Present: Ms. Beatty, Mr. Gerboc, Mr. Holland, Mr. Mentrek. Ms. Moskowitz, Mr. Roosa. Ms. Botnick 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; Charlotte Blaiser from the Staff Association, Linda Lopez from the Friends, Sue Janssen from the Foundation and Khaliah Fisher-Grace from the LWV.

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 October 20, 2017 Regular Meeting have been forwarded to board members. Mr. Gerboc moved to approve the minutes as presented. Mr. Mentrek seconded. The motion was approved unanimously.

OPERATIONS COMMITTEE – MS. BOTNICK
FINANCIAL REPORT
Ms. Herrmann said all revenue and expenditure projections are on track at this point of the year.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – OCTOBER
Mr. Roosa moved. Ms. Botnick seconded. The financial and investment reports were approved by a unanimous roll call vote.

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

RESOLUTION 57-17
APPROVAL OF AMENDED 2017 PERMANENT APPROPRIATION
BE IT RESOLVED by the Library Board of Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Library Board of Trustees, during the fiscal year ending December 31, 2017, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year.
<table>
<thead>
<tr>
<th>Fund/Grant</th>
<th>Current</th>
<th>Change</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 General Fund</td>
<td>$10,568,872.16</td>
<td>$0.00</td>
<td>$10,568,872.16</td>
</tr>
<tr>
<td>201 Bauer Appropriation</td>
<td>$21,000.00</td>
<td>$0.00</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>201 Deaf Grant</td>
<td>$385.00</td>
<td>$0.00</td>
<td>$385.00</td>
</tr>
<tr>
<td>204 Memorial Fund</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>205 Local Grants</td>
<td>$29,145.00</td>
<td>$0.00</td>
<td>$29,145.00</td>
</tr>
<tr>
<td>206 LSTA Grant</td>
<td>$20,000.00</td>
<td>-$20,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>401 Building &amp; Repair Fund</td>
<td>$622,500.00</td>
<td>$0.00</td>
<td>$622,500.00</td>
</tr>
<tr>
<td>402 Technology Fund</td>
<td>$220,000.00</td>
<td>$0.00</td>
<td>$220,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11,501,902.16</td>
<td>-$20,000.00</td>
<td>$11,481,902.16</td>
</tr>
</tbody>
</table>

Mr. Gerboc moved. Ms. Moskowitz seconded. Resolution 57-17 was approved by a unanimous roll call vote.

**RESOLUTION 58-17**
APPROVAL OF TAX ADVANCE REQUEST

BE IT RESOLVED that in order to provide funds to meet anticipated operating expenses for the year 2018, the Library Board of Trustees of the Cleveland Heights-University Heights Public Library, under the authority of Section 321.34 of the Ohio Revised Code, requests that the county fiscal officer advance to it whatever tax funds can be made available prior to the regular tax settlement dates during fiscal year 2018.

Ms. Beatty moved. Mr. Holland seconded. Resolution 58-17 was approved by a unanimous roll call vote.

**RESOLUTION 59-17**
APPROVAL COVENTRY WINDOW REPAIR BUILDING & REPAIR FUND

BE IT RESOLVED that the Library Board of Trustees authorize the fiscal officer to open a purchase order to M.P. Construction in the amount of $9,215.00 from the Building and Repair Fund for the repair and cleaning of windows at the Coventry branch.

Mr. Holland asked if any windows open. Ms. Gray said that only some can be opened now.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 59-17 was approved by a unanimous roll call vote.
RESOLUTION 60-17
APPROVAL OF
UNIVERSITY HEIGHTS FENCING
BUILDING & REPAIR FUND

BE IT RESOLVED that the Library Board of Trustees authorize the fiscal officer to open a purchase order to Great Northern Fence Inc. in the amount $10,222.00 from the Building and Repair Fund for fencing at the University Heights branch.

Ms. Levin said this fencing will be along the east side of the building and permit request has been filed with the city.

