PRESENT: Ms. Botnick, Mr. Holland, Mr. Mentrek, Mr. Ortmeyer. Mr. Roosa. Ms. Beatty was absent. Ms. Moskowitz arrived at 6:36 p.m.

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; Human Resources Manager Laurie Marotta, members of the Administrative Services Team; Jeri Waltrip from the Staff Association, Linda Lopez from the Friends, Khaliah Fisher-Grace from the League of Women Voters, Susan Janssen from the Foundation.

CERTIFICATION AND NOTIFICATION

The Fiscal Officer certified that notification of the meeting of the Board of Library Trustees had been made.

MINUTES

Minutes of the special meeting held on November 21, 2016 and the special meeting held November 28, 2016 have been forwarded to the members. Ms. Botnick moved. Mr. Roosa seconded. The minutes were approved with unanimous consent.

PERSONNEL COMMITTEE – MR. MENTREK

Members of the Personnel Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees.

RESOLUTION 62-16

RETIREMENT RECOGNITION

WHEREAS: Myrtle L. Hammons joined the staff of the Cleveland Heights-University Heights Public Library as an Adult Services Page on October 21, 1982; and
WHEREAS: On May 24, 1984, Ms. Hammons was promoted to a part-time Circulation Assistant; and
WHEREAS: On February 17, 1992, Ms. Hammons was promoted to full-time Circulation Assistant position; and;
WHEREAS: In 2001, she was the recipient of the Gertrude Kleiner Award, a staff recognition for outstanding leadership and commitment to service; and
WHEREAS: She is described as being a “ray of sunshine”; and
WHEREAS: Ms. Hammons has warmly welcomed and trained many new employees; and
WHEREAS: She has been instrumental in the implementation of many changes over the years; and
WHEREAS: She is a gentle, kind, patient and nurturing soul, who has touched many lives at the Library; and
WHEREAS: After thirty four years of devoted service Ms. Hammons retires on December 16, 2016; and
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. Ortmeyer moved. Ms. Botnick seconded. Resolution 62-16 was approved with unanimous consent.

Ms. Marotta reported there have been 2 resignations and 2 positions filled in December.

RESOLUTION 63-16
INSURANCE RENEWAL – DENTAL

WHEREAS the Library received a 0% increase for dental insurance coverage through December 31, 2016 from the current provider Nationwide Insurance; and

WHEREAS the Library will pay $26.25 for single coverage and $52.50 for family coverage per month for employee dental insurance for full-time eligible employees, pro-rated for 30-hour per week employees; and

WHEREAS the employees are responsible for the difference between their premiums and the library contribution; and therefore,

BE IT RESOLVED that the Finance Manager be authorized to enter into contract with Nationwide Insurance for library-provided dental insurance for coverage effective from January 1, 2016 through December 31, 2017 at the current monthly rates of $31.09 per single and $80.94 per family coverage.

Ms. Beatty moved. Mr., Roosa seconded. Resolution 63-16 was approved with unanimous consent.

RESOLUTION 64-16
INSURANCE RENEWAL – LONG TERM DISABILITY

WHEREAS the current library-provided group life and AD&D insurance and the voluntary long-term disability insurance plans renew on January 1, 2017; and

WHEREAS the current provider, Lincoln Financial Group, renewed these policies with no increase in the rates; so therefore,

BE IT RESOLVED that the Fiscal Officer be authorized to enter into contract with Lincoln Financial for the following insurance agreements:

For library-provided group life and AD&D insurance at the rate of $5.58 per month for each eligible employee, coverage effective from January 1, 2017 through December 31, 2018, a two year period; and

For voluntary long term disability insurance at the rate of $0.40 per month per $100 of each eligible employees’ salary, coverage effective from January 1, 2017 through December 31, 2017, the cost to be split with 80% paid by the library and 20% paid by the employee.

Mr. Roosa moved. Mr. Holland seconded. Resolution 64-16 was approved with unanimous consent.

RESOLUTION 65-16
APPOINTMENTS

BE IT RESOLVED: that the following appointments be approved:
Dan Krawczyk, Full Time Circulation Assistant - Lee Road Branch, Grade 5H, effective January 3, 2017.


