Present: Ms. Botnick, Mr. Gerboc, Mr. Mentrek, Ms. Moskowitz, Mr. Roosa, Mr. Tirakhia. Ms. Fluellen was absent.

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

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

APPROVAL OF MINUTES
Minutes from the January 22, 2018 Regular Meeting and the February 5, 2018 Special Meeting were forwarded to board members for review. Mr. Gerboc moved to approve the minutes as presented. Mr. Mentrek seconded. The minutes were approved unanimously.

OPERATIONS COMMITTEE – MR. MENTREK

FINANCIAL REPORT
Ms. Herrmann said revenues and expenditures are tracking as expected. She said now that the construction project is finished more funds will be transferred to the long term (5 year) investment portfolio managed by Meeder Investments. Mr. Roosa requested a report at a future meeting on the performance of the portfolio.

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

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

RESOLUTION 9-2018
APPROVAL OF TECHNOLOGY FUND EXPENDITURE
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 $64,293.60, a 402-Technology Fund purchase PC’s for the public and staff use, effective February 20, 2018.
<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>89</td>
<td>Lenovo ThinkCentre M710s PC</td>
<td>PC with Core i5 processor, 8 GB RAM, 1 TB HD</td>
<td>722.40</td>
<td>64,293.60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>64,293.60</strong></td>
</tr>
</tbody>
</table>

Mr. Roosa asked if machines were replaced on a regular cycle. Mr. Hoffman said replacements are made every year and these machines will replace 5 year old machines.

Mr. Roosa moved. Ms. Moskowitz seconded. Resolution 9-2018 was approved by a unanimous roll call vote.

**RESOLUTION 10-2018**
**APPROVAL OF NEW SPECIAL REVENUE FUND 299 – WASHINGTON BLVD. PROPERTY**

WHEREAS; the Cleveland Hts.-University Hts. Public Library expects to take title to the property and building at 2843 Washington Blvd., Cleveland Hts., Ohio by April 1, 2018; and

WHEREAS; the Library will provide management services and oversee operations of the building at 2843 Washington Blvd, and

WHEREAS; the Library will be collecting monthly rent, and funds for a maintenance reserve fund from the tenants in the building, and

WHEREAS; the Library will be paying the utilities and associated costs with operating the building with the rent and reserve funds paid to the library;

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees requests the Auditor of State to grant the library permission to establish a new special revenue fund, 299 – Washington Blvd. Property, in order to segregate the funds for operating said property from the funds of the library.

Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 10-2018 was approved by a unanimous roll call vote.

**RESOLUTION 11-2018**
**AMENDMENT TO 2018 PERMANENT APPROPRIATION**

BE IT RESOLVED: by the Library Board of Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; approve the following changes to the 2018 Permanent Appropriation:

<table>
<thead>
<tr>
<th>Account</th>
<th>Current Budget</th>
<th>Increase</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - 101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children's Magazines</td>
<td>$2,000.00</td>
<td>$6,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Building &amp; Repair Fund - 401</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>UH Building Improvement</td>
<td>$5,000.00</td>
<td>$25,954.00</td>
<td>$30,954.00</td>
</tr>
<tr>
<td>Star Net Grant - 205</td>
<td>$0.00</td>
<td>$391.45</td>
<td>$391.45</td>
</tr>
<tr>
<td>Washington Blvd Property - 299</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

Mr. Gerboc moved. Ms. Moskowitz seconded. Resolution 11-2018 was approved by a unanimous roll call vote.

RESOLUTION 12-2018
APPROVAL OF FUND TRANSFER

WHEREAS the Cleveland Heights-University Heights Library expects to take possession of 2843 Washington Blvd., Cleveland Hts. by April 1, 2018; and

WHEREAS, the library is entering into two year leases with the tenants at 2843 Washington Blvd. and the library will be paying utilities, and other costs associated with operating the building from those lease payments and other fees; and

WHEREAS, the Director and Fiscal Officer recommend a transfer be made to the 299 – Washington Blvd. Fund for cash flow purposes; and

WHEREAS, the library anticipates the transfer will be repaid to the library by the end of Fiscal Year 2019;

NOW THEREFORE BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the following transfer from the General Fund to the Washington Blvd. Fund:

From:  
101- General Fund  
-$50,000

To:  
299 – Washington Blvd. Property  
$50,000

Mr. Mentrek said the library expects to be paid back for the library funds spent on the building.

Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 12-2018 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT
Ms. Marotta reported:
Staffing
We filled four vacancies over the last month. One was an internal promotion for Sevita Lochan, who was promoted from a Noble Road Page to a part-time Circulation Assistant. We had no resignations.

<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>Coventry Branch</td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>12/23/2017</td>
<td>Transfer</td>
<td>Daroux</td>
<td>Filled</td>
<td>Hornsby</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>Filled</td>
<td>E. Johns</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>Filled</td>
<td>N. Turner</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>Hold</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>Hold</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>Hold</td>
<td></td>
</tr>
<tr>
<td>Noble</td>
<td>Circulation Assistant</td>
<td>FT-30 20 hrs</td>
<td>2/1/2018</td>
<td>Retirement</td>
<td>A. Gornik</td>
<td>Filled</td>
<td>S. Lochan</td>
</tr>
</tbody>
</table>

*Knew to the report this month

**Kronos Payroll and HRIS System implementation update.**

Payroll processing with Kronos is primary; we are continuing to work with the Kronos Implementation Team with each payroll to work out some bugs. Recruitment module is ready to go. We are currently using the Performance module for assessment of 2017 performance. The system is managing 130 annual performance reviews. Compensation module is currently being built out with the Kronos Implementation Team. Our plan is to use the compensation module to calculate and update salary increases which will go into effect in July.

**Anthem ERC/Wellness Plan 2018**

The Anthem ERC/Wellness Plan began on March 1, 2018. The plan participation requirements are the same as previous years. When employees participate and meet the plan core wellness requirements they will receive a premium savings. The requirements are:

2) Meet with health coach Rebecca Tipton 4 times between March 1, 2018 and February 28, 2019.

This year we have added an incentive for Anthem covered employees to participate in obtaining their annual exam. We will allow employees to use up to 2 hours as paid regular time if they need to miss work to get their annual exam.

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

**RESOLUTION 13-2018**

**APPROVAL OF SOCIAL MEDIA POLICY – STAFF**

IT RESOLVED that the Cleveland Heights-University Heights Library Board of Trustees adopt the following policy:

**Cleveland Heights-University Heights Public Library**

**Social Media Policy for Staff**

The library recognizes the value of the exchange of ideas and information through social media available to its employees. At the same time, however, using social media can cause problems for
employees, the library, and its patrons. Therefore, the library expects its employees to use social media in a manner that is consistent with this policy.

For purposes of this policy, “social media” includes all means of communicating or posting information, such as words, pictures, videos or any other content, on the Internet. It also includes comments or posts on another person’s social networking site, product review site, or any other online forum or site now existing or created in the future, where information can be uploaded or posted.

While every individual has a right to speak out on issues facing our community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the library. It is important for employees to remember that their personal communications, even those done outside of work, may reflect negatively on the library, especially if they are commenting on library business.

Therefore, the following guidelines apply to personal use of social media by employees of the library:

- All library employees must actively protect all confidential information of the library. As used in this Policy, Confidential Information of the library means social security numbers, personal health information protected by HIPAA, library patron information, and similar types of information.

- In accordance with Ohio Revised Code § 149.432, employees are prohibited from sharing on social media: (1) any information that the library requires a patron to provide in order to be eligible to use library services or borrow materials; (2) any information that identifies a patron as having requested or obtained specific materials or materials on a particular subject; (3) any information that is provided by a patron to a library staff member to answer a specific question or to provide information on a particular subject; or (4) any personally identifiable information about an individual who has used any library service or borrowed any library materials.

- Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the library, or represent the views of the library or any library officer or board member. For example, if you choose to make a statement regarding the library, you should state that “these are my views, not the library’s views,” or words to that effect.

- Employees cannot use social media to threaten, libel or slander, defame, maliciously disparage, harass, or discriminate against coworkers, managers, library patrons or visitors, vendors or suppliers, or organizations associated or doing business with the library. The library’s anti-discrimination and harassment policies apply to the use of social media, even outside the workplace.

- Be careful to respect all copyright and other intellectual property laws. For the library’s protection as well as your own, employees are urged to abide by the laws governing copyright, fair use of copyrighted materials owned by others, trademarks and other intellectual property, including the library’s own copyrights.