Mr. Gerboc moved. Mr. Mentrek seconded. Resolution 60-17 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MR. ROOSA

PERSONNEL REPORT
Ms. Marotta reported:

Staffing
We filled several positions this past month and have two new vacancies. The University Heights branch is back to full complement with the recent hire of a part time Youth Services Associate. The Coventry branch promoted Ben Eberle to their part time Circulation Assistant position. Erin Drushel, Circulation Assistant was promoted to full time at the Lee Road branch. And lastly, the Lee Road Youth Services Department is also back to full complement with the hire of Leslie Swaim-Fox as a part time Youth Associate.

Lee Road Circulation Department has two new vacancies with the resignation of two part time employees.

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
<th>Incumbent</th>
<th>Status</th>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.H. Branch</td>
<td>Youth Services Associate</td>
<td>PT</td>
<td>7/1/2017</td>
<td>New position</td>
<td>Filled</td>
<td>S. Eigsti</td>
<td></td>
</tr>
<tr>
<td>Coventry Branch</td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>Transferred to UH</td>
<td>E. Tkachev</td>
<td>Filled</td>
<td>B. Eberle</td>
<td></td>
</tr>
<tr>
<td>Lee Branch</td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>10/7/2017</td>
<td>Transferred to Noble</td>
<td>J. Waltrip</td>
<td>Filled</td>
<td>L. Rained</td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td>FT</td>
<td>10/31/2017</td>
<td>Retirement</td>
<td>G. Noble</td>
<td>Filled</td>
<td>E. Drushel</td>
</tr>
<tr>
<td>*Circulation Assistant</td>
<td>PT</td>
<td>11/12/2017</td>
<td>Resignation</td>
<td>L. Gore</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Circulation Assistant</td>
<td>PT</td>
<td>10/17/2017</td>
<td>Resignation</td>
<td>K. Phillips</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noble</td>
<td>Youth Services Associate</td>
<td>PT</td>
<td>10/13/2017</td>
<td>Transfer to Noble</td>
<td>C. Anselmi</td>
<td>Filed</td>
<td>L. Swaim-Fox</td>
</tr>
</tbody>
</table>

*Knew to the report this month

Kronos Implementation
Phase III – build and testing phase. The Implementation Team, (Amy Gerson, Debbie Herrmann, Heather Howiler, Leslie Mallon, Matt Hoffman and I) continue to meet and work with the Kronos Project Leads to
build and configure the three modules we purchased. The modules are again, Payroll, Time and Labor and HR. The plan is to go live in January of 2018 with all three modules. The same implementation team will also become Kronos administrators for their respective functions. Administrator training is occurring in November with Payroll training taking place over 3 full days and Workforce Ready (Time and Labor) in one full day. The timeline for training and final steps of the implementation is below. The timeline communicated to staff last week was as follows:

1) November 20, 2017 Kronos Login is available to staff on staff computers.
   a. Send out communication letters
   b. Training materials provided with option to attend a class.
   c. Staff can sign-in and set up passwords
   d. Look around their homepage
   e. It’s okay to play around – everything can be cleared by Kronos

2) November 20 through December 1, 2017 will be devoted to staff training and supervisor training.

3) December 2 (Saturday) first practice round for punching and payroll. Payroll #26
   a. Staff will punch in and out
   b. Staff will also complete paper timecards
   c. CMI will be primary for paying employees

4) December 7, AST Meeting. This meeting will devoted to manager and supervisor training. The purpose will be a working meeting and will be scheduled in the computer lab. We will split the group into two and hold two sessions back to back.
   a. Implementation Team will be present to assist in the classroom.
   b. Managers/supervisors will look at the punch activity from December 2 up to this date.
   c. Session 1 at 10:00 a.m. Session 2 at 11:00 a.m.

5) Payroll #26 ends on December 15, 2017 which is the last pay of the 2017 year. It’s paid on 12/22/2017.
   a. Employees will submit paper time cards

   a. Live and dual process. (paper and electronic)
   b. CMI - primary and issue checks, direct deposits and other payroll processing
   c. Kronos secondary

7) Test 2. Payroll #2 of 2018: starts 12/30/2017 and ends on 1/12/2017, paid on January 19, 2018
   b. CMI –primary and issue checks, direct deposits and other payroll processing
   c. Kronos secondary.

   b. Kronos – primary and issue checks, direct deposits and other payroll processing.
   c. CMI secondary.

