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

Also Present: Deputy Director Kim DeNero-Ackroyd, Fiscal Officer Deborah Herrmann, Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Ben Guylas from the Staff Association, Sue Janssen from the Foundation and Ann 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.

APPROVAL OF MINUTES
Minutes of the June 5, 2017 special meeting and the June 19, 2017 regular meeting have been forwarded to board members. Mr. Gerboc moved. Mr. Mentrek seconded. The minutes were approved with unanimous consent.

FINANCIAL REPORT
Ms. Herrmann reported year to date revenues and expenditures are tracking according to annual trends.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – JUNE
Ms. Beatty moved. Ms. Moskowitz seconded. The financial reports were approved by a 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 40-17
PURCHASE OF EQUIPMENT
TECHNOLOGY FUND REQUEST

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase needed items in an amount not to exceed $2,830.12, a 402-Technology Fund purchase, for the purposes indicated below:

<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>4</td>
<td>Lenovo ThinkPad E560 Laptop</td>
<td>15.6&quot; screen, 8 Gb RAM, 500 Gb HD Laptops for Admin/ASD</td>
<td>707.53</td>
<td>2,830.12</td>
</tr>
</tbody>
</table>

TOTAL 2,830.12

Mr. Hoffman said this is part of a planned replacement.
Mr. Mentrek moved. Mr. Gerboc seconded. The motion was approved by a unanimous roll call vote.

RESOLUTION 41-17
KRONOS WORKFORCE READY SOFTWARE AGREEMENT
GENERAL FUND & TECHNOLOGY FUND EXPENDITURE
BE IT RESOLVED: that the Fiscal Officer/Director be given permission to enter into an agreement with KRONOS Incorporated of Chelmsford, Massachusetts, for the services Workforce Ready HR, Workforce Ready Accruals, Workforce Ready Payroll, Workforce Ready ACA Manager, Workforce Ready Leave and Workforce Ready Compensation. This agreement includes onetime set-up fees of $17,500 (Technology Fund) and a minimum monthly fee of $24,354 (General Fund) based on 150 licenses for a period of three years. This agreement is approved with a Then and Now Certificate as the agreement was signed prior to board approval in order to obtain a discount that expired June 30, 2017.

Ms. Marotta said the new software will streamline functions of HR and Payroll. Ms. Herrmann said employees will enter hours worked on-line and there will be no more paper timecards. Ms. Botnick said software would provide a benefit to employees as they would be able to view on the Internet their paychecks and leave at any time.

In reading the resolution prior to the vote Ms. Botnick noted the monthly fee seemed too high and Ms. Herrmann said she believes $24,354 is the estimated annual fee. Board members asked if the number of employees dropped below 150 would the monthly fee go down. Administrators were not sure. Ms. Beatty suggested since the purchase is already an after the fact the motion be tabled until all Board member questions are answered.

Ms. Beatty moved. Mr. Roosa seconded to table the item. The motion was tabled by a unanimous vote.

RESOLUTION 42-17
MP CONSTRUCTION
COVENTRY BATHROOM RENOVATION
BUILDING & REPAIR FUND
BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with M.P. Construction, for the renovation of the men’s and women’s public restrooms at the Coventry Branch at a cost not to exceed $23,350, from the Building & Repair Fund.

Mr. Mentrek said those restrooms definitely need some help.

Mr. Mentrek moved. Ms. Beatty seconded. The motion was approved by a unanimous roll call vote.

RESOLUTION 43-18
2017 AMENDED APPROPRIATION
BE IT RESOLVED: that the 2017 Permanent Appropriation be amended as presented below:
Ms. Herrmann said this will appropriate the majority of unencumbered cash in the Building & Repair Fund and the Heights Community Congress gave a donation to the General Fund to pay for a screening of the movie *Selma* as part of the On the Same Page community read. Ms. Botnick said the library has had to deal with some unforeseen issues during the UH renovations when walls and flooring were opened up.

Mr. Roosa moved. Mr. Gerboc seconded. The motion was approved by a unanimous roll call vote.

**PERSONNEL COMMITTEE – MR. ROOSA**

Ms. Marotta reported:
- Colin Marshall, U.H. part time Youth Services Associate has been selected to fill the open full time Youth Services position at Lee Road.
- Aaryn Bierly, Coventry Branch, part time Youth Services Associate has been selected to fill the open full time U.H. Branch Youth Services Associate position.
- Sarah Rosenberger has been hired as a full time Youth Services Librarian for the Lee Road Branch.
- Stephen Sanders has been hired as a full time Adult Services Librarian for the Noble Road Branch.

