PRESENT: Ms. Botnick, Mr. Holland, Mr. Mentrek, Ms. Moskowitz. Ms. Beatty, Mr. Gerboc, and Mr. Roosa were absent.

Also Present: Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Mary Looby 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 certifies that notification of the meeting of the Board of Library Trustees had been made.

APPROVAL OF MINUTES
Minutes of the January 23, 2017 Organizational & Regular Meeting have been forwarded to the board members. Ms. Botnick moved. Mr. Mentrek seconded. The minutes were approved with unanimous consent.

FINANCIAL REPORT
Ms. Herrmann reported:
- Short term investment interest rates at Star Ohio dropped slightly at the end of January (.76%) compared to the end of December (.80%).
- In the month of January receipts from the Ohio Public Library Fund were $3,485.96 lower than in January 2016 due to declining state revenues.
- Taxes in January 2017 were $110,000 less than January 2016, but that decrease is mainly due to the timing of the tax collection closing date and the tax advance date. The February tax advance that was received on the 15th is $90,000 higher than the February 2016 tax advance. This net decrease of $20,000 could be made up in the final settlement.
- Some expenditure line items higher than the norm are: the January PERS payment calculation included payments on a December payroll; employer annual HSA contributions for the year were paid; the annual premium for 2017 property and liability insurance was paid; and annual memberships were paid. Even though the library is exempt from property taxes we still must pay special assessments for street lighting, and trees (planting and removal). A half-year of the assessment was paid.

APPROVAL OF
FINANCIAL REPORTS – JANUARY
Mr. Mentrek moved. Ms. Botnick seconded to approve the financial reports for January. The financial reports were approved with unanimous consent.

PERSONNEL
Ms. Marotta reported:

- The Special Projects Manager position will be filled with internal candidate, Maggie Kinney, Coventry branch Youth Services Librarian.
- Full-time Technology Trainer, Joe Kaiser, made a request to go part-time. In order to approve his request one of the current part time Tech Trainers would have to take his full-time position and in turn, he would then fill their part time position. Ann MacNamara was offered and has accepted the position, which will allow for Mr. Kaiser to move into her part time position.
- In 2016 we came in below our budgeted hours for the year. We expected to be below due to the four (4) months that the University Heights branch would be closed for renovation. Nine employees from the U.H. branch joined the Lee Road, Noble Road and Coventry Road branches. We anticipated the additional staff in the last quarter of the year and paused filling certain vacancies in the second quarter. Since we did not fill all vacant positions, the year-end report reflects fewer vacancies filled as compared to 2015. In 2016 we filled 24 vacancies compared to 51 in 2015.
- The “worked to budgeted” or labor capacity ratio dipped down a percent from 2015, but that would also be expected since the total budgeted hours figure includes U.H. for all 12 months of the year. Total labor cost (not included health and welfare benefits) increased approximately 3.4%. The increase is due to staff increases, retirement payouts, resignation payouts and sick leave/vacation replacement.
- Health insurance premiums increased by 11% in 2016. We increased the library contribution to employee health plans by 11% which covered most of the cost for single plan holders. The Wellness Committee was active in creating wellness challenges and a session on staff development day. Dental insurance, Group Life and Long-term Disability renewed with no increase.
- The library had 13 FMLA leaves in 2016 and had one lost time Workers Compensation claim.
- In July of 2016 employees received annual merit increases. Merit increases are based on a hybrid of annual performance score and position in salary range. In 2016, employees received merit increases ranging from 2 to 4%.
- Overall, once again the Heights Library staff works at a very high level. We were again ranked as a 5 star-library by Library Journal Index in 2016. We continue to retain and hire employees who are committed to customer service and passionate about their work and our communities’ well-being.

MARKETING AND COMMUNITY RELATIONS REPORT

Mrs. Banks reported the following

**Media Highlights**
- Sun Press reported on the LSTA grant for the teen media lab, and alternative rock photo journalist Judie Vegh’s Lee Road gallery show
- Cleveland.com reported on Judie Vegh’s show and a wide variety of programs
- January 13 Facebook posting about using public libraries to fact check “fake news” was our most successful post ever, with 201 shares, 371 “likes” and a reach of 28,110.
- Secured WCPN appearance for local author Dan Chaon to promote March event

**Publications/Outreach Highlights**
- Spring issue of Check Us Out edited, layed out, and sent to print; programs highlight baseball this quarter
- Tax info on website updated and drop down link added to home page

**Other Projects**
• New Communications Coordinator Kara Whaley is trained and up to speed, and is already making improvements

• Update on Bookmyne/CLEVNET app: waiting to hear whether we can get Bookmyne stats for our customers/cardholders use. CLEVNET considering replacing Bookmyne; no details yet.