Benefit Renewals
Dental and Long Term Disability plans renew on January 1, 2018. The renewal information follows the personnel report.

**Flu Shots**
Walgreens provided our Flu shot clinic on October 19, 2017 for employees. We cover the cost for those employees who don’t have insurance. Many employees take advantage of the opportunity to get their flu vaccine while at work.

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

**RESOLUTION 61-17**
**APPROVAL OF LONG TERM DISABILITY INSURANCE RATE**

WHEREAS the current voluntary long-term disability insurance plan renews on January 1, 2018; and

WHEREAS the current provider, Lincoln Financial Group, renewed the long term disability policy with a $0.04 rate increase and guaranteed the rate for two years; and

WHEREAS the Library pays 80% of the employee’s long term premium cost and the employee pays the remaining 20% through payroll deduction; so therefore,

BE IT RESOLVED that the Fiscal Officer be authorized to enter into a contract with Lincoln Financial for long-term disability at the following rate:

Rate of $0.44 per month per $100 of each eligible employee’s salary, coverage effective from January 1, 2018, through December 31, 2019, and the cost is to be shared by staff with 80% of the premium paid by the library and 20% paid by the employee.

Ms. Marotta said this is a 10% premium increase.

Mr. Mentrek moved. Ms. Beatty seconded. Resolution 61-17 was approved by a unanimous roll call vote.

**RESOLUTION 62-18**
**APPROVAL OF DENTAL INSURANCE RATE**

WHEREAS the Library received a 0% increase for dental insurance coverage through December 31, 2018 from the current provider Nationwide Insurance; and

WHEREAS the Library will pay $26.25 for single coverage and $52.50 for family coverage per month for employee dental insurance for full-time eligible employees, pro-rated for 30-hour per week employees; and

WHEREAS the employees are responsible for the difference between their premiums and the library contribution; and therefore,

BE IT RESOLVED that the Finance Manager be authorized to enter into contract with Nationwide Insurance for library-provided dental insurance for coverage effective from January 1, 2018.
through December 31, 2018 at the current monthly rates of $31.09 per single and $80.94 per family coverage.

Mr. Gerboc moved. Mr. Mentrek seconded. Resolution 62-18 was approved by a unanimous roll call vote.

Ms. Levin wanted to commend Ms. Marotta on the excellent job she is doing with the conversion to the Kronos time management system.

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 63-17
APPROVAL OF
CHANGE ORDERS #12
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 #12 for 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 Eight Thousand One Hundred Twenty-One and 90/100 Dollars ($8,121.90).

The GMP for the Project is therefore revised to be an amount equal to Four Million Four Hundred Sixty Nine Thousand Nine Hundred Twenty Eight and 76/100 Dollars ($4,469,928.76), which amount includes the Building Work.

These changes include: additional furring on metal panels, riverstone bed on the Cedar Road side of the building, removing an old foundation wall in the Cedar Rd. front yard, a credit for returning light fixtures, additional trim kits on fire extinguisher cabinets, northeast overhang finish panel, and adding an additional boiler circuit.

Mr. Holland moved. Ms. Beatty seconded. Resolution 63-17 was approved by a unanimous roll call vote.

COMMUNICATIONS REPORT

Ms. Banks reported:

Media Highlights
- The Cleveland Jewish News covered the University Heights renovation with a lengthy article and online video.
- The Sun Press covered the grant-funded refugee driving program at the Noble Branch and the University Heights grand opening.
- The Akron Beacon Journal’s website, Ohio.com, listed the Coventry Branch’s author event with CSU history professor Mark Southern. This is a new media outlet for us.
- The Plain Dealer included Heights Libraries search for new board members in its Sunday community news section.

