PRESENT: Ms. Beatty, Ms. Botnick, Mr. Holland, Mr. Mentrek, Ms. Moskowitz, Mr. Roosa. Mr. Gerboc 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; L.P. Coladangelo from the Staff Association, Linda Lopez from the Friends.

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

PUBLIC COMMENT
Bill Frank, a resident, said that a keyboard at the Noble branch had broken struts and was difficult to use. He suggested the library have alternatives available when keyboards cannot function properly.

APPROVAL OF MINUTES
Minutes of the April 17, 2017 regular meeting have been forwarded to board members. Mr. Roosa moved. Ms. Botnick seconded. The minutes were approved with unanimous consent.

Mr. Roosa asked Ms. Herrmann to research what items the board is required by law to approve with a roll call vote. He said eliminating some roll call votes would shorten the meetings.

HOTSPOT LENDING SERVICES
Jackie Mayse, from the Training Department, presented the newest lending service mobile hotspots. She said they will start circulating on May 22 and will function anywhere Sprint service is available and can connect to 10 devices. Board members asked if they will function in a car or several rooms away and Ms. Mayse said yes. Ms. Levin said the library expects the hotspots will constantly be in circulation and if not returned by the patron in 14 days the hot spots will be disabled by the firm managing the hot spots. Mr. Roosa asked if the board could receive a report on the usage of the hot spots.

FINANCIAL REPORT
Ms. Herrmann said the library is still awaiting the property tax reimbursements (homestead and 10% credits) from the state. With 1/3 of the fiscal year complete revenue is at 45.6% and expenditures are at 29.8% of the anticipated amounts for the year (33%).

The current iteration of the 2017-2019 Ohio budget bill under consideration reduces the Public Library Fund from its current 1.7% of general fund back to the previous 1.66%. The tax budget which will be presented to the board for adoption in June will be based upon the 1.66%.

APPROVAL OF FINANCIAL
 REPORTS – APRIL
Mr. Mentrek moved. Ms. Botnick seconded. The financial reports for April were approved unanimously.

 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 25-17
APPROVAL OF SERVICE & ADMINISTRATION POLICY

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 for 2017 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.

Ms. Levin said there is additional language in the policy regarding service animals in the library and dated terms (videocassettes) were removed.

Mr. Roosa moved. Ms. Beatty seconded. Resolution 25-17 was approved unanimously by a roll call vote.

 PERSONNEL COMMITTEE – MR. ROOSA
Ms. Marotta reported:

- Interviews have started to fill 4 librarian positions.
- The library is very pleased to receive a 2.5% across the board premium increase on each of our six plan offerings for the July 1, 2017 to June 30, 2018 plan year. This is an excellent renewal compared to 14.5% increase of last year.

 RESOLUTION 26-17
HEALTH INSURANCE RENEWAL

WHEREAS the Library accepts a 2.5% increase for the renewal of the group medical insurance plan with Anthem/ERC Health; and

WHEREAS the Library will offer six plan designs for eligible full-time employees; and

WHEREAS the Library applies a defined contribution funding method for determining the Employee’s cost of their share of health care premiums; and

WHEREAS the Library will pay employee premiums up to the following amounts: $625.25 per month for single coverage, $863.67 per month for employee plus children coverage, $1,087.59 per month for employee plus spouse coverage, and $1,311.50 per month for family coverage for employee medical insurance for full-time eligible employees, pro-rated for 30-hour per week employees; and

WHEREAS the Library will contribute up to $666.41 per year for single Health Savings Plan subscribers, prorated by hire date.
WHEREAS the employees are responsible for the difference between their premiums and the Library contribution; and

WHEREAS the renewal will not exceed $533,957 annually,

THEREFORE BE IT RESOLVED that the Finance Manager be authorized to enter into contract with Employers Resource Council for Library-provided medical insurance with Anthem Blue Cross and Blue Shield for coverage effective from July 1, 2017 through June 30, 2018.

Ms. Botnick moved. Mr. Mentrek seconded. Resolution 26-17 was approved unanimously by a roll call vote.