Members of the Personnel Committee have met and have no items requiring action by the Library Board of Trustees.

**PLANNING AND EXTERNAL RELATIONS – MR. MENTREK**

Mr. Mentrek said all the board members enjoyed the opportunity to tour the UH site prior to the last committee meeting.

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 44-17**

**ELECTRICAL SERVICE**

**UH BRANCH – B&R FUND**

WHEREAS; the Fiscal Officer be permitted enter into a service agreement with Cleveland Electric Illuminating Company to provide new 3 phase electric service to 13866 Cedar Road, University Heights, Ohio (also known as the University Heights Branch of the Cleveland Heights-University Heights Public Library; and

WHEREAS; the Fiscal Officer will remit $3,502.37 for the line extension in keeping with the company’s tariffs set forth by the Public Utilities Commission of the State of Ohio, a Building and Repair fund (401) expense; and
BE IT RESOLVED: that the Fiscal Officer/Director be granted permission to enter into an agreement in the month of July, 2017 for electrical service as determined in the General Service Installment Line Cost Agreement. This agreement is approved with a Then and Now Certificate as payment has been made to the Illuminating Company to expedite the installation of permanent electrical service.

Ms. Herrmann said this is new service for the building and needed to install the fire and burglar alarms.

Ms. Beatty moved. Mr. Holland seconded. The motion was approved by a unanimous roll call vote.

RESOLUTION 45-17
POWER ALARM
UH BRANCH – TECHNOLOGY FUND

WHEREAS; the Fiscal Officer be granted permission to enter into an agreement with Power Alarm Inc., of Euclid Ohio, for the installation of Burglar Alarm services including: control panel, key pads, door hardware, motion detectors, ceiling mounts, cellular communication link, phone jack and miscellaneous items at a cost of $4,127.75; and

WHEREAS; the Fiscal Officer is also granted permission to enter into an agreement with Power Alarm for the Installation of a Control Access System: including door access control panels, software, door strikes and miscellaneous hardware at a cost of $6,805.00; and

WHEREAS; the Fiscal Officer is granted permission to purchase digital recording equipment (NVR), IP licenses, turret cameras, bullet cameras, monitor, switch, miscellaneous wires and parts and installation labor at a cost of $12,913.00, the total cost of this project $23,845.75, a Technology fund expense (402); and

WHEREAS; as part of this agreement the Fiscal Officer may incur a cost of monthly monitoring $24.95 and cellular backup, and monthly reports at $16.00 monthly, a General fund expense (101).

NOW THEREFORE BE IT RESOLVED that the Fiscal Officer is authorized to enter into an agreement with Power Alarm for $23,845.75.

Ms. Herrmann said Power Alarm is the vendor for all the library building’s alarm and door access controls.

Mr. Roosa moved. Ms. Botnick seconded. The motion was approved by a unanimous roll call vote.

RESOLUTION 46-17
FINLEY LANDSCAPING - UH BRANCH
BUILDING & REPAIR AND GENERAL FUND EXPENDITURES

WHEREAS; the Fiscal Officer be granted permission to enter into an agreement with Finley Landscaping Service of Cleveland Heights, Ohio for initial landscaping work at the University Heights Branch of the Cleveland Heights-University Heights, Ohio to include:

- Initial preparation work, soil amendments, mulch, seeding, placement of existing limestone, new boulders for front bed, and purchase and installation of soaker hoses for children’s garden bed at a cost of $23,030.
- Plant material as listed in agreement attached, including pick-up delivery and installation at a cost of $12,254.68,
• For a total not to exceed $35,284.68, $20,000 from the General Fund and $15,284.68 from Building and Repair Fund;

NOW THEREFORE BE IT RESOLVED that these plantings will take place in the fall of 2017 and spring of 2018 as prescribed in attached agreement, and will be paid in two installments in the fall of 2017 and spring of 2018.

Ms. Herrmann said the plantings will be phased in, dependent upon weather. Ms. Botnick said the landscaping will not be sparse and will be built up over time.

Mr. Gerboc moved. Mr. Holland seconded. The motion was approved by a unanimous roll call vote.

