Present: Ms. Botnick, Mr. Gerboc, Mr. Holland, Mr. Mentrek. Ms. Moskowitz, Mr. Roosa. Ms. Beatty 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, Ketti Finneran from the Friends, Sue Janssen from the Foundation and Khaliah Fisher-Grace from the LWV.

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

APPROVAL OF MINUTES
Minutes of the November 20, 2017 Regular Meeting have been forwarded to board members. Mr. Gerboc moved. Mr. Roosa seconded. The motion was approved unanimously.

OPERATIONS COMMITTEE – MS. BOTNICK
FINANCIAL REPORT
Ms. Herrmann said revenues and expenditures are trending as expected.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – NOVEMBER
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 64-17
APPROVAL OF 2018 PERMANENT APPROPRIATION
BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2018, 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</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$10,836,351.00</td>
</tr>
<tr>
<td>Bauer Appropriation</td>
<td>$31,500.00</td>
</tr>
<tr>
<td>Local Grants</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Building &amp; Repair Fund</td>
<td>$422,000.00</td>
</tr>
<tr>
<td>Technology Fund</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11,509,851.00</td>
</tr>
</tbody>
</table>

Ms. Herrmann said the 2018 budget is approximately 3% higher than the 2017 budget.

Mr. Gerboc moved. Ms. Botnick seconded. Resolution 64-17 was approved by a unanimous roll call vote.

RESOLUTION 65-17
APPROVAL OF
FUND TO FUND TRANSFER

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the follow fund to fund transfer:

From:
101- General Fund -$600,000

To:
401- Building and Repair Fund $400,000
402- Technology Fund $200,000

Mr. Roosa moved. Ms. Botnick seconded. Resolution 65-17 was approved by a unanimous roll call vote.

RESOLUTION 66-17
APPROVAL TO
ELIMINATE OVERDUE FINES

WHEREAS: The Cleveland Heights-University Heights Public Library System is supported by taxpayers from our community, and throughout the state of Ohio; and

WHEREAS: The CH-UH Public Library wishes to be welcoming and open to all regardless of financial situation, age, access to transportation or other barriers; and

WHEREAS: The American Library Association stated in a 2012 policy brief that one way to improve services for the poor was to eliminate overdue fines, and

WHEREAS: Children’s materials from our system are currently fine free; and

WHEREAS: Little existing research shows that fines encourage the timely return of materials; and

WHEREAS: Our primary mission is to improve literacy, spread the love of reading and provide for the attainment of life-long learning; and
WHEREAS: We have observed libraries throughout the state of Ohio and the United States have enjoyed an increase in circulation and few adverse effects from eliminating overdue fines;

NOW THEREFORE BE IT RESOLVED: that the Board of Library Trustees, declares that as of January 1, 2018, this library system will no longer charge overdue fines on items owned by this library system checked out on that date or later; and

BE IT FURTHER RESOLVED: the Board will instead charge a replacement fee to people with books that are 21 days overdue; and

• Items that were once allowed 5 renewals will now be allowed 10 renewals,
• Customers with outstanding bills of over $9.99 will be blocked from checking out items until their balance is below that amount, and
• A one-time forgiveness of $5.01 will be allowed from January 1, 2018 until June 1, 2018 to make up the difference between our previous block from further checkouts threshold and the new one.

Ms. Levin said our library will be the first in the Clevnet consortium to be going fine free, but there are other libraries in the state with the same policy. She thanked Ty Emerson, Circulation Manager, and all the staff involved in the discussions to implement this policy.

Mr. Roosa asked if there was amnesty for all fines and Ms. Levin fines incurred prior to January 1, 2018 are still due. Ms. Botnick asked if the system will allow automatic renewals on materials and Ms. Levin said Clevnet is working on it and it should be done in February.

Mr. Gerboc moved. Ms. Botnick seconded. Resolution 66-17 was approved by a unanimous roll call vote.

RESOLUTION 67-17
APPROVAL OF PROPERTY, LIABILITY, AND CYBER INSURANCE

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to accept the annual premium of $33,396 for the library’s Comprehensive, Property, Casualty and Liability Insurance with The Ohio Plan for the period from December 1, 2017 through December 1, 2018; and

BE IT FURTHER RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to accept the annual premium of $3,208 for Cyber Insurance with Traveler’s Insurance for the period from December 1, 2017 through December 1, 2018.

