is about $1,874,000 more than August 2013 and brings the 2014 year-to-date statewide total to $228,294,751; and Mayor Wilcox and Mayor Infeld have been invited to preside over the Sesame Street Block Party and election on September 18 in support of a Youth Services program.
PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd presented the July Public Service Report. Highlights include: LeBena Fleming, relations manager and certified dementia practitioner for Hospice of the Western Reserve gave the first of two programs on end of life issues; a new call buzzer was installed at the Customer Service desk in the lobby - this connects to the Circulation workroom, allowing the staff working at that desk area to call for additional staff assistance without leaving the desk; Deputy Director Kim DeNero-Ackroyd, Branch Manager Pat Gray, Youth Services Librarian Maggie Kinney and Special Projects Coordinator Sam Lapides met with Debra Guren and Alicia May from the Hershey Foundation to show them the space and plans for the new Children’s Room at Coventry; and Brian C. Hare attended the CHUH School District’s Family Engagement Steering Committee meeting on Wednesday, July 16th.

The Library’s usage statistics for July were reviewed.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:20 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, September 22, 2014, at 6:30 pm at the Coventry Village branch.