RESOLUTION 27-17
SALARIES OF DIRECTOR & FISCAL OFFICER

WHEREAS, the Board of Library Trustees is responsible, at its annual organizational meeting, for setting the salaries for the Director and Fiscal Officer on an individual basis; and

WHEREAS, in setting such salaries, the Board of Library Trustees takes into consideration the results of its performance evaluations of the Director and the Fiscal Officer; and

WHEREAS, the Board has recently completed its most recent performance evaluations of the Director and the Fiscal Officer:

NOW, THEREFORE, BE IT RESOLVED that the annual salary of the Director, Nancy Levin, shall be $109,000 (representing an increase from the 2016 salary of $3,640.00) retroactive to January 1, 2017; and

BE IT FURTHER RESOLVED that the annual salary of the Fiscal Officer, Deborah Herrmann, shall be $78,500 (representing an increase from the 2016 salary of $2,375.00) retroactive to January 1, 2017.

Mr. Roosa said every year the board reviews the performance of the director and fiscal officer. He said the board and staff submit surveys that are reviewed along with self-appraisals done by the employees themselves.

Ms. Botnick moved. Mr. Mentrek seconded. Resolution 27-17 was approved unanimously by a roll call vote.

PLANNING AND EXTERNAL RELATIONS COMMITTEE– MR. MENTREK

Members of the Planning and External Relations Committee have met and have no items to bring before the board.
RESOLUTION 28-17
UNIVERSITY HEIGHTS BRANCH
CONSTRUCTION/RENOVATION
CHANGE ORDER #5 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 #5 additional scope work for the University Heights Branch Library Renovation Project. The Guaranteed Maximum Price (GMP) will be increased by an amount equal to Eight Thousand Five Hundred Fifty-Six and 61/100 Dollars ($8,556.61).

The GMP for the Project is therefore revised to be an amount equal to Four Million Three Hundred Thirty-Four Thousand Seven Hundred Two and 00/100 Dollars ($4,334,702.00), which amount includes the Building Work. This Change Order will be funded from the Owner’s Construction Contingency.

Change Order 5 includes: cost for overhead power line survey ($351.10); break metal around existing columns in existing openings ($436.93); lowering the storm line to tie to existing east side line ($5,937.32); support of pinch beam at deteriorated existing condition ($537.42); unforeseen abatement required at existing stair landing ($1,293.84); totaling $8,556.61.

Mr. Roosa asked if there is an update on the issue of moving an electrical line. Ms. Levin said the library will probably have to pay for the line relocation.

Mr. Mentrek moved. Ms. Beatty seconded. Resolution 29-17 was approved unanimously by a roll call vote.

RESOLUTION 29-17
UNIVERSITY HEIGHTS BRANCH
CONSTRUCTION/RENOVATION
CHANGE ORDER #6 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 06 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-Seven Thousand One Hundred Twenty-Five and 30/100 Dollars ($27,125.30).

The GMP for the Project is therefore revised to be an amount equal to Four Million Three Hundred Sixty-One Thousand Eight Hundred Twenty-Seven and 30/100 Dollars ($4,361,827.30), which amount includes the Building Work. This Change Order will be funded from the Owner’s Construction Contingency and the Owner’s
Soft Cost Contingency. Upon release of these funds, the remaining combined value of the Owner’s Construction Contingency and the Owner’s Soft Cost Contingency will be an amount equal to Fifty-Six Thousand Two Hundred Eighty-Six and 55/100 Dollars ($56,286.55).

Change Order 06 includes the addition of full-height tiles on the walls of the public restrooms and an InstaHot in the Staff Lounge; the addition of stud wall infills at the north clerestory windows; door revisions required by the City per the review of the amended drawings; and a credit for the elimination of millwork in the Children’s Area.

Ms. Levin said the addition of tile to the bathroom is needed for sanitation and appearance; and the furniture quotes are still being reviewed before being presented to the board. She said she is hoping some of the construction funds set-aside for winter conditions will be able to go back into the budget.

