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

Also Present: Director Nancy Levin, Deputy Director Kim DeNero-Ackroyd, Fiscal Officer Deborah Herrmann, Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Wendy Gernsheimer from the Staff Association, Linda Lopez from the Friends, 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 February 20, 2017 Regular Meeting have been forwarded to the board members. Mr. Roosa moved. Ms. Beatty seconded. The minutes were approved with unanimous consent.

STAFF TRAINING & DEVELOPMENT REPORT
Heather Howiler reported in 2016, 413 training classes were offered, with 2,259 customers attending. There were 121 one-on-one tutorials, 17 Ask the Tech Trainer sessions, and 12 Lynda.com drop-in sessions. There were 201 training sessions available for staff, and specialized training has been created for managers and pages. Ms. Howiler said as of May 2016 Lynda.com had 368 registered users from the library.

FINANCIAL REPORT
Ms. Herrmann reported revenues from the Public Library Fund and local taxes continue to be slightly less than the same period last year. According to the Ohio Library Council state tax receipts are down for the eighth month in a row and are trending 3% below estimates. Library expenditures are 3.5% under budget as of the end of February.

She said library received $12,744.11 in reimbursements in February for E-Rate, a federal program to make telecommunications more affordable. If the library chose to institute internet filters to be in compliance with the Children’s Internet Safety Act (CIPA) the library would be eligible for additional funding. The additional filters would prohibit adults and children from viewing visual depictions on the computer that would be considered harmful to minors. With those filters the library could be eligible for an additional $300,000 in e-rate funding. Most public libraries do not have the internet filtering software.

APPROVAL OF FINANCIAL REPORTS – FEBRUARY
Mr. Gerboc moved. Ms. Botnick seconded to approve the financial reports for February. The financial reports were approved by unanimous consent.

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 NO. 16-17
APPROVAL OF TECHNOLOGY
FUND EXPENDITURE

BE IT RESOLVED: that the Library Board of Trustees grants permission for the Fiscal Officer to purchase the items listed below in an amount not to exceed $8,419.51, a 402-Technology Fund purchase, for the purposes indicated above.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment/Software</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>ASUS ZenBook Flip Laptop</td>
<td>13.3” Windows 10 laptop with touch screen</td>
<td>765.41</td>
<td>8,419.51</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>8,419.51</td>
</tr>
</tbody>
</table>

These computers will be used in the mobile lab, provide a touch screen and have the Windows 10 operating system.

Mr. Mentrek moved. Mr. Holland seconded. Resolution 16-17 was approved unanimously by a roll call vote.

RESOLUTION NO. 17-17
BUILDING & REPAIR FUND
APPROVAL OF EXPENDITURES

WHEREAS, all purchase orders from the Building and Repair Fund are to be approved by the Library Board of Trustees;

BE IT RESOLVED that the Library Board of Trustees approve the following three purchase orders after the fact and one current:

<table>
<thead>
<tr>
<th>Purchase Order Date</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 9, 2016</td>
<td>Corrigan Moving Systems</td>
<td>$21,616.00</td>
</tr>
<tr>
<td>September 13, 2016</td>
<td>City of University Heights</td>
<td>$4,984.79</td>
</tr>
<tr>
<td>December 7, 2016</td>
<td>City of University Heights</td>
<td>$16,480.00</td>
</tr>
<tr>
<td>March 3, 2017</td>
<td>City of University Heights</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Mr. Roosa asked if the storage will continue if the project is delayed and what would be the additional cost. Ms. Herrmann said the monthly storage is between $350-400 per month and can be extended past a year if needed.

Mr. Mentrek moved. Ms. Beatty seconded. Resolution 17-17 was approved unanimously by a roll call vote.

PERSONNEL COMMITTEE – MR. ROOSA

Ms. Marotta reported:
• We had a great year with all of our staff completing their strategic goal by participating in a community related conversation.
• In addition to performance evaluations, we also recognize employee impact through other means. We do this with the monthly public service reports, rewards and recognition program and the staff recognition program. The purpose of these programs and reports are to communicate to staff and to the board that we acknowledge and recognize the meaningful work of the Heights Library staff.
• Compensation changes will be brought to the board for discussion in May.
• Health Insurance renews in July and will be brought before the board in June.