FRIENDS REPORT
Ms. Lopez reported: the first Friday sale raised $583, the Read-In was attended by more than 50 people including 15 students from John Hay High School, and the annual Spelling Bee is April 19th.

PRESIDENT’S REPORT
None.

DIRECTOR’S REPORT
In Ms. Levin’s absence Ms. DeNero-Ackroyd reported:

• Welcome Hub is held on Saturdays and Citizenship Classes are held on Sundays both at the Noble Neighborhood Branch. Welcome Hub focusses on ESL instruction and provides access to education and resources that new immigrants will find useful. We partner with Asia Services in Action to offer weekly citizenship classes.

• The Library will be circulating Mobile Hot spots for library card holders beginning in May. These devices allow one to connect to the internet from any location (as long as there is service in that area).

• Heights Libraries has partnered with Bellefaire JCB to be a Safe Place for youth in crisis. Safe Place is a national program that provides access to immediate help and supportive resources for youth in need. We will be displaying Safe Place signs (yellow diamonds with Bellfaire's phone number on it for after-hours contact) at the entrances of all of our buildings. When a youth who needs assistance asks a staff member for help, staff will contact In Charge, who will then call Bellefaire JCB. A representative from Bellefaire will respond to the call and come to our location to provide assistance to the youth. Our staff will be connecting youth in crisis with resources through Bellefaire JCB and will not be expected to provide any social services. We are excited to be offering this program, as it directly ties in with our strategic focus of promoting safety in our community.

• Our Training and Staff Development Department has been renamed the Continuing Education Department. This department encompasses the staff of the HKIC, Technology Trainers and staff development. As their activities continue to grow and include the offerings of the online database Lynda.com the name change seemed necessary. We hope to bring quality classes to our customers and staff and help them to be life-long learners.

GOVERNMENT REPORT
Ms. DeNero-Ackroyd reviewed the following in Ms. Levin’s government report:

• House Bill 49, the text of the FY18-19 state budget bill was released Feb. 8. Several media outlets have highlighted library funding when reporting on the budget.

• Ohio’s public libraries are funded through the Public Library Fund which receives 1.7% of the state’s General Revenue Fund. State funding for Ohio’s public libraries will be automatically cut again on July 1, 2017 unless action is taken to protect the PLF. Please read the *Governor's Executive Workforce Board, Building Ohio's Future Workforce Report.

• Each spring, the Ohio Library Council hosts dinner meetings throughout the state for public library trustees and administrators. The programs focus on the issues impacting today’s public libraries and include an update on legislative issues as well as essential information that public library trustees need to be successful in their roles

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:

- Adult Services winter quarter programming theme on the Harlem Renaissance continued this month. The Cleveland Association of Black Storytellers presented *Renaissance in Harlem: Stories and Poems* on January 15th. The all age’s program was a celebration of the rich and dynamic voices that made up the African American artistic, literary and cultural movement that flourished in Harlem in the 1920s and 1930s. The Art Study Group explored the art and artists of the period, placing them in context of their influences, their legacies and the cultural moment. The Original Voices Book Club discussed *Not Without Laughter*, the semi-autobiographical novel by Langston Hughes.

- The Bookmobile’s wheelchair lift was fixed on Friday, January 27. What we thought was going to be a lengthy fix that could have involved ordering new parts, was a quick fix of a loose wire. The Bookmobile was back on the road by Monday, January 30.

- Food for Fines program yielded a donation of 1,238 pounds of food to the Heights Emergency Food Bank.

- The “Ask a Tech Trainer” drop-in service at Lee Road, Coventry, and Noble continues to grow in popularity with customers.

- Coventry Youth Services Associate Aaryn Bierly represented Heights Libraries at Roxboro Elementary’s Family Literacy Night. More than 150 people attended the program. Aaryn talked with eighty-seven people about Library programs, cards, and other services.

- Noble Youth Services Associate Monica Wilson began a series of health and wellness programs called Winning through Winter.