Ms. Botnick moved. Ms. Beatty seconded. Resolution 65-16 was approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND
FINANCIAL REPORTS

Ms. Herrmann reported for the first time in quite a few years the library has earned more than $100,000 in interest income.

Ms. Beatty moved. Mr. Mentrek seconded to approve the financial reports for November. The financial reports were approved with unanimous consent.

Members of the Operations Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees.

RESOLUTION 66-16
2016 AMENDED APPROPRIATION

BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2016, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$13,539,387.67</td>
</tr>
<tr>
<td>Bauer Appropriation</td>
<td>$18,785.00</td>
</tr>
<tr>
<td>Local Grants</td>
<td>$0.00</td>
</tr>
<tr>
<td>Building &amp; Repair Fund</td>
<td>$5,453,269.00</td>
</tr>
<tr>
<td>Technology Fund</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$19,111,441.67</strong></td>
</tr>
</tbody>
</table>

Mr. Mentrek moved. Mr. Ortmeyer seconded. Resolution 66-16 was approved with unanimous consent.

REOLUTION 67-16
2016 FUND TO FUND TRANSFER

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the follow fund to fund transfer:

From General Fund $712,500
To

10
Building & Repair Fund $492,500
Technology Fund $220,000
$712,500

Mr. Roosa moved. Ms. Beatty seconded. Resolution 67-16 was approved with unanimous consent.

RESOLUTION 68-16
PERMENENT APPROPRIATION

BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights—University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2017, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$10,485,752.46</td>
</tr>
<tr>
<td>Bauer Appropriation</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Memorial Fund</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>LSTA Grants</td>
<td>$31,645.00</td>
</tr>
<tr>
<td>Local Grants</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Building &amp; Repair Fund</td>
<td>$642,500.00</td>
</tr>
<tr>
<td>Technology Fund</td>
<td>$220,000.00</td>
</tr>
<tr>
<td>Unclaimed Check Fund</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,430,897.46</strong></td>
</tr>
</tbody>
</table>

Mr. Ortmeyer moved. Ms. Botnick seconded. Resolution 68-16 was approved with unanimous consent.

RESOLUTION 69-16
RESOLUTION TO REQUEST TAX ADVANCE

BE IT RESOLVED that in order to provide funds to meet anticipated operating expenses for the year 2017, the Board of Trustees of the Cleveland Heights-University Heights Library, under the authority of Section 321.34 of the Ohio Revised Code, requests that the county fiscal officer advance to it whatever tax funds can be made available prior to the regular tax settlement dates during fiscal year 2017.

Mr. Mentrek moved. Ms. Beatty seconded. Resolution 69-16 was approved with unanimous consent.

RESOLUTION 70-16
LIABILITY & PROPERTY INSURANCE RENEWAL

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to accept the annual premium of $32,078 for the library’s Comprehensive, Property, Casualty and Liability Insurance with The Ohio Plan for the period from December 1, 2016 through December 1, 2017.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Resolution 70-16 was approved with unanimous consent.
RESOLUTION 71-16
UNCLAIMED FUNDS TRANSFER

WHEREAS the Unclaimed Check Fund was established to hold all checks that have not cleared after 60 days of the issue date; and

WHEREAS all checks transferred to the Unclaimed Check Fund will remain until cleared or until a period of five years has passed, at which time the money will be credited back to the General Fund; so therefore

BE IT RESOLVED that the Fiscal Officer be authorized to credit all outstanding checks of 60-days or more to the Unclaimed Checks Fund, #901 at the end of the year; and

BE IT FURTHER RESOLVED that the Fiscal Officer be authorized to transfer all funds in the Unclaimed Checks Fund, #901, that have not been claimed within five years of the date of the original check, to the General Fund, #101.

Ms. Beatty moved. Mr. Mentrek seconded. Resolution 71-16 was approved with unanimous consent.

RESOLUTION 72-16
NOBLE ROAD CARPET REPLACEMENT

BE IT RESOLVED BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio authorizes the fiscal officer to enter into an agreement with Messina Floor Covering for the removal of existing carpet and ceramic tile on the first floor of the Noble Road Branch and install new carpet tile at a cost not to exceed $27,500.

Ms. Levin said the work would be done in the mornings when the library is closed.