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

RESOLUTION NO. 18-17
APPOINTMENT

BE IT RESOLVED: that the following appointments be approved:

Katherine Hodder, Full Time Youth Services Librarian – Coventry Road Branch, Grade 40, effective, March 20, 2017.

Mr. Gerboc moved. Mr. Holland seconded. Resolution 18-17 was approved unanimously by a roll call vote.

PLANNING AND EXTERNAL RELATIONS – MR. MENTREK

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

RESOLUTION NO. 19-17
UNIVERSITY HEIGHTS BRANCH CONSTRUCTION/RENOVATION CHANGE ORDER #4 AUTHORIZATION

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 04 additional scope work for the University Heights Branch Library Renovation Project. The Guaranteed Maximum Price (GMP) will be increased by an amount equal to Seven Thousand two Hundred Thirty-Five and 29/100 Dollars ($7,235.29).

The GMP for the Project is therefore revised to be an amount equal to Four Million Three Hundred Twenty-Six Thousand One Hundred Forty-five and 39/100 Dollars ($4,326,145.39), 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 Fourteen Thousand Twenty-Six and 55/100 Dollars ($14,026.55).

Change Order 4 includes: design revisions to accommodate deflection at glass curtain wall ($4,920.62); addition of insulation around storm piping ($1,716.50); credit for sloped roof insulation that is not needed due to the slope created by the steel roof framing ($2,418.70 credit); additional floor drains ($3,016.86); totaling $7,235.29.

Mr. Roosa moved. Ms. Botnick seconded. Resolution 19-17 was approved unanimously by a roll call vote.
Ms. Banks reported:

**Media Highlights**
- Cleveland.com and Sun Press featured our spring program series, Play Ball!
- Heights Patch website featured “Fiction Madness” display/program in Lee Road children’s area
- Arranged for local author Dan Chaon to appear on WCPN in March

**Publications/Outreach Highlights**
- Keeping UH Renovation page on website updated
- Worked with Cleveland International Film Festival to secure community sponsor status (along with the Friends) for the film, “Untold Tales of Armistead Maupin.”
- Spring Check Us Out printed and mailed
- Worked with CHUH Schools to arrange for display of new textbooks in children’s area for public feedback

**Other Projects**
- Implemented new meeting room policy allowing public to use projector in Brody Nelson; ensured staff are trained in projector use and created internal procedure, customer contract, and public instructions to minimize confusion and damage
- Arranged spring meeting of the CLEVNET PR group and set agenda to discuss declining regional circ rates and visits

**FRIENDS REPORTS**

Ms. Lopez reported the Friends first Friday sale netted $512. There will be a gathering at the Urban Winery on April 29th, and the Friends are a sponsor of the Spelling Bee on April 19th. Ms. Lopez said the 3 day Mega Sale will start with a preview day for Friends members on May 4 and it is open to the public May 5-7.

**PRESIDENT’S REPORT**

None.

**DIRECTOR’S REPORT**

Ms. Levin reported:

- **Deaf History Month** (March 13-April 15) The Coventry branch has a unique 25-year tradition of offering special services to the deaf community. A full-time librarian on the staff has a primary focus of service to the deaf, including a collection of books and audio-visual materials for and about the deaf community. Also, our website features a special deaf resources page that includes links to online magazines, area events, language resources, employment and education resources, and organizations serving the deaf community.

- **Librarians descend on State House Atrium to save PLF budget** - on March 29, Library Legislative Day will include lunch in the State Capitol Building with our state representatives, a Finance Committee session and one on one meetings to ask that the Public Library Fund not be cut in this year’s biennium budget. See the Government Report.

- **Director becomes Teacher for 2 days** - thanks to Reaching Heights, I spent two days as teacher of Caitlin Gerber’s 6th grade English class at Roxboro Middle School. This “Teaching Experience” exposes community leaders to the realities of class room teaching. I prepared approximately 5 hours for the two hours of teaching a poetry and grammar unit which also included resume writing. The students also learned that the library hires teenage pages and there was at least one future librarian in the class.
• **Reaching Heights Spelling Bee** - please join us at 7 pm on April 19, 2017, at the Cleveland Heights High School auditorium for the 26th annual Reaching Heights Adult Community Spelling Bee. Each year since 1992, Reaching Heights has sponsored a community spelling bee for adults. The Heights Library Team will include Board members Susan Beatty and Chris Mentrek and Friends member Victor Rosenberg. I am the pronouncer.