RESOLUTION 47-16
CHANGE ORDER #7
UH BRANCH – B&R FUND

BE IT RESOLVED that 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 #7 additional scope of work for the University Heights Branch Library Renovation Project. The Guaranteed Maximum Price (GMP) will be increased by an amount equal to Sixteen Thousand Six Hundred Eighteen and 20/100 Dollars ($16,618.20).

The GMP for the Project is therefore revised to be an amount equal to Four Million Three Hundred Seventy Eight Thousand Four Hundred Forty Five and 50/100 Dollars ($4,378,445.50), which amount includes the Building Work. This Change Order will be funded from the Owner’s Construction Contingency.

Ms. Herrmann said this change order covers unforeseen items during construction.

Ms. Beatty moved. Mr. Roosa seconded. The motion was approved by a unanimous roll call vote.

COMMUNICATIONS REPORT

Ms. Banks reported:
• June issue of Heights Observer featured articles about Wi-Fi Hotspots and coding classes for teens.
• Sun Press “Press Run” column featured the June Lee Road program “Creativity, Ingenuity and Game Design” for teens and adults and also featured last week’s Teen Open Mic night at Lee Road.
• New Wi-Fi hotspot lending program featured on the Cleveland Heights Patch website.
• Began work on the 2016 annual report to the community, which draws from the CAFR and is included in the fall issue of Check Us Out.
• Created and launched online reservation system on our website for new Reserve a Tech Expert service that allows customers to make appointments with tech trainers.
• Began planning University Heights branch grand opening, November 12, 2017.

Website/Social Media Quarterly Report (April, May, June 2017) Highlights
We only have accurate stats for this quarter, not the previous, due to our switch to our new web server in early January. Stats were inflated due to Google Analytics not being able to filter out internal visits and unique visits from public computers. The library’s web developer was able to figure out the correct filter beginning early March. Stats for March were close to previous numbers so we are not overly concerned about losing January and February stats, as we are looking for trends over time.
Unique visitors (unique people, i.e. not same person visiting site multiple times) are up (13,765) from the last full quarter of stats available (October, November, December 2016) average of 12,241. This number is higher than we’ve seen for the past four years, so we are viewing it with some healthy skepticism, and will continue to track it. It does, however, follow a consistent pattern.

Overall visits are still down (21,237) from last quarter’s average of 23,919 but are higher than March 2016 numbers.

Pew research on library website usage mimics our stats.

Social Media Quarterly Update (April, May, June 2017)

- Facebook fans rose a little over 3%, from 2,520 to 2,596.
  - The average reach of our posts (number of people who saw our posts) went down this quarter by 27%, from an average of 997 last quarter to 728 this quarter. However, April 28’s posting was one of our most successful ever, with a reach of 13,700, 447 likes, 145 loves, 14 comments, and 51 shares. **This is an interesting trend: these postings, called “True Story,” tend to do very, very well. No graphic, all text. Seems our FB users enjoy stories and anecdotes, which we will make use of in our upcoming “Here for you, wherever you are” campaign.**
- Twitter followers up by 2% to 1,470, favorites and retweets continue.
- Instagram: Followers up by 5%, from 213 at the end of March to 224 at the end of June.

FRIENDS REPORT

Ms. Banks said Ms. Lopez could not be at the meeting but she delivered their report. The Friends raised $430 on their First Friday sale. August 4 is Teacher Appreciation Day, when books are $4 a bag, and the cookbooks will also be part of the next bag sale.

PRESIDENT’S REPORT

None.

DIRECTOR’S REPORT

In Ms. Levin’s absence Ms. Beatty said the Fund for the Future of Heights Library wishes to recognize individuals who have made outstanding contributions to Cleveland Heights/University Heights as part of the library’s mission “Opening Minds, Opening Doors.” She said they recipients will be honored at an event in November. Ms. Beatty said the reception with Thirty Umagar was attended by 40-50 people.

