Present: Ms. Botnick, Mr. Eummer, 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; Lauren Saeger from Staff Association; Anne McFarland from the League of Women Voters; and practicum student Donna Ruther.

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 May 19, 2014, have been mailed to the members. Mr. Roosa made a motion to approve the minutes, including the amendment to correct the job grade to a grade 8 in appointment resolution #18-14 for Jackie Mayse. Ms. Botnick seconded. The minutes passed with unanimous consent.

OPERATIONS COMMITTEE

MR. FISCHER

FINANCIAL REPORTS

Ms. Nassif presented the Fiscal Officer’s report and May 2014 financial statements. As of May 31, 2014, PLF revenue totaled $942,464 compared to $1,033,037 the same period last year, a decrease of 2.7%. In the Government report, Ms. Levin will discuss House Bill 483, the main Mid-Biennium review bill.

General Property Tax revenue totaled $3.1 million through May, up about 3% compared to the same period last year. To date, we have collected 47% of our 2014 certified revenue.

Year-to-date general fund expenditures totaled $3.2 million which is consistent with our expenses this period last year.

The Star Plus rate of return remained flat in May at 0.20%. Year to date interest on all of our investments totaled $7,214 compared to $5,793 compared to the same period last year.

On May 30, the Fiscal officer and Deputy Fiscal Officer attended the Spring Ohio Library Fiscal Officers Association (OLFOA) meeting. Topics discussed included behavioral finance, energy contracts and enterprise content management.

Mr. Ortmeyer made a motion to accept the May financials. Mr. Roosa seconded and the financials were approved with a unanimous roll call vote.

RESOLUTION 22-14

GIFT ACCEPTANCE

The Friends of Heights Libraries made a contribution to the Library in the amount of $13,500. This contribution supplements the Library’s general programming budget, including the ABCs of Reading special program, and also pays for the Library’s staff rewards and recognitions that are distributed each year.

In addition, the Library was the winner of the Celebrate LIGHT Sweepstakes sponsored by Findaway, the parent company of Playaway, which makes MP-3 audio books. The company came out with a new screen which lights up (hence the "Celebrate Light" name). The Library won $1,000 worth of free items from Findaway. The funds will be used to purchase 17 new Playaways for the adult, children and teen collections.
BE IT RESOLVED that the gift of $1,000 from Findaway, the parent company of Playaway, be accepted and used for the purchase of new Playaways for the adult, children and teen collections by the Board of Library Trustees.

BE IT ALSO RESOLVED that the gift of $13,500.00 be accepted from the Friends of the Cleveland Heights-University Heights Public Library by the Board of Library Trustees.

Mr. Fischer moved. Mr. Holland seconded. Roll call was taken. Resolution 22-14 passed unanimously by a roll call vote.

RESOLUTION 23-14
PUBLIC RECORDS TRAINING

Per Ohio Revised Code §109.43(B) and 149.43(E)(1), officials elected to statewide or local office receive three hours of Public Records training for each term of office. The training is designed to enhance the elected officials’ knowledge of the duty to provide access to public records. The training received must be certified by the Ohio Attorney General. Proof that training has been completed must include documentation that either the Attorney General’s office or another entity certified by the Attorney General provided the training the elected official received. It is expected that attendees who successfully complete the training will receive a certificate that will serve as proof of training. The Attorney General will have a list of those entities that have been certified to provide this training.

If the elected official so chooses, the law allows a designee to be appointed to receive the training on the elected official’s behalf. The designee must be an employee in the public office and there must be evidence of the designation. If there is more than one elected official in the public office, the designee should be the designee of all of the elected officials within the office.

WHEREAS the Ohio Revised Code §109.43(B) and 149.43(E)(1) requires officials elected to statewide or local office receive three hours of Public Records training for each term of office to enhance the elected officials’ knowledge of the duty to provide access to public records;

WHEREAS the elected official may choose to allow a designee be appointed to receive the training on the elected official’s behalf as long as the designee is an employee in the public office and there must be evidence of the designation;

BE IT RESOLVED that the Board of Library Trustees, including James Posch, Rob Fischer, Rick Ortmeyer, Abby Botnick, Ron Holland, Jeffrey Eummer and James Roosa, designate Jana Nassif, Fiscal Officer of Cleveland Heights-University Heights Public Library, to receive public records training on their behalf.

Mr. Fischer moved. Mr. Eummer seconded. Roll call was taken. Resolution 23-14 passed unanimously by a roll call vote.

RESOLUTION 24-14
CHANGES TO SERVICE AND ADMINISTRATION POLICIES, JUNE 2014

General changes to the S&A policies include clarifications of language throughout and outline format fixed to align letters and numbers. Specific changes in language or meaning include:

- Page 3. Funds donated to Foundation are deposited with the Cleveland Foundation.
- Page 7. Meeting rooms are free to ministerial organizations
- Page 8. Cell Phone Use. Noise from a cell phone or conversation may cause a disturbance. Customers may be asked to move to another area if the call is disturbing others.
- Page 14. Training and Development Department. The library continues to be a source of continuing education for the staff and the community. Presenting classes on many topics shall be the responsibility of the staff. Also the staff will pursue professional training internally and externally including participating in a Staff Development day each year.
- Page 15. Registration. Anyone who lives, works, owns property or goes to school in the state of Ohio is eligible, with proper identification, to borrow materials from the library. A borrower's card shall be free of charge. Registration for a child under 18 years of age shall be signed by a custodial parent or legal guardian presenting proper identification for the child. Custodial parents or legal guardians are financially responsible for the account of a child. The Three for Me
card was added to offer access to juvenile books for unaccompanied minors under age 12, or minors under age 12 without proper identification. This card allows the recipient to check out three juvenile books at any time.