Mr. Roosa asked how long the library has had cyber insurance. Ms. Levin said our library and the Clevnet consortium both obtained the coverage starting in 2015.

Ms. Botnick moved. Ms. Moskowitz seconded. Resolution 67-17 was approved by a unanimous roll call vote.
PERSONNEL REPORT
Ms. Marotta reported:

Staffing

We currently have two new part time vacancies in Circulation Services. We also have a resignation for a part time Technology Assistant.

<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></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coventry Branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lee Branch</td>
<td>Technology Assistant</td>
<td>PT</td>
<td>1/31/2017</td>
<td>Resignation</td>
<td>K. Layton</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>10/31/2017</td>
<td>Promoted to FT</td>
<td>E. Drushel</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>11/12/2017</td>
<td>Resignation</td>
<td>L. Gore</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>10/17/2017</td>
<td>Resignation</td>
<td>K. Phillips</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>12/8/2017</td>
<td>Resignation</td>
<td>J. Williams</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Noble</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Knew to the report this month

Kronos Payroll and HRIS System implementation update.
We will have our first Kronos payroll processing this week. This will be a dual payroll process using both CMI and Kronos. Employees will be completing paper cards for the CMI payroll, while there electronic time cards will be used to calculate pay in Kronos. We will have another dual process the first pay in the year. Amy Gerson, Deputy Finance Manager and Debbie Herrmann, Finance Manager have been working very hard with the Kronos Team on the payroll module. Amy Gerson is concurrently working on both the Payroll and the Time Labor & Management Module build- outs, which has been a demanding and tedious process requiring a high level of attention to detail.

Training
We will continue employee Kronos training with different methods. We have asked employees to continue to watch for email for training documents and announcements. We be putting all training materials up on the Intranet in the Kronos shortcut. Last week we held a group hands-on training session for supervisors to learn how to edit and approve time sheets. Multiple sessions were held. The class was designed and instructed by Heather Howiler, Continuing Education Manager. Heather Howiler has guided us (the Implementation Team) on many levels. She has designed and customized the look and feel of the dashboard. She has communicated and created training materials.

Recruitment and On-Boarding Modules
We also purchased the Kronos Recruitment Module. We hope it will be ready to use in January. The module will provides us with an electronic job application process and replaces the current paper job application. An added benefit for the applicant is that they only need to create their job application once. They can apply and reapply for jobs easily and quickly. Leslie Mallon, Human Resources Assistant and
Heather Howiler, have been working very hard with the Kronos team on the development of these modules.

**Performance & Compensation Modules**

We are also using the Kronos Performance Management and Compensation Modules. We are planning to use them for the 2017 annual reviews and annual increases. The deadline is to be ready by mid-January with our current forms and a similar workflow to previous years.

Overall, the Discovery Team (Leslie Mallon, Amy Gerson, Heather Howiler and Debbie Herrmann) having been working extremely hard, participating in long, weekly, sometimes multiple day and weekly meeting calls to complete this project and meet our first milestone date. The first milestone is the first dual payroll process which is happening this week. Matt Hoffman, has also been a key member of the team by ensuring that technology needs are being met.

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

**RESOLUTION 68-17**

**ACCEPTANCE OF BOARD MEMBER RESIGNATION**

BE IT RESOLVED that the Cleveland Heights-University Heights Library Board of Trustees accept the resignation of board member Susan Beatty, effective December 31, 2017.

Ms. Levin said Ms. Beatty was resigning due to moving out of the district and family commitments. She said Ms. Beatty will be missed.

Mr. Gerboc moved. Ms. Botnick seconded. Resolution 68-17 was approved unanimously.