- If someone from the media or press contacts you about your personal social media use that relates to the library, you must clearly explain that you do not speak on behalf of the library and that your comments have not been authorized, reviewed, or approved by the library. If the contact is seeking
the official position of the library, obtain the name of the person or company requesting information and immediately contact the Community Relations Manager or the Director.

- Should you have concerns regarding your employment or the business of the library, the library strives to resolve those concerns whenever possible through its open-door policy. Nonetheless, if you decide to use social media to express complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Examples of such conduct include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, religion or similar status protected by library policy.

- The library recognizes that public employees do not surrender their First Amendment rights by reason of their employment and that the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern. Many considerations go into balancing an employee’s free speech interests against the interests of the library, including the library’s interests in avoiding disruptions in regular operations, disharmony among coworkers, impairment of discipline and supervisory control, and obstructions in the employee’s ability to perform work responsibilities. Therefore, employees should use common sense and good judgment before posting any content on a social media site.

The library reserves the right to lawfully monitor employees’ use of social media in openly accessible, personal and business discussion forums. Further, employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media.

Failing to comply with this policy may lead to disciplinary action, up to and including termination. The library also may report suspected conduct to appropriate law enforcement authorities.

Ms. Marotta said this policy clarifies what can be posted by employees on social media and this language will be incorporated into the Human Resources Manual.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 13-2018 was approved by a unanimous vote.

PLANNING AND EXTERNAL RELATIONS – MR. ROOSA

STRATEGIC PLANNING UPDATE
Ms. DeNero-Ackroyd reviewed the 2017 goals and accomplishments of the strategic plan. She said staff is meeting to discuss next year’s goals and align them with the four areas of strategic focus.

COMMUNICATIONS REPORT
Ms. Banks reported:

Media Highlights
- The Library’s acquisition of the Coventry PEACE Campus was covered by the Sun Press/Cleveland.com, Scene Magazine, WVIZ/ideastream, the Heights Observer, and Freshwater Cleveland.com.
- Quilliam the Hedgehog also made it into Scene Magazine (most read story of the day!), Cleveland.com (including a Facebook Live event), and WOIO Channel 19
The Sun Press printed information about the following programs: Rabbi Abba Silver's battle against the Cleveland Nazis, the Green Eggs and Ham Opera, the Community Reads-related food drive, and computer classes.

Publications/Outreach Highlights
- Spring issue of Check Us Out hit mailboxes
- New CLEVNET catalog app rolled out on website and via e-blast and updated CLEVNET brochure
- CHUH Public schools once displayed new textbooks for community feedback in the Lee Road children’s area
- Assisted WCPN/90.3 with outreach to area libraries for coverage of the opioid crisis by forwarding questions to CLEVNET PR group.

Other Projects
- Communications staff attended movie match-up meeting for the Cleveland International Film Festival, and learned that we got our first choice, the animated family film Zombillenium, based on the graphics novels.
- Website refresh continues

FRIENDS REPORT
Ms. Janssen reported the Spring Mega Sale is May 4th to May 6th.

PRESIDENT’S REPORT
None.

DIRECTOR’S REPORT
Ms. Levin reported:

Teens raise $120 for Puerto Rico—From the Black and Gold, Heights High School newspaper

Teen Library Council Bake Sale: A Huge Success
Kimberly Fisher, Co-Editor March 1, 2018
More stories from Kimberly Fisher
President’s Day: An Origin Story
MARCH 1, 2018
The Teen Library Council needed help and the public responded! The Teen Library Council, TLC, held a bake sale on Sunday, Jan. 28, to raise money for Puerto Rico. The teens wanted to help hurricane victims get their lives back from the rubble of their homes. This idea had been kicked around since the beginning of TLC, back in August, and now their ideas have finally come full circle!

The TLC wanted to make sure that there was help going towards hurricane victims. They decided on Puerto Rico in one of the first few meetings because they were concerned that Puerto Rico would not get the support it would need in the long run. United for Puerto Rico is the organization that they are going to donate to. It is a relief organization that was set up and is run by First Lady Beatriz Rossello. The organization takes donations and distributes them to across the country.