• **Trustees sought for OPLIN board** - The Ohio Public Library Information Network (OPLIN) Board is composed of eleven public library staff members or trustees who may serve two three-year terms on the Board. The Board is legally defined in Ohio Revised Code **Section 3375.65**. There are 6 meetings a year. All meetings except the April all-day planning meeting begin at 10:00 AM (9:00 AM in April) and usually end sometime between 12:00 and 1:00 PM (3:00 PM). Meetings will be held at the OPLIN office, 2323 W. Fifth Ave., Suite 130, Columbus unless otherwise noted.

• **City Year Volunteers to build Little Free Libraries** - on March 29, we are expecting 18 City Year Cleveland volunteers to help us build 5 Little Free Libraries to be placed in the community. They will be working with staff and the Friends.

**GOVERNMENT REPORT**

Ms. Levin reported.

• **State of the Schools** – she has been asked to join with other community members on the morning of April 5 to hear the State of the Schools address by Dr. Talisa Dixon at the Cleveland Heights Community Center at 8:30 am.

• **INFOhio digital content at risk** - two years ago INFOhio’s digital content budget was slashed by $1.1 million. INFOhio could no longer pay our share of the Libraries Connect Ohio agreement. That cut ended up costing all Ohioans. All libraries--academic, public, and school--lost access to Learning Express Library. The Ohio Department of Education, our LCO partners (OhioLINK, OPLIN, and the State Library of Ohio), and our parent organization, MCOECN, stepped in to make sure that no additional resources would be lost. Since then, INFOhio and members of the PreK-12 community have been advocating to have that funding restored in the next biennium budget. Unfortunately, INFOhio has received disappointing news regarding the proposed FY18-19 biennium budget: our $1.1 million for digital content was not restored to the FY14-15 budget level. This $1.1 million goes directly for content to all Ohio schools - public, private, charter, online, and home schools. The organizations that made up our shortfall last time have made it clear that they cannot afford to do it again. Unless the funding is restored, all INFOhio resources--including BookFlix, Storia, and all the databases in the LCO collection--are at risk. But you can help! Join our advocacy campaign to request that the $1.1 million for digital content be restored to bring INFOhio back to FY14-15 budget levels: [https://www.infohio.org/advocate-for-infohio](https://www.infohio.org/advocate-for-infohio). Call and send letters to your state senator and representative, and ask them to restore the $1.1 million for INFOhio in line 465

• **Legislative Day is March 29** - Ohio Library representatives will rally at the State House on Wednesday March 29 to meet and have lunch with their elected officials. Kim DeNero-Ackroyd, Sara Phillips and Pat Gray will attend representing the library.

**PUBLIC SERVICE REPORT**

Ms. DeNero-Ackroyd reported:

• On February 19<sup>th</sup>, Adult Services celebrated the voices of African American authors with our annual “African-American Read In.” Attendees were encouraged to bring a short selection from a favorite writer to share with the audience. The event was co-sponsored by the FRIENDS of the Heights Libraries.
We moved the John Carroll University Bookmobile stop to a location closer to campus buildings with great success. The Bookmobile is much more visible now to students and staff. We have already seen a significant increase in attendance and expect that to grow.

Coventry Adult Services Associate Suzanne Wilkins offered a passive program for Valentine’s Day throughout the month, “Blind Date with a Book.” She covered a variety of books with decorative wrapping paper, gave a little teaser of a description, and put them on display. Thirty books were circulated. We had reports back that many of the dates were successful in entertaining their readers.

The proprietor of Free Styles Barbershop was pleased with the deposit collection from Noble and it was well used. At last check, there has been no damage or loss. We’re excited about this opportunity to reach out to customers who might not visit our buildings.

The LGBT Community Center of Greater Cleveland concluded its multi-part class on LGBT-inclusive education about sexual health to a group of teens. Jessica Robinson and Youth Services Associate Chris Fries both reported a significant positive change in the behavior among several of the teens who attended the program. We hope to continue this partnership in the summer.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Levin noted she is working with the school board to find a time for a joint meeting and she will take reservations at the next committee meeting for the OLC dinner.

ADJOURNMENT

Ms. Botnick moved. Mr. Gerboc seconded to adjourn the meeting at 7:24 p.m. The motion was approved unanimously by a roll call vote.