**RESOLUTION 69-17**

**APPROVAL OF 2018 SALARY TABLE**

BE IT RESOLVED that the Board of Library Trustees accepts the 2018 Salary Table to be effective retroactively to December 16, 2017, for the first pay of January 2018:

<table>
<thead>
<tr>
<th>2018 Salary Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Finance Manager</td>
</tr>
<tr>
<td>Deputy Director</td>
</tr>
<tr>
<td>IT Manager</td>
</tr>
<tr>
<td>HR Manager</td>
</tr>
<tr>
<td>Communications Manager</td>
</tr>
<tr>
<td>Continuing Education Manager</td>
</tr>
<tr>
<td>Facilities Manager</td>
</tr>
<tr>
<td>Security Services Manager</td>
</tr>
<tr>
<td>Manager Adult Services</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Manager Youth Services</td>
</tr>
<tr>
<td>Branch Manager</td>
</tr>
<tr>
<td>Circulation Services Manager</td>
</tr>
<tr>
<td>Special Projects Manager</td>
</tr>
<tr>
<td>Technical Services Supervisor</td>
</tr>
<tr>
<td>Web Developer</td>
</tr>
<tr>
<td>Librarian</td>
</tr>
<tr>
<td>Graphic Designer</td>
</tr>
<tr>
<td>Assistant Finance Manager</td>
</tr>
<tr>
<td>Assistant IT Manager</td>
</tr>
<tr>
<td>Technology Trainer</td>
</tr>
<tr>
<td>Technical Services Supervisor</td>
</tr>
<tr>
<td>Associate</td>
</tr>
<tr>
<td>Communications Coordinator</td>
</tr>
<tr>
<td>Reference Substitutes</td>
</tr>
<tr>
<td>HR Assistant</td>
</tr>
<tr>
<td>Maintenance Technician</td>
</tr>
<tr>
<td>Accounting Assistant</td>
</tr>
<tr>
<td>Technical Services Assistant</td>
</tr>
<tr>
<td>Security Officer</td>
</tr>
<tr>
<td>Circulation Assistant</td>
</tr>
<tr>
<td>Technology Assistant</td>
</tr>
<tr>
<td>Custodian</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Page</td>
</tr>
</tbody>
</table>

Ms. Levin said there is no change to the table since last year’s adoption.

Ms. Botnick moved. Ms. Moskowitz seconded. Resolution 69-17 was approved by a unanimous roll call vote.

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

**STRATEGIC PLAN REPORT**

Ms. DeNero-Ackroyd reported:

_2017 Heights Libraries Facilities Improvements_

“Seek opportunities to promote an environment of safety and security for the community” is one of the four focus areas of the Strategic Plan. It may be the hardest area in which to quickly quantify
accomplishments. The Strategic Plan Leadership Team developed this list of 2017 facilities improvements at each branch of Heights Libraries. In doing so, we’d like to recognize that many of these accomplishments are due to the hard work of Tim Pasbrig, Facilities Manager; Kevin Echols, Safety Services Manager; and Matt Hoffman, IT Manager.

**COVENTRY VILLAGE BRANCH**
- PERRP Indoor Air Quality Testing performed by BWC Ohio – Found compliant with state of Ohio regulations.
- Tuck pointing
- Restrooms remodeled
- Installed a basin and alarm to prevent further water damage in attic and ceiling
- Front doors refinished and new kick plates installed
- Retaining wall around front entrance garden
- New Coventry Village Branch library sign face installed, frame painted, and updated to LED
- New shelving in The Shire
- Hallways scraped and painted in staircase
- New treads installed on staircases
- New Spectrum Fiber optic data connection installed
- Nine staff computers replaced at end of life
- Updated security software on all cameras and computers with access to footage
- New cameras installed
  - Handicapped entrance exterior
  - Outside front steps and walk up

**LEE ROAD BRANCH**
- Drop Zone on Dellwood
- Replaced locks and card readers for prox tags on interior and exterior doors for access control
- New bike racks
- Converted all exterior lighting to LED
- Converted all interior T-8 bulbs to LED 800
- New furniture
  - Browsing and AV shelving
  - AV staff desk
  - Tables, chairs, sofas and staff desk in Teen Room
  - Computer furniture in ASD, YSD, Teen, HKIC and lobby, with new power and data lines to support
- Lobby reorganization
  - Relocated and installed lighting for the 15 minute computers
  - Removed circular countertop around lobby pole
  - Relocated display and literature fixtures
  - Installed new lighting above holds area
- New partitions in men’s restrooms
- Replaced four interior doors
- Contracted a new cleaning company system wide, significant improvements have been noted
- New Spectrum Fiber optic data connection installed
- New portable speakers and microphone system added
- Six self-check computers replaced at end of life
- Two lobby public computers replaced at end of life
- Seven staff computers/laptops replaced at end of life
- Ten new Windows 10 laptops added for mobile classroom
- Updated security software on all cameras and computers with access to footage
- New cameras installed in Main Library and HKIC
  - Gallery lounge
  - Second floor seating area
  - YSD computer area
  - Main entrance interior
- New library sign face installed on HKIC side of Lee Rd, frame painted, and updated to LED
- HKIC increased staff 20 hours
- HKIC assessed furniture layout for maximum usability and comfort for patrons
- Plans in place to bring additional power outlets to the center of the open office area in the HKIC to be completed in January

