Present: Ms. Beatty, Ms. Botnick, Mr. Holland, Mr. Mentrek, Mr. Ortmeyer and Mr. Roosa. Ms. Moskowitz arrived at 6:37 p.m.

Also Present: Nancy Levin, Director; Deborah Herrmann, Fiscal Officer; Human Resources Manager Laurie Marotta, members of the Administrative Services Team; Ben Guylas from the Staff Association, Linda Lopez from the Friends, Anne McFarland from the League of Women Voters.

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 regular meeting held on August 22, 2016 and the special meeting held August 28, 2016 have been forwarded to the members. Mr. Roosa moved. Ms. Botnick seconded. The minutes were approved with unanimous consent.

OPERATIONS COMMITTEE – MR. HOLLAND

FINANCIAL REPORTS

Ms. Herrmann reported at the end of August the General Fund had $9.7 million, with all but $365,000 invested. The majority of funds are invested in Star Ohio, an investment pool administered by the State Treasurer’s Office; the Cuyahoga County Budget Commission met with all the libraries in the county at the beginning of September and presented estimates of the 2017 Public Library Fund allocation, they have estimated our library will receive $2,603,325 next year, a $34,000 increase or approximately 1.35 percent; a sale of surplus items from all our branches was held at the University Heights Branch after it was closed and raised $633.

Ms. Botnick moved. Mr. Mentrek seconded to approve the financial reports for August. 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 52-16

BUILDING & REPAIR FUND

NOBLE ROAD DESKS

WHEREAS, the reference desk and teen room desk at the Noble Road branch do not provide sufficient space to provide assistance to customers and the reference desk is not ADA compliant;

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees authorizes the expenditure of $10,525; $8,494 from the General Fund and $2,031 from the Building & Repair Fund to purchase a reference desk and teen room staff desk from American Interiors.

Ms. Beatty moved. Ms. Botnick seconded. Resolution 52-16 was approved unanimously by a roll call vote.

PLANNING AND EXTERNAL RELATIONS – MS. BOTNICK

Members of the Planning and External Relations Committee have met and have no items to report.
PERSONNEL COMMITTEE – MR. MENTREK

Ms. Marotta reported: it has been a busy month for managers as they have been either reviewing candidate applications, interviewing potential hires, or transitioning University Heights staff into their new departments; there are 3 open positions that we are actively filling which are a full time Shipping Assistant, part time Technology Assistant and a part time Security Guard; and we had a recent resignation in the Lee Road Circulation Department. She said we will not be filling that vacancy at this time due to our U.H. staff now working at Lee Road.

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

RESOLUTION 53-16
RECOMMENDATION FOR SALARY STUDY

BE IT RESOLVED: that the Board of Library Trustees grants permission to the Fiscal Officer to enter into a contract with Petrus HR Solutions, LLC for a fee not to exceed $9,500.00

Ms. Moskowitz moved. Mr. Roosa seconded. Resolution 53-16 was approved unanimously by a roll call vote.

MARKETING AND COMMUNITY RELATIONS REPORT

Ms. Banks played a video showing the newest gallery exhibit in the HKIC first floor and highlighted the following activities:
- CHUH School marketing department promoted National Library Card Sign Up month on the school’s website
- Delivered thousands of fliers to CHUH Schools to promote National Library Card Sign Up month
- Created an unattended child policy handout for caregivers and communicated with caregivers about unattended child policy
- Library had a booth at the Cedar-Fairmount Festival in early August and interacted with roughly 200 people
- Check Us Out fall issue delivered to residents, issue includes 2015 annual report
- Groundbreaking ceremony preparation and implementation; estimated 50 attendees, including reporters from Cleveland.com and Cleveland Jewish News
- On the Same Page gallery show planning, including creation of interactive audio-visual station

FRIENDS REPORTS

Ms. Lopez said the September first Friday sale netted $160 more than last year’s September sale. The Friends provided refreshments for the Heights Home Tour and will also provide refreshments at the Indigenous People Read-In.