Mr. Mentrek moved. Ms. Botnick seconded. Resolution 72-16 was approved with unanimous consent.

RESOLUTION 73-16
AMENDMENT TO POLICY APPENDIX REGARDING MEETING ROOM USAGE

WHEREAS, meeting room guidelines are part of the Library Service and Administration Policy; and

WHEREAS, our goal is to increase access to free meeting rooms for non-profit organizations;

THEREFORE BE IT RESOLVED that Heights Libraries will accept the State of Ohio Tax Exemption form will be sufficient documentation for confirming an organization’s non-profit status for use of a meeting room at no charge, including changes to Section II a as discussed.

Board members said the language in II a. should be changed, deleting language concerning State of Ohio Tax Exemption Certificate, to proof of registration from the Attorney General that the group has registered as a charitable organization.

Mr. Ortmeyer said he received an e-mail from a patron who wished to use a meeting room and was not affiliated with a charitable group. He said the patron was pleased she was granted an exception to the rules as it was parents helping students prepare for an academic contest.

Ms. Botnick moved. Ms. Beatty seconded. Resolution 73-16 was approved with unanimous consent.
RESOLUTION 74-16
CIRCULATION TASK FORCE
RECOMMENDATION

WHEREAS, in order to increase customers use of library materials staff proposed the following changes in policy and said changes will be incorporated in policy as follows:

**Loan Periods and Policies**
Customers may have no more than 75 items checked out at a time. Teachers and parents who home school their children may apply for a special *Educator Card*, which will allow them to check out children's and teen print materials (books and magazines) and AV materials (DVDs, audiobooks, etc.) for 6 weeks. Get more information.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Loan Period</th>
<th>Number of Allowed Renewals</th>
<th>Can this item type be reserved?</th>
<th>Fines per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Books</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>Book Kits</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>Books</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>Books on CD</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>CDs</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>DVDs</td>
<td>1 week</td>
<td>2</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>No Hold DVDs</td>
<td>1 week</td>
<td>0</td>
<td>No</td>
<td>$0.10</td>
</tr>
<tr>
<td>DVD Sets</td>
<td>3 weeks</td>
<td>2</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>E-Books</td>
<td>3 weeks</td>
<td>0</td>
<td>Yes</td>
<td>No Fines</td>
</tr>
<tr>
<td>Magazines</td>
<td>± 3 weeks</td>
<td>5</td>
<td>No</td>
<td>$0.10</td>
</tr>
<tr>
<td>Potamus Packs</td>
<td>3 weeks</td>
<td>0</td>
<td>No</td>
<td>$0.10</td>
</tr>
<tr>
<td>Puzzles</td>
<td>3 weeks</td>
<td>5</td>
<td>No</td>
<td>No fines*</td>
</tr>
<tr>
<td>New Books</td>
<td>2 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>No Hold Books</td>
<td>2 weeks</td>
<td>0</td>
<td>No</td>
<td>$0.10</td>
</tr>
<tr>
<td>Blu-Ray</td>
<td>1 week</td>
<td>0-2</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>Playaways</td>
<td>3 weeks</td>
<td>5</td>
<td>Yes</td>
<td>$0.10</td>
</tr>
<tr>
<td>Playaway Views</td>
<td>± 3 weeks</td>
<td>0</td>
<td>No</td>
<td>No fines*</td>
</tr>
<tr>
<td>Interlibrary Loan Material</td>
<td>Varies**</td>
<td>0</td>
<td>Yes</td>
<td>$1.00</td>
</tr>
<tr>
<td>Video Games</td>
<td>1 week</td>
<td>0</td>
<td>No</td>
<td>$5.00</td>
</tr>
<tr>
<td>Tablets and eReaders</td>
<td></td>
<td></td>
<td>No</td>
<td>$5</td>
</tr>
</tbody>
</table>

*no fines are charged for any children's materials. **Loan periods are determined by the owning library.

3 Additional Proposed Changes
1. Allowing customers to check out 2 videogames at a time.
2. Allowing children's 3 for Me cards to check out all print materials.
3. Allowing all 3 for Me cards to check out eMedia.