NOBLE NEIGHBORHOOD BRANCH
- Exterior lighting project including all parking lot poles, exterior building lights, and front pole lights, all converted to LED with a new timer
- New Noble Neighborhood Branch library sign face installed, frame painted, and updated to LED
- New Spectrum Fiber optic data connection installed
- Ten staff computers replaced at end of life
- Updated security software on all cameras and computers with access to footage
- New cameras installed
  - YSD reference desk
  - Rear entrance elevator and vending
  - Basement lobby, restroom and meeting rooms
- New carpet installed on first floor to eliminate tile tripping hazard
- New carpet installed on lower level over problematic tile

UNIVERSITY HEIGHTS BRANCH
- Entirely new building and parking lot!
- Patrons can now enter the building directly from the parking lot
- New University Heights Branch library sign face installed, frame painted, and updated to LED
- Restrooms are available on upper and lower levels
- Elevator installed to replace the “lift”
- New Spectrum Fiber optic data connection installed
- Additional computers in Children and Teen areas added to increase the number of public computers from 19 to 23
- Two new AWE early literacy stations added
- Eight staff computers replaced at end of life
- Two additional new staff computers added
- Two IP people counters added
- New portable speakers and microphone system added
• Added Dewey cart with 42” flat screen TV and new portable projector added for presentations
• Second Self-check station added in the basement
• New cameras (all digital IP) installed
  o Parking lot – four view Omni camera
  o Employee entrance
  o Children’s reference desk
  o Teen room
  o Outside main entrance
  o Main hall first floor
  o Lower level main hallway
  o Basement hall west
  o Basement hall south
  o Library front
  o Basement stairs west
  o Circulation desk
• Interior and exterior access control panels installed

Mr. Roosa said the library should let the public know the highlight of all the improvements that have been made. Ms. Levin said some ongoing projects right now are a remodel of the Coventry restrooms and wall coverings inside the back entrance at the Noble branch.

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 70-17
APPROVAL OF
CHANGE ORDERS #13
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 #13 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 One Thousand Seven Hundred Forty-Six and 80/100 Dollars ($1,746.80).

The GMP for the Project is therefore revised to be an amount equal to Four Million Four Hundred Seventy One Thousand Six Hundred Seventy Five and 56/100 Dollars ($4,471,675.56), which amount includes the Building Work.

These changes are for additional drywall and painting around gallery lighting.

Mr. Mentrek asked if this is the last change order for the project and Ms. Levin said there will probably be one more.

Mr. Gerboc moved. Ms. Moskowitz seconded. Resolution 70-17 was approved by a unanimous roll call vote.
RESOLUTION 71-17
ADOPTION OF 2018 BOARD MEETING CALENDAR

BE IT RESOLVED that the 2018 Cleveland Heights-University Heights Library Board of Trustees meetings in 2018 will be as follows

<table>
<thead>
<tr>
<th>Committee Meetings</th>
<th>Board Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8</td>
<td>January 22</td>
</tr>
<tr>
<td>February 5</td>
<td>February 26</td>
</tr>
<tr>
<td>March 5</td>
<td>March 19</td>
</tr>
<tr>
<td>April 2</td>
<td>April 16</td>
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<tr>
<td>May 7</td>
<td>May 21</td>
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<tr>
<td>June 4</td>
<td>June 18</td>
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<tr>
<td>July 2</td>
<td>July 16</td>
</tr>
<tr>
<td>September 4</td>
<td>September 17</td>
</tr>
<tr>
<td>October 1</td>
<td>October 15</td>
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<tr>
<td>November 5</td>
<td>November 19</td>
</tr>
<tr>
<td>December 3</td>
<td>December 17</td>
</tr>
</tbody>
</table>

Mr. Roosa moved. Mr. Mentrek seconded. Resolution 71-17 was approved by a unanimous vote.