Mr. Mentrek moved. Ms. Beatty seconded. Resolution 29-17 was approved unanimously by a roll call vote.

RESOLUTION 30-17  
CUYAHOGA COUNTY PUBLIC LIBRARY FUND ALLOCATION 2018-2021

PLF AGREEMENT BETWEEN THE NINE LIBRARIES OF CUYAHOGA COUNTY
2018-2021

This Agreement (“Agreement”) is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library (“the libraries”) and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustee, and the Cuyahoga County Budget Commission (copies of which are attached).

WHEREAS, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the “Fund”); and

WHEREAS, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and
WHEREAS, trustee and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

WHEREAS, the libraries have agreed that for the four-year period commencing January 1, 2018 through December 31, 2021, the libraries will retain the current percentage allocations with regard to distributions from the Fund that are equal to or less than the amount distributed to all the libraries from the Fund in the year 2007 (“2007 Base Year”); and

WHEREAS, the libraries have further agreed that should the Fund receipts exceed the amount distributed to the libraries in the 2007 Base Year during the five-year period from 2018-2021, any excess shall be subject to a new agreed-upon percentage allocations, which new percentage allocations are based solely upon 2020 U.S. Census population figures;

NOW, THEREFORE, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an allocation of the Fund for the years 2018, 2019, 2020, and 2021 (the “subject years”) in accordance with the following percentages:

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Percentage Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY</td>
<td>4.80750 % of Funds equal to or less than 2007 Base Year distribution</td>
</tr>
<tr>
<td></td>
<td>4.52 % of Funds in excess of 2007 Base Year distribution</td>
</tr>
<tr>
<td>CLEVELAND PUBLIC LIBRARY</td>
<td>41.18430 % of Funds equal to or less than 2007 Base Year distribution</td>
</tr>
<tr>
<td></td>
<td>31.17 % of Funds in excess of 2007 Base Year distribution</td>
</tr>
<tr>
<td>CUYAHOGA COUNTY PUBLIC LIBRARY</td>
<td>38.23690 % of Funds equal to or less than 2007 Base Year distribution</td>
</tr>
<tr>
<td></td>
<td>48.08 % of Funds in excess of 2007 Base Year distribution</td>
</tr>
<tr>
<td>EAST CLEVELAND PUBLIC LIBRARY</td>
<td>2.59000 % of Funds equal to or less than 2007 Base Year distribution</td>
</tr>
<tr>
<td></td>
<td>1.63 % of Funds in excess of 2007 Base Year distribution</td>
</tr>
<tr>
<td>EUCLID PUBLIC LIBRARY</td>
<td>3.30830 % of Funds equal to or less than 2007 Base Year distribution</td>
</tr>
<tr>
<td></td>
<td>3.82 % of Funds in excess of 2007 Base Year distribution</td>
</tr>
</tbody>
</table>
LAKEWOOD PUBLIC LIBRARY
3.64400 %
of Funds equal to or less than 2007 Base Year distribution
4.06 %
of Funds in excess of 2007 Base Year distribution

PORTER (WESTLAKE) PUBLIC LIBRARY
2.14310 %
of Funds equal to or less than 2007 Base Year distribution
2.55 %
of Funds in excess of 2007 Base Year distribution

ROCKY RIVER PUBLIC LIBRARY
1.25070 %
of Funds equal to or less than 2007 Base Year distribution
1.61 %
of Funds in excess of 2007 Base Year distribution

SHAKER HEIGHTS PUBLIC LIBRARY
2.83520 %
of Funds equal to or less than 2007 Base Year distribution
2.52 %
of Funds in excess of 2007 Base Year distribution

When a budget for each library has been adopted in accordance with Ohio Revised Code 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to § 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:
(a) The directors of each library will attend a meeting to be held at least twice a year during years 2018 through 2021 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2021, which discussions shall consider a new percentage allocation formula taking into consideration the 2020 U.S. Census population figures, and in order to foster continued good faith and cooperation between the libraries. The directors
will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;

(b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and

(c) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund of the years 2018 through 2021. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

Ms. Botnick moved. Ms. Beatty seconded. Resolution 30-17 was approved unanimously by a roll call vote.