Mr. Ortmeyer moved. Mr. Mentrek seconded. Resolution 74-16 was approved with unanimous consent.
PLANNING AND EXTERNAL RELATIONS – MS. BOTNICK

Members of the Planning and External Relations Committee met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees.

RESOLUTION 75-16
CHANGE ORDER #2
UH BRANCH BASEMENT SPRINKLERS

BE IT RESOLVED: The Board authorizes the Director and/or Fiscal Officer Manager to approve, sign and deliver, in the name of and on behalf of the Library, Change Order 02 additional scope work for the University Heights Branch Library Renovation Project. The Guaranteed Maximum Price (GMP) will be increased by an amount equal to Twenty-Eight Thousand Nine Hundred Sixty-Six and 16/100 Dollars ($28,966.16). The GMP for the Project is therefore revised to be an amount equal to Four Million Two Hundred Seventy-Six Thousand Three Hundred Nine and 81/100 Dollars ($4,276,309.81), which amount includes the Building Work. This Change Order will be funded from the Owner’s Construction Contingency. Upon release of these funds, the remaining Owner’s Construction Contingency will be an amount equal to Sixty-Three Thousand Eight Hundred Sixty-Two and 13/100 Dollars ($63,862.13).

Change Order 2 includes the addition of a sprinkler system to the Lower Level of the building, and installation of a fire line, fire-rated door and electrical work per the request of the City’s Plan Examiner. The change order also includes exploratory work and repair of an unforeseen sewer line that was uncovered during excavation. The additional costs, totaling $49,652.62 are offset by credits totaling $20,686.46 due to Bid Savings that were returned to the Owner and reduced work scope for a portion of a retaining wall foundation that was not required to be removed.

Ms. Levin said at the beginning of the project the city had told the library sprinklers were not needed in the building but the city is now are requiring sprinklers in the basement. A fire rated door is needed at the basement exit and due to weather conditions the foundations will be poured concrete instead of masonry block. Ms. Levin said monthly updates will be provided to the board at the committee meetings on the 1st Monday of the month.

Mr. Ortmeoyer moved. Mr. Mentrek seconded. Resolution 75-16 was approved with unanimous consent.

MARKETING AND COMMUNITY RELATIONS REPORT

Ms. Banks reported:
- Public Libraries Online magazine published an article about the Card for Every Kid program that Heights Libraries participated in with 8 other county libraries; mentions us very favorably.
- Progressive news website Shareable.net mentioned our Book Bike program in its article How Libraries Are Boldly Innovating to Meet the Needs of Changing Communities.
- CoolCleveland.com featured the League of Women Voters/CWRU public forum on tax funding of sports stadium.
- Winter issue of Check Us Out mailed to community.
- Final migration of websites to new, third party server successfully completed. This ensures that when the buildings lose power, the sites will be unaffected. The sites will also crash less frequently due to built-in monitoring and daily back-ups the third party’s expertise: company staff is very responsive and helpful. This puts us in line with the standard practice of most businesses.
Ms. Lopez the 1st Friday sale netted $456 and the Friends are taking applications for spring semester scholarships.

Mr. Ortmeyer said it was an honor to work alongside the other board members that bring a diversity of talent to the board. He said he wanted to thank the public service staff for the way they work with the public every day contributing to the 5 star rating. He has been pleased that the community has decided the library is a priority and good investment.

Ms. Levin read the following resolution:

**BOARD MEMBER RECOGNITION**

WHEREAS: Rick Ortmeyer was appointed to the Board of Library Trustees of the Cleveland Heights-University Heights Public Library in January, 2012 to a partial term; and
WHEREAS: He served as a member of the Planning and External Relations Committee in 2012; and
WHEREAS: He was chair of the Planning and External Relations Committee in 2014, and chair of the Operations Committee in 2015, and
WHEREAS: He served as Vice President in 2015; and President of the Board in 2016; and
WHEREAS: He was a key to the successful passage of the 2014 levy; and
WHEREAS: He recognized the importance of community engagement and responsiveness which was aptly demonstrated in our Strategic Planning process during 2016; and
WHEREAS: He served on ALA LLAMA committee and had a breadth of knowledge of libraries across the country which he shared with our board; and
WHEREAS: He was instrumental in planning the renovations of the University Heights Branch which commenced this year; and
WHEREAS: He understood the value of an independent public library system to our communities; and
WHEREAS: He demonstrated unflappable leadership, a warm sense of humor and calm administration of Board duties including efficiently run meetings; and
WHEREAS: During his term of service Heights Libraries continued to achieve superior rankings in the Library Journal Index, proving the Heights Libraries to be a national leader;

NOW, THEREFORE, BE IT RESOLVED: that this Resolution of Tribute be spread upon the minutes.