Publications/Outreach Highlights
• Edited, layed out, and coordinated production of Winter Check Us Out.
• Communications and YSD staff represented the library at the Cedar-Fairmount Fall Festival on Sunday, Oct. 22

Other Projects
• Coordinated online registration of 600 guests for the CJ Jones event
• Planned and organized UH branch grand opening
• Planned interactive art gallery exhibit about Sherlock Holmes to coincide with Dobama Theatre’s production of *Sherlock Holmes: The Baker Street Irregulars*

FRIENDS REPORT
Ms. Lopez reported the first Friday saled netted $518 and the Mega Sale is December 1-3. She said the Friends are accepting scholarship applications for the spring semester.

PRESIDENT’S REPORT
Mr. Holland said he was happy to see the large turnout at the University Heights Branch opening and he said his children love it.

DIRECTOR’S REPORT
Ms. Levin reported:

| Special Projects Manager Maggie Kinney describes the upcoming ALA StarNet Exhibit and programming. |

University Heights Branch opening draws hundreds

More than 200 community members attended the opening of the renovated UH Branch earlier this month. Mayor Susan Infeld read a resolution naming Nov. 21, 2017 University Heights Library Day. Our guests enjoyed crafts and snacks and the Barbershoppers music group from Heights High School. President of the Board of Trustees Ron Holland recalled the roll of this project during his tenure. Our gratitude is extended to Sheryl Banks, her staff and the staff at University Heights Branch for hosting us. Tim Pasbrig and the Buildings department worked hard to get the building in order for guests. A final report of costs will be submitted before the end of the year.

New Trustees sought for two open positions
The deadline for applications to the Library Board of Trustees is tomorrow Nov. 21. An information session will be held tomorrow evening at 7pm for interested parties at the Lee Road Library. The Board of Education will interview applicants on December 5.

Celebrate Small Business Saturday at the Heights Libraries
Each branch will be distributing cloth shopping bags to encourage visitors to Shop Small and support local businesses on Saturday Nov. 25. At Lee Road we are partnering with the Cedar-Lee SID and the Small Business Development Center to offer coffee, cider and donuts to visitors in the lobby.

FFHL Honor Roll
The Fund for the Future of Heights Libraries honored John Jarvey and Marilyn McLaughlin at a dinner held at the Doan Center of John Carroll University on Sunday, Nov. 5. Dinner was attended by 54
individuals and raised more than $2000 profits for the Foundation. Special thanks to Matthew Ginn, FFHL Board member, for his work in organizing the award and the dinner with me. And kudos to Foundation President Rob Fischer for his eloquent remarks at this inaugural event. A number of Board members are completing their terms and we are recruiting for new members. Please contact the Director if you are interested.

**Lighting up Noble**
LED lighting is scheduled to be installed at the Noble Branch on all existing light poles and additional wall pack lighting will also be installed as a safety measure and part of the strategic plan.

**Kronos implementation starts with staff play and learn stage on Nov. 20.**

Our new time and labor management system will be implemented in December with parallel testing. We will go live with payroll 3 or 4 in January. Laurie Marotta, Amy Gerson, Debbie Herrmann and Heather Howiler have been working long hours to upload all of the data needed to get a Human Resources system off the ground.

**Public Library Director’s Summit, Philadelphia**
Nancy attended the Director’s Summit sponsored by Library Journal Magazine at the Free Library of Philadelphia for two days early in November. Attached is a link to the article outlining the speakers who addressed the issues of Community Engagement and Public Libraries. Highlights were an address by Librarian of Congress Carla Hayden and an introduction to Culinary Literacy by the staff of the Free Library.


**Girl Engineers program wraps up**
Library Associate Angie George and her team won our ULEAD competition last year and were given training and funding to complete their project. They also applied and were granted LSTA Funds through the State Library of Ohio. This month they wrapped up their program which provide 9 sessions of 90 minutes in length to an average of 8 teen girls a session focusing on STEM activities such as coding and robotics. They partnered with women scientists from Case Western University and HER Ideas in Motion for the training. IT Manager Matt Hoffman served as the mentor to Angie’s team and Special Projects Manager Maggie Kinney assisted with the grant reporting. We are very proud of this program which demonstrates the creativity of our staff!

