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

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

APPROVAL OF MINUTES
May 8, 2017 Special Meeting
May 15, 2017 Regular Meeting
May 22, 2017 Special Meeting

Mr. Gerboc moved, Ms. Moskowitz seconded and the minutes were approved by a unanimous vote.

FINANCIAL REPORT
Ms. Herrmann reported a separate Star Ohio account has been established for savings bond proceeds from the Bauer donation. She said while the monthly financial statements show the fluctuations of revenues and expenditures on the month to date and year to date basis, the library’s total cash on hand is $42,965 higher than last year. Changes to the permanent appropriation will be presented to the board in July. She also noted that the 2016 Financial Audit was released that day by the State Auditor’s Office.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – MAY
Mr. Mentrek moved. Mr. Gerboc seconded. The financial and investment reports were approved by unanimous roll call vote.

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 34-17
APPROVAL OF BYLAWS
BE IT RESOLVED that the Library Board of Trustees approve amendments to the Bylaws with the following:

New paragraph:
Membership - The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. Every effort should be made to inform the director, or Board President, of necessary absences at least 24 hours before the meeting in order to assure a quorum for the transaction of business. Any Board Member with four unexcused absences during the calendar year, subject to due consideration and recommendation by the Board of Trustees, shall submit a resignation to the Board of Education.
Written notice of each meeting of the Board together with an agenda statement of the purposes of the meeting shall be mailed or otherwise delivered by the Fiscal Officer to each member of the Board, at the address designated by the member, at least three business days before a regular meeting and two (2) days before a special meeting; provided that any member of the Board may waive notice to himself either by his attendance at the meeting at the time for which it is called or by a signed written waiver of the notice.

At least three business days before each regular meeting of the Board, the Fiscal Officer shall mail or otherwise deliver to each member of the Board, at the address designated by the member, the following reports in such form as the Board may from time to time request or the laws of Ohio shall require:
   - Agenda
   - Minutes of the previous meeting;
   - Monthly Financial Report;

Mr. Gerboc moved. Mr. Roosa seconded. Resolution 34-17 was approved by a unanimous vote.

RESOLUTION 35-17
APPROVAL OF 2018 TAX BUDGET

WHEREAS: the Tax Budget submitted for the year 2018 has been approved by the Board of Library Trustees; and

WHEREAS: the Board has previously adopted and hereby reaffirms appropriate rules and regulations extending the benefits of the services of the library to all inhabitants of Cuyahoga County Ohio, now, therefore

BE IT RESOLVED: that the following Tax Budget indicating the income needed by the Cleveland Heights–University Heights Public Library for the year 2018 is $11,551,656 in revenue for the general fund, of which $2,594,172 would be received from the Public Library Fund of the State of Ohio, be submitted to the Cleveland Heights-University Heights School Board for submission to Cuyahoga County on or before July 20, 2017.

Mr. Mentrek moved. Mr. Gerboc seconded. Resolution 35-17 was approved by a unanimous roll call vote

RESOLUTION 36-17
SERVICE & ADMINISTRATION POLICIES
EVICTION TIMETABLE AMENDMENTS

Be it resolved that the Library Board of Trustees approves the following Eviction Timetable to include as an appendix to the Service and Administration Policies:

**Eviction Timetable**

These are the agreed upon recommendations for eviction timelines. Staff who are writing incident reports are encouraged to use this document in order to recommend an eviction period.

1) **1 Month** - Minor offenses worthy of more than one day
   a. General disturbance
b. Swearing or talking back  
c. Returning after being evicted for the day  

2) **3 Months** - Any offender from the above class for a second time or offenses that cannot be considered minor  
a. Police call--minor  
b. Minor vandalism- that can be washed off  
c. Verbal altercation with a staff member or other customer  
d. Refusing to leave library property when directed  
e. Bullying on library property  

3) **6 Months** - Any offender from the above class who commits an act for a second time  
a. Vandalism, brief fight (lash out), repeat offenders for 1 month and 3 months.  
b. Refusal to stop looking at pornography Verbal threats to staff or others  
c. False alarms  

4) **1 Year** - Any offender from the above class for a second time or anyone identified as the perpetrator of a crime other than trespassing on library property  
a. Physical altercation  
b. Theft  
c. Physical menacing, stalking, threatening  
d. Indecent exposure, flashing, masturbation  

Mr. Mentrek said he regretted that some of the additions to the policy have become necessary.  

Mr. Mentrek moved. Mr. Holland seconded. Resolution 36-17 was approved by a unanimous vote.  

**PERSONNEL COMMITTEE – MR. ROOSA**  
Ms. Marotta reported:  
• Recruitment activity has ramped up this month with activity from University Branch hiring activity and our regular turnover. In terms of turnover, Communications Coordinator Kara Whaley has resigned effective June 14, 2017 and Wendy Gernsheimer, Technology Assistant has announced her retirement after 22 years of employment.  

• We are on schedule with our plan to fill U.H. job vacancies that were placed on hold with the building construction phase. This plan also included opening up other system vacancies that were frozen during the temporary U.H. branch closure. We filled two full time librarian positions for University Heights. Internal applicant Hannah Van Jura has been selected to fill the full time Youth Services Librarian position. Greg Osborn, who is an external applicant, has been selected for the full time Adult Services Librarian position.  