GOVERNMENT REPORT

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

- Late on June 30, Gov. John Kasich signed into law House Bill (HB) 49, the state's two-year operating budget bill. Just before the midnight deadline and the start of Fiscal Year (FY) 2018, the governor line-item vetoed 47 provisions before signing the bill. The language temporarily setting the Public Library Fund (PLF) at 1.68% of the state's General Revenue Fund (GRF) for FY18-19 was NOT vetoed and became effective immediately.
- Now that the state budget is finalized, the OLC will host a free webinar for members on the final version of the bill and its impact on public libraries. The webinar is scheduled for Wed., July 26, at noon. The webinar will include information on the changes to the PLF and other policy changes in the bill impacting libraries as well as what did and did not make it into the final version of the budget bill.
- As the nation's deadly opioid crisis spirals out of control, health experts say Ohio is the epicenter of the problem, with more overdose deaths than any other state. Ohio's public libraries are seeing evidence of this crisis first-hand with drug dealing and overdoses happening in and around their facilities. At the 2017 OLC Convention and Expo, Ohio Attorney General Mike DeWine will talk about the impact
of addiction on communities, what his office is doing to combat the drug and heroin problem in Ohio, and how public libraries can be part of the solution. Make plans now to attend this informative featured presentation on Thurs., Oct. 5, at 1:15 p.m., at the Dayton Convention Center.

PUBLIC SERVICE REPORT

Ms. De-Nero reported the following highlights:

- **Adult Services** - The Science and Nature Study Group is an ongoing series that is the result of a partnership between Heights Libraries and the Harold Terry Clark Library at the Cleveland Museum of Natural History. This month saw the conclusion of a three part series “Skeleton Keys: Unlocking the Mysteries of Human Health and Evolution.” Dr. Nicole Burt, curator and head of Human Health and Evolutionary Medicine at the CMNH, talked about research linking the evolution of diet to human health. CMNH Collections Manager Lyman Jellema took attendees behind the scenes of their world-renowned Physical Anthropology department. And a book discussion was held for *The Strange Case of the Rickety Cossack and Other Cautionary Tales from Human Evolution* by Ian Tattersall.

- **Bookmobile** - participated in the annual Touch A Truck Program at Purvis Park, which was coordinated by Youth Services Associate Hannah Van Jura. A total of 213 people attended, including some families who have become Bookmobile regulars since the event.

- **Continuing Education sponsored trainings:**
  - **Scan Your Family History** – With the departure of Local History Librarian Amia Wheatley this spring, Ann MacNamara took over the “Scan Your Family History” program last month. Ann helped customers scan and save family photos and documents. It is scheduled twice a month on Friday’s during summer.
  - **Coding Classes for Teens** – This month, Alyse Giannotti offered “Web Coding for Teens” at Lee Road. This popular four-part series on Tuesday afternoons helped teens learn the fundamentals of web coding.
  - **LGBTQIA Training for Staff** – Mandatory LGBTQIA training was offered to staff. In this seminar, participants explored the social and cultural impacts of identifying as LGBTQIA in the U.S. today. Key concepts and competences for working with members of the LGBTQIA community were explored. This training is one of three events scheduled this year to address the library’s strategic focus to “foster diversity, equity, and inclusion.”

- **Coventry** - Wild Ohio, this year’s Summer Reading Program celebration event at Coventry Branch, included guest appearances by an opossum, a skunk, a screech owl, a great horned owl, a red-tailed hawk, and a rat snake. These well-treated, rescued Ohio natives were brought to us by the Natural History Museum. Seventy-five enthusiastic people (including children of all ages) enjoyed this event, planned and supervised by Elora Agsten.

- **Noble** - The Youth Services Department added a deposit collection and outreach site for the summer enrichment camp at Noble Elementary. YS Librarian Mary Looby kicked off camp visits with a Book Bike appearance, and she visits each week to present read alouds and other activities.

- **Special Projects** -Attended initial planning meeting at the City Club of Cleveland June 6 for the Cuyahoga County Community Read of the book *Evicted*. All libraries in Cuyahoga County will participate in some capacity. Also attended ASD and YSD programming meetings to present information. Several programs already in the works including adult book discussions, supplemental reading lists, and a food drive. Manager will coordinate with Lake Erie Ink to schedule annual Teen Poetry Slam in January.

- **Youth Services** - kicked off our summer reading program, “Dream, Build, Share!” with a visit from Flower Clown, who performed magic and created balloon animals for 157 attendees. Thus far, we have signed up 982 children for the preschool, school age, and teen programs. We have also seen a bump in “1,000 Books Before Kindergarten” sign ups. Each child who signs up and finishes the
preschool and school age programs receives a prize book; Youth Services Librarians Cheryl Taylor and Kornela Bogdanowicz have curated a wide selection of prize books for participants.

There being no further business before the board Ms. Botnick moved, Mr. Mentrek seconded to adjourn the meeting at 7:30 p.m. The motion was approved by a unanimous vote.