- Page 16. Materials may be returned to any library in Ohio however it may take a number of weeks for delivery to the lending library. Libraries may have policies that differ from ours and it is the borrower’s responsibility to follow them.

- Page 17. G. Lost and Damaged Materials. The borrower is responsible for materials charged out from the library on his/her card. Charges for damages or losses shall be based upon the replacement price of the materials. Collection service fees may also be charged. In the event the materials or a library card is stolen, a report of this theft must be made to the library accompanied by a police report within one week. Items owned by other libraries may be subject to that library’s policies.

- Page 17. Vacation Loans. Cleveland Heights University Heights Public Library materials may be loaned to borrowers planning holidays away from the city for a period not to exceed four months.

- Page 18. No fines are charged for overdue children’s materials belonging to our library.

BE IT RESOLVED that the 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 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. Ms. Botnick seconded. Roll call was taken. Resolution 24-14 passed unanimously by a roll call vote.

RESOLUTION 25-14 REQUEST TO PURCHASE

The Library is requesting the Board approve the purchase of new DVD shelving for the Lee Road Branch’s Children’s Room for the quoted cost of $11,531 from Library Design Associates, Inc.

At this time, DVDs are shelved on large wooden carts with wheels, which are heavy and cumbersome for customers and staff. These carts were meant to be temporary. Permanent shelving will be more attractive. In addition, this shelving will increase our space for DVDs by more than 100 feet and provide faceout display features.

The Library has worked with Library Design Associates, Inc. on projects in the past and has received good and timely service and quality products. Funds for this project were included in the 2014 budget, account 101.150.55510.

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase DVD shelving for the Lee Rd. Children’s room from Library Design Associates for a cost not to exceed $11,600.

Mr. Fischer moved. Mr. Ortmeyer seconded. Roll call was taken. Resolution 25-14 passed unanimously by a roll call vote.

PERSONNEL COMMITTEE – MS. BOTNICK PERSONNEL REPORT

Staffing

Below is the personnel activity report for this reporting period.

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
<th>Incumbent 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>
</tr>
<tr>
<td>Collection Services Assistant</td>
<td>FT</td>
<td>5/12/2015</td>
<td>Resignation</td>
<td>Weeks</td>
<td>vacant</td>
</tr>
<tr>
<td>Technology Trainer</td>
<td>PT</td>
<td>3/7/2014</td>
<td>Resignation FT work</td>
<td>A. Redding</td>
<td>Open</td>
</tr>
</tbody>
</table>
Benefits
Open enrollment meetings will be held in the month of June for full time eligible employees for July 1 renewal with Anthem.

Staff Training and Development
- 41 employees attended training and development activities
- 170 hours were spent on training and development activities

Training Highlights include Collection HQ Training which was attended by all selectors and ASD/YSD managers.

RESOLUTION 26-14
2014-2015 SALARY AND WAGE PROPOSAL

As outlined in the Library’s Human Resources manual, wage increase recommendations will be based on three factors: the Library’s budget, performance and the employee's position within the salary range.

In March 2014, the Board approved a budget amount for salary increases for 2014. Management proposes using the matrix below, based on both employee performance and position within the salary range, to determine wage increases for each staff member. An employee can receive an increase of 1.6% up to 3.5%. For employees who have exceeded or will exceed the maximum of their salary range, they will receive a bonus in the amount of their recommended increase that exceeds the salary maximum for their range. For employees whose recommended bonus amount is less than $100, the amount will be added to their salary. In addition, OPERS will be paid on all bonuses.

For employees who were hired in 2013, their salary increases will be prorated based on their start date.

WHEREAS: the Consumer Price Index went up 1.6% in the last year; and

WHEREAS: the Library is ranked a 5 star-library by Library Journal Index, the staff of the Heights Library continues to exceed Balanced Scorecard Goals, and continues to operate very effectively and efficiently; and

BE IT RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Library Trustees grants a salary increase for all employees based on the matrix below, except for the Director, Fiscal Officer and those hired since January 1, 2014, or who are at or above the maximum wage for his/her salary grade, to be effective July 5, 2014; and

BE IT ALSO RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Library Trustees, who determines on an individual basis the salary for the Fiscal Officer, grant a 3% salary increase for the Fiscal Officer which is also based on the matrix below;

BE IT ALSO RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Library Trustees grants the Fiscal Officer permission to give those staff members who are at or above the maximum wage for his/her salary grade a one-time lump sum payment in the amount of their recommended increase as calculated using the merit matrix, or a combination of an increase up to the maximum wage and the one-time lump sum payment, with OPERS to be paid on all lump sum payments; and

BE IT ALSO RESOLVED: that the total paid for salaries and lump sum payments not exceed $110,000, which is within the 2014 budget appropriations approved by the Board, to be effective pay period 15.
Ms. Botnick moved. Mr. Fischer seconded. Roll call was taken. Resolution 26-14 passed unanimously by a roll call vote.