**Technology Training in our community**
Steve from Noble has started going to the Warrensville Apartments once a week and a tech trainer/tech assistant is going to start going with him.

Tech trainer Alyse Giannotti has been going to Musicians Towers once a month since the spring. We have, however, recently decided to suspend these monthly visits due to low attendance and poor coordination/communication on the part of the apartment officials. We will revisit out decision in the spring/summer. In the meantime, Musicians Towers residents are encouraged to visit the Coventry branch on Thursday afternoons when tech trainer Ann MacNamara is there.

Also here is a list of places that the tech trainers visit:

- Cleveland Heights Senior Activity Center - Monday mornings twice a month now, but will be going down to once a month during the winter months.
- Judson Park - Thursday afternoon once a month
- Magnolia House - Tuesday afternoon once a month
- Musicians Tower - Was one Thursday afternoon a month, but has been suspended due to low attendance and poor communication/coordination on the part of apartment management
- each library branch building twice a month

GOVERNMENT REPORT
Ms. Levin reported:
From OLC: Nov. 7 Election Recap: All 22 Library Issues Were Successful
Voters approved all 22 public library issues on November general election ballots in Ohio. The unofficial results show an average voter approval rate of 67 percent. The successful library issues included one bond and 21 levies, including seven new levies, nine renewals, two replacements, two renewals with increases, and one replacement with an increase. Locally, the Cleveland Public Library and Geauga County Libraries both passed levies.

Congratulation to Kim DeNero-Ackroyd on her appointment to the OLC Management and Leadership Committee Chair.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:
- Adult Services - Our fall On the Same Page initiative, centered on the graphic novel *March: Book Three* by John Lewis, Andrew Aydin and Nate Powell, continued this month. On October 5th, Heights Community Congress spa free screening of the 2014 film Selma at the Cedar-Lee Theatre, followed by moderated discussion. On October 20th, Compass Consulting led an immersive role play and discussion program “Selma to Montgomery: What Does It Take to March?” It allowed attendees to examine what it took for dedicated people to stand up to injustice and racism. Finally, Emma Keeshin of the ACLU of Ohio facilitated “Know Your Rights: What to Do If Stopped by the Police” on October 26th. Discussions for teens and adults looked at the dos and don’ts of interacting with law enforcement officials.
- Circulation Services - The team celebrated the career and service of Gloria Nobles, who retired on Oct. 31, 2017.
- Continuing Education - **Hotspot Lending Program** – Due to increased demand and popularity of the hotspot lending program, the library instituted a hold system for the program at the beginning of the month. Developed and coordinated by Jackie Mayse, Tech Librarian, customers can now place a hold by calling the library or speaking with staff at any Heights Libraries location.
- Coventry Branch - Ben Gulyas and Pat Gray (with excellent support from Sheryl Banks, Matt Mancini, Matt Hoffman, Kim DeNero-Ackroyd, and Nancy Levin) offered an event featuring Deaf comedian C J Jones. Approximately 600 people attended this inspiring program, held at the Civic Conference Center to accommodate the large crowd. The event was made possible through a generous gift from Heather Long in honor of her mother, Shony Long.
- Noble Branch - Our Citizenship teacher from Asian Services in Action invited Outreach Librarian Steve Sanders to attend a class celebration. A couple had attained Citizenship as a result of the classes at our library. Cupcakes were shared!
- Special Projects - Over 20 STAR_Net programs have been scheduled to happen across the system during the exhibition Jan 12-Mar 10.
- University Heights Branch - The University Heights branch opened quietly on Thursday, October 12.
- Youth Services - Megan Whalen Tuner, bestselling author of the young adult novel “The Thief”, gave a presentation to 34 community members about her creative process.

Ms. Levin said there will be a presentation at the next meeting about the Teen Digital Media Lab.
UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

ADJOURNMENT
Mr. Roosa moved. Ms. Beatty seconded. The meeting was adjourned at 7:13 p.m. by a unanimous vote.

Minutes and Financial Reports of the Board of Trustees are on file in the Business Office. Minutes from the current and preceding year are available on the Library’s website at www.heightslibrary.org.