- Youth Services Manager Sam Lapides hosted the Preschool and Daycare Fair. This year we had 12 organizations share information with families about their preschool/daycare programs. Sixty individuals attended the fair.

**OPERATIONS COMMITTEE – MS. BOTNICK**

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

**RESOLUTION 11-2017**

**APPROVAL OF 2017 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, 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.

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<tr>
<td>General Fund</td>
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<tr>
<td>Technology Fund</td>
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</table>
Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 11-2017 was passed with unanimous consent.

RESOLUTION 12-2017
APPROVAL OF 2017-2018 TECHNOLOGY PLAN

BE IT RESOLVED: that the Library Board of Trustees approves the 2017-2018 Technology Plan as presented.

Mr. Holland moved. Mr. Mentrek seconded. Resolution 12-2017 was passed with unanimous consent.

PERSONNEL COMMITTEE – MR. ROOSA

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

RESOLUTION 13-2017
APPOINTMENTS

BE IT RESOLVED: that the following appointments be approved:

Margaret (Maggie) Kinney, Full-Time Special Projects Manager, Grade 40, effective May 10, 2017.

Ann MacNamara, Full-Time Technology Trainer, Grade 40, effective, March 12, 2017.

Ms. Botnick moved. Ms. Moskowitz seconded. Resolution 13-2017 was passed with unanimous consent.

RESOLUTION 14-2017
APPROVAL LEAVE OF ABSENCE EXTENSION

BE IT RESOLVED: that the following leave of absence extension is approved:

A leave of absence extension for the period of time, January 12, 2017 to April 13, 2017 be approved for Marlene Lapars.

Ms. Botnick moved. Mr. Mentrek seconded Resolution 14-2017 was passed with unanimous consent.

PLANNING AND EXTERNAL RELATIONS – MR. MENTREK

Members of the Planning and External Relations Committee have met, discussed and reviewed the following item and recommend approval by the Library Board of Trustees:

RESOLUTION 15-2017
APPROVAL OF WELCOMING CITY PROGRAM

WHEREAS, the City Council of Cleveland Heights passed a resolution (15-2017) on February 6, 2017, as an emergency measure immediately necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to timely object to the President’s Executive Order that enflames U.S. relations with Muslim-majority countries, indeed with all Muslims, and will surely make the United States less safe from acts of terrorism; and

WHEREAS, in the United States, as in Cleveland Heights and University Heights, our success depends on making sure that all residents feel welcome; and

WHEREAS, our service area always has been and continues to be a welcoming city to everyone, including immigrants who contribute economically and culturally to making our city a better place; and

WHEREAS, immigrants and refugees are a vital part of the library community: bringing fresh perspectives and new ideas, starting businesses, and contributing to our treasured and vibrant diversity; and

WHEREAS, Public Libraries support the aspirations of all people, including immigrants with resources and staff who are always welcoming and are guided by ethics that include open access and equal treatment for all people regardless of their diverse origins or needs; and

WHEREAS, our recently adopted Strategic Plan created, after gathering community input for over a year, states the following four goals:

- Foster diversity, equity, and inclusion
- Seek opportunities to promote an environment of safety and security for the community
- Provide opportunities to positively impact community members’ growth and personal development
- Be proactive in facilitating communication and be a bridge builder for community concerns

WHEREAS, the Noble Neighborhood Branch supports the Welcome Hub program, which offers support to recent immigrants and asylum seekers in partnership with community organizations;

WHEREAS, a "Welcoming City" designation is a part of the Welcoming America organization that is guided by the principles of inclusion and creating communities that prosper because everyone feels welcome, including immigrants and refugees. The organization, currently in 100 cities, offers programming and practices that support diversity. Being a "Welcoming City" is consistent with the goal of the Heights Libraries to contribute to an open, integrated, and diverse community.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Cleveland Heights-University Heights Public Libraries pledges to continue to support immigrants in
conjunction with local governments, non-profits, and national partners; and pledges to support open access and ethical treatment of all people who choose to access our collections, facilities, and staff; and to support their right to privacy.

Ms. Botnick moved. Mr. Holland seconded. Resolution 15-2017 was passed with unanimous consent.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Ms. Botnick moved. Ms. Moskowitz seconded to adjourn the meeting at 7:20 p.m. The motion was approved with unanimous consent.