COMMUNICATIONS REPORT

Ms. Banks reported:

*Publications/Outreach Highlights*
- Updated and reprinted library brochure
- Summer issue of Check Us Out edited, laid out, and sent to printer. Will hit mailboxes mid-May
- Summer reading materials designed and laid out
- Worked with Noble Youth Services staff to soft launch experimental Snap Chat account; will monitor activity/success
- Cleveland Rape Crisis Center tabled in lobbies of all branches for Sexual Assault Awareness month
- Worked with Coventry SID on library participation in summer events, especially free family movie screenings on Thursdays

*Other Projects*
- Supervised and coordinated CHUH Art show installation and awards event; roughly 300 parents, children, and teachers attended. Plans are underway for next year due to this year’s success. Feedback from Youth Services staff regarding last year’s show was crucial to this year’s success.
- Began planning collaborative/interactive art gallery display for Dobama December production of Sherlock Holmes-based “Baker Street Irregulars” play production.
- Web developer used free, open source software to replace our digital slide system. New system is more stable, and allows us to include time and weather widgets, and pull daily
meetings from our meeting room system and display them in a vertical format that is easier to read.

FRIENDS REPORT
Ms. Lopez reported Dewey’s Decimators, presenting the library, won the Spelling Bee. The Friends have awarded 1 scholarship for the summer term to a staff member and Mega Sale raised $9,000.

DIRECTORS REPORT
Ms. Levin reported:

- **Welcome back Maggie Kinney, Special Projects Manager**
  Maggie returned to work on May 10 to start her new position as Special Projects Manager. Among the many projects she will be working on, the Teen Music Makers is the most imminent. She will also assist with Strategic Planning.

- **Hotspot kits will begin circulating at Lee, Noble and Coventry Monday, May 22nd!**
  The hotspot lending program is a new, free service that builds upon our mission “Opening Doors, Opening Minds”. The service allows cardholders to check out a hotspot device and connect to the internet from almost anywhere! A hotspot is a small device you can use to connect a wireless enabled device, such as a laptop, smartphone or tablet, to the internet. Hotspots are portable, so you can connect your device to the internet almost anywhere you are, like at home, on the bus or in the park. The hotspot device works in any area covered by the Sprint 3G or 4G LTE network.

  Jackie Mayse, Technology Librarian, will see this project through and any questions may be directed her way. The HotSpots will be available at the Circulation desks at all of our branches.

- **MYCOM on hold**
  We received notice that the MYCOM Neighborhood project is on hold and they will consider our application when a new cohort is convened.

- **UH update**
  Last week we poured concrete slab on the north and south sides of the building and steel for the addition is being installed. We are still on target for a soft opening in early October. Furniture proposals were received and we are currently considering them. Computers and AV equipment has been ordered.

- **September Library Card Sign Up Month**
  We have agreed to celebrate with all of the libraries in Cuyahoga County in September.

- **Joint School Board meeting May 8**
  The Library Board of Trustees met with the School Board on May 8. We discussed our construction projects, the Middle Schools at Wiley, Budget issues and shared programming. The schools will partner on our On The Same Page community read in the fall and we will partner on their community read in the spring. The Library is participating in the Community in Schools task force.

- **Friends Bike Repair Station in partnership with Cedar Lee SID**
  We will be installing the Bike Repair station within the month that was purchased with a donation from the FRIENDS. There will be another one installed near the Cain Park Bike Shop that is sponsored by the Special Improvement District.
GOVERNMENT REPORT

Ms. Levin reported:

- **Senate Begins Formal Work on State Budget Bill-OLC**
  The Ohio House of Representatives passed its version of the state budget (Sub. HB 49), setting the Public Library Fund (PLF) for the next two fiscal years at 1.66% of the General Revenue Fund (GRF) rather than the 1.7% as supported by the OLC. Sub. HB 49 now formally moves to the Senate for consideration. The OLC will continue advocating for retaining the PLF at 1.7% of the GRF as the bill moves through the Senate. It is imperative that library directors and trustees get involved in the advocacy effort. Several new items will be available on the OLC website for libraries to use to effectively convey the message of protecting the PLF in the Senate.