PRESIDENT’S REPORT

Mr. Ortmeyer he recently toured Heights High School to see the construction in progress and was impressed with the renovations.

DIRECTOR’S REPORT

Ms. Levin said the “On the Same Page” community reading celebration is underway celebrating Brown Girl Dreaming by Jacqueline Woodson; bookmobile stops are still being established; the results of the internal data gathering for the strategic plan will be presented to the board at the November committee meeting. She said as of last Friday the library has waived $5,000 in fines for juvenile cardholders. Mr. Gulyas asked if the library would
rename the University Heights branch, Ms. Levin said a resident suggested it and that she would be talking to the mayor and a survey would be done before any further discussions.

Ms. Levin she has been asked by the League of Women Voters to moderate a panel discussion regarding the City of Shaker Heights recommendation to merge the Shaker Heights Library into the county library system.

GOVERNMENT REPORT

Ms. Levin the library is promoting voting by the following:
- Voter Registration tables at all branches are staffed with volunteers and voter registration forms are available at each circulation desk.
- A voter information screen pops up when you sit down at a computer in the library.
- A voting banner is at top of the page when you read a blog post.

PUBLIC SERVICE REPORT

Ms. Levin highlighted the following public services activities:
- Our Adult Summer Reading total at Lee Road through 11 weeks is 754 entries, compared to 702 for the same period last year. System-wide, we have had 1,175 entries, compared to 1,354 in 2015, our best year ever. This year’s program runs 100 days, to coincide with our Centennial, so we will have an additional three weeks that we have not had in years past. We are on track to set a new record this year, albeit with three additional weeks.
- At Coventry staff and customers harvested an abundant feast of herbs and vegetables from the Collaborative Garden throughout the month that we offered to customers.
- At Noble the Great Lakes Light Opera presented Cinderella to an enthusiastic audience of 30 children and adults.
- The Technology Department continued our Lynda.com open tutorials in the main lobby of Lee Road. The Tech Trainers were well received and spoke to many customers on how to use Lynda.com through the library.
- We continued our Ask a Tech Trainer drop in tutorials at Lee Road. These were well received and attended.
- We continued our Individual Tutorials at the branches and offered afternoon tutoring sessions at each of the branches during the month.
- The mobile classroom went to Judson Park and the Senior Activity Center.
- Youth Services We wrapped up a successful summer reading program, “100 Days of Reading.” The focus this year was on centennial-themed programs and activities; the SRP committee included Youth Services Librarians Kathy Franzinger, Mary Looby, and Cheryl Taylor.

<table>
<thead>
<tr>
<th>Final SRP stats</th>
<th>Coventry</th>
<th>Lee Road</th>
<th>Noble</th>
<th>UH</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth-PreK</td>
<td>28 (+13)</td>
<td>137 (+6)</td>
<td>24 (+5)</td>
<td>16 (-18)</td>
<td>205 (+16)</td>
</tr>
<tr>
<td>School Age</td>
<td>46 (-29)</td>
<td>444 (+4)</td>
<td>199 (+34)</td>
<td>80 (-52)</td>
<td>769 (-43)</td>
</tr>
<tr>
<td>Teen</td>
<td>20 (+11)</td>
<td>225 (+20)</td>
<td>66 (+59)</td>
<td>22 (+5)</td>
<td>333 (+95)</td>
</tr>
<tr>
<td>Total</td>
<td>94 (-5)</td>
<td>806 (+30)</td>
<td>289 (+98)</td>
<td>118 (-65)</td>
<td>1307 (+58)</td>
</tr>
</tbody>
</table>

NEW BUSINESS

None.

ADJOURNMENT
Ms. Botnick moved. Mr. Mentrek seconded to adjourn the meeting at 7:15 p.m. The motion was approved with unanimous consent.