Present: Ms. Botnick, Mr. Fischer, Mr. Holland, 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; Mary Looby from Staff Association; Anne McFarland from the League of Women Voters; Susan Janssen, Fund for the Future of Heights Library and Sophia Dragowsky, Heights High student.

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 June 16, 2014 and the special meetings held on June 2 and June 16, 2014 have been mailed to the members. Mr. Roosa made a motion to approve the minutes. Mr. Holland seconded. The minutes passed with unanimous consent.

OPERATIONS COMMITTEE - MR. FISCHER
FINANCIAL REPORTS
Ms. Nassif presented the Fiscal Officer’s report and June 2014 financial statements. As of June 30, 2014, PLF revenue totaled $1,162,370 compared to $1,236,126 the same period last year, a decrease of 6%. The CY2015 PLF estimates still have not been released by the Ohio Department of Taxation. General Property Tax revenue totaled $3.5 million through June, up slightly from $3.4 million the same period last year. To date, we have collected 54% of our 2014 certified revenue.

Year-to-date general fund expenditures totaled $3.8 million which is consistent with our expenses this period last year.

The Star Plus rate of return remained flat in June at 0.20%. Year to date interest on all of our investments totaled $8,115 compared to $6,572 the same period last year.

The Library’s 2013 Certified Annual Financial Report (CAFR) is available on the Library’s website in the About the Library section of the site.

Mr. Fischer made a motion to accept the June financials. Mr. Posch seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 29-14
COVENTRY ROOF REPAIR
The 2014 budget for the B&R Fund includes repair/replacement of the Coventry branch roof. At this time a replacement is not needed although specific repairs are required on both the west side and east sides of the roof. These repairs include replacement of roof troughs with valley and wall flashing, and underlayment in a number of areas, installation of ice and water shield membrane in an open area, and new copper in roof trough areas.

A quote was obtained by Extreme Slate Roofing and totals $20,560 for work on both the west side and east side of the roof. The quote is attached.

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to enter into a contract with Extreme Slate Roofing for $20,560 with a 10% contingency of $2,560 for a project cost not to exceed $23,120, a Buildings & Repair Fund Expenditure for the purpose mentioned above.

Mr. Fischer moved. Mr. Holland seconded. Roll call was taken. Resolution 29-14 passed unanimously by a roll call vote.
Staffing - Below is the personnel activity for this reporting period. We filled a part time Technology Assistant position and had one separation since our last board meeting.

<table>
<thead>
<tr>
<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>Collection Services Supervisor</td>
<td>FT</td>
<td>2/3/2014</td>
<td>Incumbent moved down to Assistant role</td>
<td>Weeks</td>
<td>Open</td>
<td></td>
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<tr>
<td>Collection Services Assistant</td>
<td>FT</td>
<td>5/12/2015</td>
<td>Resignation</td>
<td>Weeks</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>Tech Training Technology Assistant</td>
<td>PT</td>
<td>3/7/2014</td>
<td>Resignation</td>
<td>E. Whiteside</td>
<td>Filled</td>
<td>Coley</td>
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<tr>
<td>Security *Guard</td>
<td>PT</td>
<td>6/9/2014</td>
<td>Separation</td>
<td>Griffin</td>
<td>Hold</td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month

Staff Raises - This month managers have been busy communicating raises to their employees. We have not received any negative feedback from managers or employees and so I will interpret that as a good thing. This is will mark the final step in the three year reorganization project which began in 2011.

RESOLUTION 30-14 APPOINTMENT

Leslie C. Malnar, Collection Services Supervisor

Ms. Malnar has a Bachelor’s of Arts, Ashford University in Organizational Management and Human Resources. She has worked in libraries for over 23 years in a variety of progressively responsible positions. These positions include, circulation services manager, fiscal officer assistant, catalog associate, circulation clerk, and technical services assistant. She will begin on August 11, 2014.

BE IT RESOLVED: that the following appointment is approved:

Leslie C. Malnar, Full-time Collection Services Supervisor, Grade 8, at an annual salary of $35,817.60.