• We give a heartfelt farewell to Wendy Gernsheimer, Technology Assistant. Ms. Gernsheimer will retire on June 30, 2017.  

Members of the Personnel Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees:
RESOLUTION 37-17
2017 WAGE INCREASE

WHEREAS: the Library is ranked a 5 star-library by Library Journal Index, the staff of the Heights Library continues to exceed Strategic Planning Goals, and continues to operate very effectively and efficiently; and

BE IT RESOLVED: that the Cleveland Heights–University Heights Library Board of Trustees grants a salary increase for eligible staff, effective July 1, 2017; and

BE IT ALSO RESOLVED: that the Cleveland Heights–University Heights Public Library Board of Trustees grants the Fiscal Officer permission to implement the recommended salary increases for employees in their first pay for time worked in July; and

BE IT ALSO RESOLVED: that the total amount allocated for base wage adjustments and lump sum payments not exceed $120,000 which is 2.9% of $4,087,471.44 which is the 2016 total compensation expense and within the 2017 budget appropriations approved by the Board, to be effective July 1, 2017.

Mr. Roosa moved. Mr. Gerboc seconded. Resolution 37-17 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 38-17
UNIVERSITY HEIGHTS BRANCH BUILDING & REPAIR FUND CONSTRUCTION/RENOVATION CHANGE ORDER #1 AUTHORIZATION

WHEREAS. The Board has already authorized the Director and/or Fiscal Officer Manager to approve, sign and deliver, in the name of and on behalf of the Library a purchase order to Professional Service Industries (PSI) for construction material testing for the University Heights Branch Library Renovation Project for $29,837 of construction materials testing; and

WHEREAS, additional testing is required for exterior concrete and asphalt testing, based upon completed construction documents;

NOW THEREFORE BE IT RESOLVED that the board authorizes the Fiscal Officer and Director to approve Change Order #1 to PSI for additional scope work and to increase the purchase order to PSI for an additional $9,520.

Mr. Gerboc moved. Mr. Roosa seconded. Resolution 38-17 was approved unanimously by a roll call vote.

RESOLUTION 39-17
WHEREAS, the Ohio Building Code and City of University Heights regulations require interior and exterior signage for the University Heights branch; and

WHEREAS, the library wishes to contract with Signets Incorporated for all of the signage and fabrication of a ceiling compass rose in the ceiling of the children’s room;

NOW THEREFORE BE IT RESOLVED that the board authorizes the Fiscal Officer and Director to approve a purchase order to Signets for: $9,185 for exterior signage, $7,172 for interior signage and not to exceed $11,500 for the ceiling compass. A credit of $5,000 will be given to the library by Regency Construction for signage that was included in Regency’s GMP contract.

Mr. Gerboc moved. Mr. Moskowitz seconded. Resolution 39-17 was approved unanimously by a roll call vote.

COMMUNICATIONS REPORT

Ms. Banks reported:

Media/Social Media Highlights
- Plain Dealer/Cleveland.com reporter Steven Litt covered the public forum East Side Development--Prospects for Reinvention. This is part of a new partnership with the League of Women voters to bring public forums on topical issues to the east side.

Publications/Outreach Highlights
- Using information gathered from a customer survey, redesigned the enewsletter. First issue resulted in higher open rate.

Other Projects
- Created new partnership with Cleveland Books for Kids, a local nonprofit that collects and distributes used children’s books. Relationship ensures the Book Bike will have enough quality children’s books for community and school events. Collected 8 boxes.
- Re-established relationship with Half-Price Books to also supply used children’s books, Collected 6 boxes.

FRIENDS REPORT

Ms. Lopez reported the First Friday sale netted $523. She thanked Mr. Gerboc who referred someone to the Friends and that person subsequently donated 1,800 cookbooks to the Friends. She said there would be a special sale of them in July and some would be donated to Edwin’s cooking school.

PRESIDENTS REPORT

None.

DIRECTORS REPORT

Ms. Levin reported:
- **Foundation welcomes Thrity Umrigar on July 14** - The public, board and staff are welcome to attend a book launch party for local author celebrity Umrigar who published the book *Everybody’s Son*. The event will be held at the Wine Spot from 5:00 pm to 7:30 pm, and a book is included in the price of a ticket. Tickets can be purchased online and on the library website.
• **Forest Hill Church welcomes bookmobile** - On Tuesday May 23, the bookmobile stopped at Forest Hill Presbyterian Church during their monthly community meal and food pantry. Sixty four people came on the bookmobile and many signed up for library cards. This has been a regular Tuesday stop ever since.

• **University Heights Library Renovation Update** - In the last month work was done to replace some parts of the existing roof that had deteriorated over time with new steel roof deck. Roof insulation and a rubber layer were installed. Preparation for installing the glass curtain walls were made and additional ductwork was installed. In the next month we should see the building enclosed with glass and metal cladding. Then interior work will begin in earnest.