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

**STRATEGIC PLANNING (BALANCED SCORECARD) UPDATE**

Ms. DeNero-Ackroyd presented the May Balanced Scorecard report. Highlights include: on-site training by Collection HQ rep, new partnership formed with Coventry Children’s Center, and grant submitted to the Hershey Foundation for the Coventry PLAY Room

**MARKETING & COMMUNITY RELATIONS REPORT**

Ms. Banks presented the May Marketing and Community Relations Report. Highlights include: author Kristen Ohlson’s appearance at Coventry featured on Cleveland.com and WCPN, created Facebook posting guidelines for staff and encouraged representatives from departments to update page, helped coordinate and hosted Reaching Heights Exceptional Artists show and coordinated Diversity Center of Northeast Ohio presentation of Gay Games 9 LGBTQ Cultural Competency Training Program at Lee Road. Training was open to area businesses and library staff.

**FRIENDS’ REPORT**

Ms. Banks presented the Friends’ Report. Highlights include: new website is much more user friendly, and the outdoor book sale at Coventry was very well received. The next book sale is at the University Heights branch on June 24 and the Noble branch book sale is July 17. The Friends also hosted a new resident welcome at the Wine Spot.

**PRESIDENT’S REPORT**

No report was given.

**DIRECTOR’S REPORT**

Ms. Levin presented the June Director’s report. Highlights include: at the upcoming American Library Association meeting at the end of June, Director Nancy Levin will accompany a panel created by Library Trustee and Architect Rick Ortmeyer called “Environments by Design: Creating, Re-Creating-Spaces for Both Quiet and Collaboration.” Nancy will join representatives of three other libraries who recently redesigned spaces at academic and public libraries.

The security report from January through May of 2014 was presented to the Board. The number of incidents has been greatly reduced from more than 300 this period last year to 159 this year.

**GOVERNMENT REPORT**

Ms. Levin presented the June Government Report. Highlights include: The conference committee on House Bill (HB) 483, the main Mid-Biennium Review (MBR) bill, has agreed on several differences between the Ohio House of Representatives and Ohio Senate versions of the bill. On June 2, the committee reported the bill on a 4-2 party line vote.

The final report includes a total of over $400 million in tax reductions in the following three primary areas:

- A temporary increase in the small business tax deduction from 50% to 75%. This will reduce the PLF an additional $4.8 Million in fiscal year (FY) 15.
- An acceleration of the personal income tax cuts (from HB 59 enacted last summer). This will reduce the PLF an additional $1.66 Million in FY 15.
An increase in personal income tax exemption amounts. This will reduce the PLF an additional $1.22 Million in FY 15.

These proposed tax reductions will reduce the PLF by an estimated $7.68 million in FY 15. The OLC will have more information on the impact of these cuts later in June when the Ohio Department of Taxation (ODT) updates the PLF certification for the remainder of calendar year (CY) 14 and in July when ODT certifies the CY 15 distribution.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd presented the May Public Service Report. Highlights include: lifelong Cleveland Heights resident Lieutenant Colonel (retired) Howard B. Pearce of the Ohio Army National Guard gave a presentation about his tour of duty as a part of the NATO operation responsible for training members of the Afghan National Army. He discussed his mission, the people and history of the region, and his unique role as a Combat Advisor in Afghanistan. Kristin Ohlson’s appearance for the May Cedar-Coventry Author Series drew 70 people to discuss her new book, *The Soil Will Save Us: How Scientists, Farmers, and Foodies Are Healing the Soil to Save the Planet.* Due to the scheduling talents of Sarah Biscuso and our excellent storytelling staff, we have been increasing our outreach efforts, which resulted in eight outreach visits with a whopping 454 children in attendance.

The Library’s usage statistics for May were reviewed.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

The Board of Trustees passed a resolution to begin exploring the possibility of a levy for the Library as early as May 2015. It has come to the Board’s attention that going on the ballot in May 2015 could cost the Library $100,000, depending on what other issues will be on the ballot. The other options are for the Library to go on the ballot in November of 2014 or wait until 2016, after the CHUH schools have gone on the ballot. In the past, the Library has requested 1.9 mill continuous operating levies. If we go on the ballot in 2014, the 1.9 mill levy will put the Library in the same financial position as a 2.7 mill levy in 2016. The Board decided that going for a levy in November 2014 would be best for the Library and a Special Board meeting has been scheduled for June 23, 2014 at 6:30 pm.

ADJOURNMENT

The meeting was adjourned at 8:33 pm.

Unless otherwise notified, the next regular meeting of the Board of Library Trustees will be held on Monday, July 21, 2014, at 6:30 pm at the Lee Road branch.