Ms. Botnick moved. Mr. Fischer seconded. An all in favor vote was taken. Resolution 30-14 passed unanimously.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MR. ORTMeyer

STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE

Ms. DeNero-Ackroyd presented the June Balanced Scorecard report. Highlights include: Youth Services Summer Reading Program in full swing; ASL training class being offered to staff taught by Cleveland Hearing & Speech Center; LGBTQ training offered to staff; In Charge training for staff; and currently exploring possible grant for outreach vehicle (Mobile Lab, other uses). Ms. DeNero-Ackroyd and Mr. Lapides met with the Hershey Foundation today regarding their grant proposal for the children’s room at Coventry.

MARKETING & COMMUNITY RELATIONS REPORT

Ms. Banks presented the May Marketing and Community Relations Report. Highlights include: Library levy featured on Cleveland.com and the Sun Press; Library’s auditor of State Award featured on Cleveland.com; Book Bike featured in American Libraries Magazine article about book bikes; Facebook likes up by 33, to 1,657, comments and other activity
very active in June; WCPN underwriting spots aired, highlighting summer reading; and hosted free summer French club for kids at Lee Road (affiliated with CHUH schools).

FRIENDS’ REPORT

Ms. Banks presented the Friends’ Report. Highlights include: book sales at the branches are going well; August 1 is the next First Friday sale at Lee Road; and Louisa Oliver, a member of the Friends, is co-chair of the Levy Committee.

PRESIDENT’S REPORT

Mr. Posch thanked Abby Botnick and Louisa Oliver for being co-chairs the Heights Library Levy Committee. The next Levy Committee meeting will be held on Tuesday, July 29 at 7:30 am at Phoenix Coffee on Lee Rd.

DIRECTOR’S REPORT

Ms. Levin presented the July Director’s report. Highlights include: CH-UH City School District received a Straight A grant from ODE for $484,608 to transform the Garity School into a pilot for a digital literacy platform - Heights Libraries is also a partner and will be hosting Ipad learning commons for parents and kids twice a year; The Fund for the Future of Heights Library will host a book launch party for Thrity Umrigar’s newest novel The Story Hour at the Wine Spot on Sunday Sept. 7 from 4 to 7 p.m.; the Library invites you to join in reading The Absolutely True Story of a Part Time Indian by Sherman Alexie this fall. This book won the National Book Award in 2007 and will delight adults and teens alike.

GOVERNMENT REPORT

Ms. Levin presented the July Government Report. Highlights include: the initial CY15 PLF distribution estimates should be completed by Ohio Department of Taxation by the end of July; ALA has published a policy brief on CIPA called Fencing Out Knowledge by Kristen Batch - the findings include an identified overreach “far beyond the requirements and intent of the law” in the implementation of CIPA in libraries and schools. It goes on to say that filtering in public libraries causes patron needs to go unmet and has a disproportionate impact on a disadvantaged class of students and low income adults who rely on public sources for internet access. Join us in Columbus, October 8-10, for the OLC Convention.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd presented the June Public Service Report. Highlights include: Heights Libraries again partnered with University Hospitals for a new slate of programs in our “Arts for Wellness” series designed for current and former cancer patients, their caregivers and families; Circulation staff processed 32 “Three for Me” library card applications for children during the YSD sponsored “Day for Day Care” visit; City Fresh resumed holding its weekly Tuesday produce pick-ups on the lawn in front of Coventry; a new partnership was formed with Coventry Children’s Center, a daycare located in the former elementary school - the Center’s staff is bringing the children to the library weekly for stories and to check out books; Pat Gray attended the June meeting of the Coventry SID; Mary Looby is supervising a Library Experience student, Sophia Dragowsky, who began the six week program this month; Mary Looby brought the summer reading program to Toddle Inn Preschool and Hannah’s House Child Development Center reaching children who may not be able to visit the library and she also set up deposit collections at these sites; the Computer Training Classroom received all new computers on the first of the month; Finley Landscaping planted a new garden in our front beds, featuring native and edible plants; Mari Keating of Food Not Lawns Cleveland filled the UH front planters in a similar fashion with cherry tomato plants, herbs, and other edibles and customers began to notice the improvements immediately and gave positive feedback.

The Library’s usage statistics for June were reviewed.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

ADJOURNMENT

The meeting was adjourned at 7:22 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, August 18, 2014, at 6:30 pm at the Lee Road branch.