• **New Integrated HR system** - The Administrative staff have been working on choosing a vendor for a new integrated Payroll and Human Resources system. We have held a number of meetings with each of three vendors and will be making a recommendation to the board soon. The implementation will allow us to provide fully electronic timekeeping, benefit accrual and payroll records with a staff member portal to access all of their personal information. We currently have an electronic performance appraisal and learning tracking system.

• **Summer Reading kickoff event** - Flower the Clown entertained more than 150 people at our Summer Reading kick-off event.

• **Fund for the Future of Heights Library** – the fund is looking for nominations to recognize people who have made a contribution to the Cleveland Heights and University Heights communities by promoting literacy or educating through literacy.

**GOVERNMENT REPORT**

Ms. Levin reported:

• **Ohio Budget and PLF Changes** - The state legislature is currently assessing the biennial budget and the situation is changing day by day. We will provide an updated report at the Board meeting.

• **Report to Cleveland Heights City Council** - The Director reported to the City Council in June on the state of the Heights Libraries. We asked for removal of the curfew signs near Coventry and Lee Road branches, because the library is not included in the special curfew that was implemented in 2011.

**STRATEGIC PLAN UPDATE**

Ms. DeNero-Ackroyd said all staff that are required to have a Strategic Goal. She said the next step in the process is to develop measurement tools to see how library service has improved the life of customers. A quarterly update will be presented to the board. Ms. Levin said an additional service for customers that has been implemented is the circulation of wireless hotspots for Internet service.

**PUBLIC SERVICE REPORT**

Ms. DeNero-Ackroyd reported:

• Adult Services had 366 people attend 18 programs in June, we began a new ongoing program, the English as a Second Language Conversation Club. Every third Wednesday ESL speakers can come to practice their English listening and speaking skills through conversation with each other and volunteer native English speakers. The goal is a casual, supportive environment that is welcoming to all cultures and skill levels.

• The Bookmobile, Keith Acey, Sheryl Banks, Sara Phillips, Hannah Van Jura, and Nancy Zelman (and Nancy’s daughter Alyssa) participated in the University Heights Memorial Day Parade on May 29. Community members were excited to see us out and about and we got many questions about when the new building will open.
• Circulation staff assisted in the rollout of the new mobile Hotspot program. Circulated 10 items at Lee by 2pm on the first day and by the end of the day all hotspots had been loaned out.

• The Continuing Education Department held a Cultural Intelligence Training attended by Heights Libraries managers. Cultural Intelligence is the ability to adapt to different and unfamiliar cultural settings and interactions. The training was presented by Amanda Cooper, PhD, from the Diversity Center of Northeast Ohio. In this four-hour session, Dr. Cooper provided managers with an overview of the knowledge, awareness, and skills necessary to develop their cultural intelligence. This training is one of three events scheduled this year to address the library’s strategic focus to “foster diversity, equity, and inclusion.”

• Coventry branch had 1,431 people attend 65 programs during the month. At a program Thrity Umrigar shared her inspiration and process in creating her first children’s book, When I Carried You in My Belly, illustrated by Ziyue Chen. (Scott Simon of NPR followed up by interviewing Thrity for NPR’s Weekend Edition about her new novel, Everybody’s Son that she will discuss at her fundraiser for the Library on July 14 at the Wine Spot).

• Noble Branch held 91 programs attended by 2,117 people. The We Are Noble weekend celebration sponsored by Noble Neighbors included many events in the community and at the library beginning with Noblefest on Friday evening where Constance Dickerson took the Book Bike, talked to families about summer reading, and gave away books. On Saturday children painted murals to decorate our fence, and created make and take origami. We had a book giveaway inside the library with books donated by our Friends group and a community potluck that brought together our neighborhood’s diverse community in sharing food from All-American baked beans to dishes from the Nepali culture. Attendees enjoyed meeting new neighbors and listening to Nepali music videos. The Youth Services Department provided outreach to Toddle Inn, Discovery, Oxford, and Noble Preschools

• New Special Projects Manager Maggie Kinney began her new position and attended the initial planning meeting at the City Club of Cleveland June 6 for the Cuyahoga county Community Read of Evicted by Matthew Desmond. All libraries in Cuyahoga County will participate in some capacity. Possible programming ideas: Adult book discussion, Teen Poetry Slam w/Lake Erie Ink, community “Sound Off” and discussions with CHUH housing authority, supplemental book lists for all ages

• At the end of May, Youth Services kicked off our summer reading program, “Dream, Build, Share!” YSD staff spent the better part of May drumming up support by visiting schools and taking care of remaining program details and 101 programs had 3,896 participants.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

EXECUTIVE SESSION

Mr. Roosa moved, Mr. Mentrek seconded a motion to enter executive session at 7:25 p.m. for the purpose of discussing the purchase of property. The motion was approved by a unanimous vote.

RETURN FROM EXECUTIVE SESSION

At 7:54 p.m. Mr. Roosa moved, Ms. Moskowitz seconded at motion to return to public session. The motion was approved by a unanimous vote.

ADJOURNMENT

There being no further business before the board Mr. Roosa moved, Mr. Mentrek seconded that the meeting be adjourned at 7:55 p.m. The motion was approved unanimously by a roll unanimous vote.