COMMUNICATIONS REPORT

Ms. Banks reported:

Media Highlights:
- The Cleveland Jewish News covered the University Heights Grand Re-Opening
- UH Grand Re-Opening was also featured on WINT/1330 AM segment Shalom America. Host Phil Fink is a Beachwood resident who attended the opening of the original building in 1952 when he was 9 years old.
- The Sun Press covered author Kathy Ewing’s appearance at Coventry and interview workshops at Lee Road
- The Akron Beacon Journal’s website, covered author Kathy Ewing’s appearance at Coventry
- The Plain Dealer included Heights Libraries Scan Your Family History program at University Heights in its Sunday Community News column in the Metro section.
- The Cleveland Heights Patch website featured the Noble Branch’s outreach/deposit collection at local barbershops

Publications/Outreach Highlights:
- Updated text and photos for new version of library brochure, to be available mid-January.
- Created design and set pieces for Sherlock Holmes interactive gallery display, including life-size cutouts and touch screen computer display

Other Projects:
- Executed a successful UH branch grand opening with hundreds of attendees, shared photos on social media and website
Communications manager met with security supervisor to review and update the library’s crisis communications guide

Performed website maintenance that speeded up the performance of both the internal intranet schedule and the public website, and debugged email/form issues

**FRIENDS REPORT**
Ms. Finneran reported the November Mega Sale was the most profitable ever as proceeds were $10,200. She said 300 boxes of remaining books were donated to Goodwill and homeless shelters. She also reported that the Friends Board has approved its budget for 2018.

**PRESIDENT’S REPORT**
Mr. Holland said in 1991 he interviewed at the library and became a page and continued working here through college. He said he has always taken advantage of library services. Fifteen years after the leaving the library’s employ Mr. Holland said he applied to become a board member. He said he enjoyed serving the library. Ms. Levin said Mr. Holland was an exemplary board members and presented him with a resolution of recognition.

**DIRECTOR’S REPORT**
Ms. Levin reported:

**Teen Media Lab Presentation** – Matt Mancini reviewed the implementation of the Teen Digital Media Lab and shared some music created by students. He added the Friends of the Library paid for the isolation booth in the room to facilitate recordings. Mr. Roosa said he was glad to see the students are using the room.

Thank you to Ron Holland! Welcome Dana Fluellen and Vikus Turakhia to the Library Board of Trustees.

The Cleveland Heights-University Heights Board of Education met on December 5 to interview applicants for the Library Board of Trustees. We had to openings this year to replace Ron Holland who completed his seven year term and Susan Beatty who has completed 3 years of her term, but has moved out of the community. Dana Fluellen will fill the remainder of Beatty’s term and Turakhia will fill the full term. They will be sworn in at our January Regular meeting.

**Overdue Fine Elimination**
This month we have proposed a revolutionary change to our public services to take effect January 2, 2018. We are joining many other public libraries across the country in eliminating overdue fines on the majority of our collections. Children’s materials have been fine free for at least a decade. The wish to achieve three things by eliminating fines. 1) Improve access to our collection for all people. 2) Increase circulation of our materials. 3) Eliminate outdated rules and establish best practices. There is no evidence that overdue fines improve the timeliness of material returns. The rise of digital collections makes fine charges obsolete. We wish to have materials returned so that others may have access to them and this model will be more persuasive by blocking cards for those who do not return their items. If you have any comments or concerns about this new practice we would like to hear from you. Please feel free to email director@heightslibrary.org.

**Coventry School request by Library Board**
On December 5, The Board of library trustees sent a letter to the Board of Education stating the following and requesting a meeting at the earliest possible convenience:
Heights Library (the “Library”) is prepared to immediately accept title and stewardship of the Coventry School property (the “Property”) for the benefit of all citizens of the cities of University Heights and Cleveland Heights. We ask that you consider the following:

- The Library is an eligible recipient of the Property, by law.
- The Coventry library building is adjacent to the Property and the Property’s disposition impacts public access to the library building.
- The Library has the financial stability and assets to protect and preserve the Property.