- **ODT Posts the May 2017 PLF**
  The Ohio Department of Taxation (ODT) has posted the May 2017 Public Library Fund (PLF) distribution. Revenue totals show state tax revenues coming in below estimates for now the tenth month in a row.

- **Library Levy Issues on Primary Election Ballot Pass by Significant Margins**
  The three public library ballot issue that were on May 2 primary election ballots were approved by significant margins. Levy issues for the Medina County District Library, Orrville Public Library, and Wright Memorial Public Library (Oakwood) received an average approval margin of 77% to 23%.

PUBLIC SERVICE REPORT

Mrs. DeNero-Ackroyd reported:

- **Adults Services - April is National Poetry Month and we again celebrated with our annual Favorite Poem Project.** Patrons could come and read a favorite poem and share why it is so meaningful to them. Another program also tied in with our quarterly “Play Ball” theme—Diamonds: Poetry and Prose Inspired by the Great American Pastime. Presented by WordStage, the program celebrated Baseball with memorable works, from the iconic “Casey at the Bat” to the musical “Damn Yankees,” with a mix of words, pictures and music.

- **Bookmobile - As part of Customer Appreciation Week, we had a Bookmobile Meet and Greet April 11.** We interacted with 15 customers and library staff who came to see what the Bookmobile is about.

- **Circulation Services - Assisted in the implementation of the new security cases for DVDs.** Staff has been re-training our customers at the self-check.

- **Continuing Education Department - Tech outreach to the community continued in April at Judson Park and the Cleveland Heights Senior Activity Center.** Tech Librarian Jackie Mayse conducted 6 one-on-one tutorials with residents at Judson and Tech Trainer Ann MacNamara taught a class on eBooks at the Senior Activity Center, which highlighted the materials available online through the library’s OverDrive eMedia collection.

- **Coventry Branch - Speaker Steve Sandy spoke about legendary deaf baseball player William “Dummy” Hoy to more than 30 attendees.** Hoy is noted for being the most accomplished deaf player in Major League history, and is credited by some sources with causing the establishment of signals for safe and out calls. This program was one of three in honor of Deaf History Month and was part of the system-wide baseball program series.
Noble - Mary Looby and Constance Dickerson met with Joan Spoerl of the Literacy Cooperative to plan for taking part in registering children for the Dolly Parton’s Imagination Library, a program that sends children a free book monthly from registration date till the child reaches age five.

Youth Services - Manager Sam Lapides accompanied Director Nancy Levin to the Heights Youth Club and learned about the programming they offer and brainstormed partnership ideas.

We launched a new partnership with Cleveland City Dance in April. They hosted the first in a series of dance classes for children that will continue through the spring. We also look forward to bringing Cleveland City Dance back for a fall series.

Sam Lapides attended a Community Care Meeting at Roxboro Middle School and met representatives from other agencies that also serve children in the Roxboro neighborhood.

Youth Services Librarian Jessica Robinson and Associate Becca Fisher met with Lake Erie Ink to collaborate on a zine display in the teen room at Lee Road.

Youth Services Librarian Anne Tisch and former Youth Services Associate (and current Shaker Public Library Community Engagement Librarian) Maggie Killman met to discuss a cross-library effort to offer sensory storytimes at Bellefaire JCB.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Herrmann asked if board members could attend a special meeting on Monday, May 22, at 6:30 to approve shelving and furniture purchases. Ms. Levin said the library is hoping to receive more quotes for shelving and it has been determined that purchasing new shelving will be more economical than reusing the old shelving.

ADJOURNMENT

There being no further business before the board Mr. Roosa moved and Mr. Mentrek seconded that the meeting be adjourned at 7:34 p.m. The motion was approved unanimously by a roll call vote.