Ms. Levin reported:

- Thank you and congratulations to Beth Hatch who has been named to be the Director of the Perry (OH) Public Library!
- The 2017-2018 Strategic Plan will be presented at the January meeting
- Employers Resource Council will be working with Staff Association to improve our staff engagement survey. This new survey is validated and does not allow for a central tendency bias (neutrals).
- The Food for Fines program is intended to provide an incentive to our community to support their neighbors through the donation of food items to a locally administered and locally disseminated food pantry. Our intended partner is the Heights Emergency Food Center located on Yellowstone. During the
week Saturday 1/14 through Friday 1/20 customers are encouraged to donate canned goods to the Library. For every can donated, the customer will have forgiven $1.00 of overdue fines.

- This fall we celebrated On the Same Page book Brown Girl Dreaming by Jacqueline Woodson. In honor of our work on this project the organization Facing History and Ourselves have included us as a community partner in bringing Ms. Woodson to Cleveland on January 19 at 7-9 pm.
- The library applied for and won the State Library Ohio LSTA STEAM (Science, Technology, Engineering, Arts and Math) grant to create a new teen digital media lab and subsequent programming, along with partnership from Lake Erie Ink. The $15,000 project provides us with a Whisper sound proof recording booth, computers, software, and sound mixing and editing equipment.
- The ULead conference, coordinated by Beth Hatch and Heather Howiler, for the Heights "Girl Engineers" team, (Angelica George, Cassandra Anselmi, and Michele Graham) will be held on January 31. The group will receive specialized training in leadership and project management in preparation for their upcoming project.

GOVERNMENT REPORT

Ms. Levin reported:
- The Ohio Department of Taxation (ODT) has decided to end the bulk distribution of Ohio's paper tax forms. However, ODT will continue to provide Income Tax Instruction booklets to organizations - including public libraries - participating in their distribution program.
- Ohio becomes DPLA Service Hub (State Library of Ohio) - DPLA Service hubs are state or regional digital libraries that aggregate information about digital objects from libraries, archives, museums, and other cultural heritage institutions within its given state or region. It is the goal of DPLA to have one service hub in each state to aggregate digital content, provide training, and to promote DPLA and local content.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:
- Our "On the Same Page" community reading celebration, centered on the book Brown Girl Dreaming by Jacqueline Woodson, concluded this month. Adult programs in November included discussions of the books Between the World and Me by Ta-Nehisi Coates and Citizen by Claudia Rankine, the play The Octoroon by Dion Boucicault, and screening of the 1961 film adaptation of A Raisin in the Sun. In all, eight adult events took place centered round Brown Girl Dreaming and its themes, with a total attendance of 168.
- The Bookmobile stops were advertised in the University Heights Mayor's November Newsletter, which is emailed to subscribers and available on the city's website.
- Local author D.M. Pulley gave the November Cedar-Coventry Author program, sharing her exploits as a forensic engineer, including photographs of her work at the top of the Terminal Tower. Her research formed the basis of her first novel, The Dead Key, winner of the 2014 Amazon Breakthrough Novel Award.
- Jessica Markowitz and Branch Manager Constance Dickerson attended a Health Fair sponsored by ASIA (Asian Services in Action). County agencies offered free flu shots and screenings. We brought the book bike and gave away many free books and manned a craft table for children to create. Approximately 100 refugees attended.
- For the 18th year in a row, the library hosted a teen Poetry Slam. We continued our longstanding partnership with Lake Erie Ink, who emceed the event and provided judges. This year we had 83 audience members support the teen poets. The Slam was organized by Youth Services Librarian Jessica Robinson and Youth Services Associate Shamekia Chandler.
None.

Ms. Botnick moved, Mr. Roosa seconded to adjourn the meeting at 7:48 p.m. The motion was approved with unanimous consent.