As steward of the Property, we would:

- Maintain existing parking for the Library.
- Maintain the green space as a public park
- Work with existing stakeholders to maintain and improve the playground
- Keep the property from being vacant by supporting the current tenants in their mission to become financially independent within two years.
- The receipt of the Property supports the Library’s strategic plan to benefit the community.

We have yet to receive a response from the Board of Education.

**Properties Magazine to feature UH Branch**

The northeast Ohio realty, construction and architecture magazine will feature the University Heights Branch renovation. It will be featured in print and online versions with photos.

**Bathrooms refurbished at Coventry Branch**

The library is currently refurbishing the public restrooms at the Coventry Branch. They have been stripped to the studs and we are replacing the ceilings, the exhaust fans, the lighting, sinks, countertops, hand dryers and wall and floor tile. This project should be complete before the end of the year.

**Noble back lobby to receive a facelift, outdoor lighting replaced with LED**

The back door lobby and the basement wall will be receiving a new Xorel wall covering that should protect the surface and improve the appearance greatly!! The carpet was also replaced. This project will be completed this week. Outdoor lighting in the parking lot and front poll lights will receive LED bulbs and new wall lights will be installed to help light up the rear exterior of the building. The library is completing an LED replacement of all of its lighting in all branches.

**Kronos in action**

Library Staff have now begun to use the Kronos HR Software to track their time, request time off and access self serve features. The first two payrolls for 2018 will be a trial period and we hope to be fully functional in January.

**GOVERNMENT REPORT**

Ms. Levin reported:

**Net Neutrality Loss**

Despite national lobbying efforts on behalf of a free and open internet, FCC voted on a proposal from Chairman Ajit Pai that rolls back the strong, enforceable net neutrality protections established in 2015. We expect to hear more from ALA and other organizations in response to these new rules.
Governor’s Continuous Learning Center Workgroup
The state budget called for the Governor’s Office of Workforce Transformation to work with the Ohio Library Council to develop a brand for public libraries as "continuous learning centers" that serve as hubs for information about local in-demand jobs and relevant education and job training resources.

Director Nancy Levin and Continuing Education Manager Heather Howiler attended the first meeting on December 15 to work toward that end. We described our computer classes, job skills classes, work with immigrants and digital resources. We anticipate more activity on this committee in the coming months.

Small Business Saturday
Collaboration with the Cities of UH and CH, the Chamber of Commerce, Small Business Development Center, the Cedar Lee SID and all of our branches rewarded citizens for shopping local on Nov. 24. We distributed coffee and donuts, canvas shopping bags and information about the economic impact of shopping local to hundreds of shoppers.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:
- Adult Services - Heights Community Congress sponsored Sparked by Science: A PechaKucha Presentation on Nov. 9th. The PechaKucha method was developed in Japan as a fast paced method for presentations in which 20 slides are shown for 20 seconds each. The program looked at some of the many scientists who call the Heights home, and the many ways science plays a role in the daily life of the geeks, nerds and wonks among us.
- Coventry - The year-long tuck pointing of the building was completed. The front doors were refinshed. The renovation of the public restrooms was begun.
- Noble - YSD celebrated the week leading up to the release of the movie Wonder (based on the wildly book by R.J. Palacio) by offering daily programs that fostered kindness. Children made messages of encouragement and ways to be kind and placed them in random books for others to find. Children also made self-portraits and brainstormed ideas for ways to be kind to others. Each day, kids were prompted with a category (technology, food, person, body part, song) to reflect on what they were thankful for in those areas.
- University Heights - The University Heights Branch held its official Grand Re-Opening ceremony on Sunday, November 12. Approximately 300 people attended, and Whole Foods donated food for the occasion. Heights Libraries board members and former UH staff members were in attendance, as were University Heights city council members and Mayor Infeld. It was a joyous celebration!
- Youth Services - Saturday Story Stop continues to build momentum. We launched the program in June and averaged 12 participants per storytime; in November, the average attendance grew to 19 per storytime. Parents have commented that they appreciate having a weekend storytime option.

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

ADJOURNMENT
Ms. Botnick moved. Mr. Gerboc seconded. The meeting was adjourned at 7:42 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](http://www.heightslibrary.org).