However, TLC was not alone in these efforts. Leading Ladies, an after school program run by Mrs. Desiree Caliguire-Maier, joined forces with TLC to help raise money for the cause. Brielle Boyd, a sophomore and member of Leading Ladies, was hoping to “be part of a solution” to something bigger. “It wasn’t much, but it was something,” Boyd says. She felt refreshed to being able to interact with people who were not focused on academics or self-interests. Boyd felt like she had always been a part of TLC and cannot wait to work alongside them more.

Rohan Bruce, a sophomore and member of TLC, had no idea that the Leading Ladies had joined TLC with the bake sale. Since many people walk into TLC meetings sporadically, it did not surprise her in the least that the Leading Ladies were there and she had not seen them before. To her, they were other teens who wanted to help out with the same cause as TLC.

Rebecca Fisher, the leader of TLC, hopes that more “team-ups” will happen between TLC and school organizations. She was “taken aback” that these young ladies had come in without her having to ask them and especially with their teacher. “I decided to roll with it and was not disappointed.” Fisher commented. They brought more baked goods and helped to make signs promoting the bake sale, which helped give the teens the publicity they needed. Fisher hopes to work more with the Leading Ladies and other school clubs/organizations to create a community and encourage more teens be active in the library, school, and community.

**Appraisal Process continues in Kronos**
All supervisors have entered their appraisals in the new Kronos system and a leveling meeting has been held. Staff will now have two weeks to meet with their supervisors and get feedback on their performance. The average score was 2.4.

**Coventry School transfer continues in orderly fashion**
Utilities, Security systems, keys, cleaning, trash pickup contract transfers are all being handled by Library Staff. We have held a meeting to facilitate Computer and Telephone system set-up – a more complicated process but it is on the way. The necessary paper work has been signed and we are setting up a closing meeting. Leases were sent to the tenants last week.

Tenants and the Library have been invited to speak about the project on WJCU, the WVIZ Television program Applause and the Cleveland Heights Democratic Club. Coverage has been printed on Cleveland.com, the Heights Observer, the Cleveland Jewish News, and the Sun Press.

**Staff to speak at State Library meeting**
Maggie Kinney, Matt Mancini, Alyse Gianotti, Angie George will be speaking to the State Library Board about their experience with the LSTA grants for Teen Digital Media Lab and Girl Engineers at the Board’s annual Development Conference.

This year, they will be meeting at the Parma-Snow Branch of the Cuyahoga County Public Library on May 17-18. They always enjoy hearing about successful LSTA grants. They will speak from 2:00-3:00 time slot for you on Thursday, May 17.

**Director Activities**
- Feb. 1 AST meeting
- Feb. 2 Walk Coventry with Building Management Company
- Feb. 6 Meeting with Simply Told Digital Mosaic for In My Day program
- Feb. 8 meeting with Buildings Dept.
- Feb. 9 Meeting with Simply Told
- Feb. 12 Sorter meeting
- Feb. 14 Coventry School
- Feb. 19 Walk through Coventry with Building Management
- Feb. 19 Kronos Update with staff
- Feb. 21 Coventry School
- Feb. 22 High School/ Spelling Bee handoff
- Feb. 23 Chamber meeting
- Feb. 24 Chamber event Night at the Races

**GOVERNMENT REPORT**
No updates

**PUBLIC SERVICE REPORT**
Ms. DeNero-Ackroyd reported:

- On February 18th, we celebrated the voices of African American authors with our annual “African-American Read In.” Attendees were encouraged to bring a short selection from a favorite writer to share with the audience. The event was co-sponsored by the FRIENDS of the Heights Libraries.
- For the second Coventry Conversations event, “Your Old House,” the Library partnered with the Home Resource Center, the Cleveland Restoration Society, and the Cleveland Heights Planning Commission to present resources the community can access in maintaining their homes.
The Children’s African American Read In was very successful. Children, teachers, community business people, and parents attended this program that has grown in popularity over the three years Noble has offered it. The event was recorded by our Marketing Department and one of the yearly participants was interviewed for a Biblioradio spot.


Youth Services Librarian Hannah Van Jura planned an after-hours program – Family Fort Night. Eight people attended, and fun was had by all! There were stories, blanket fort building, S’mores trail mix, and a game of hide and seek.

In February, Lee Road Youth Services staff visited 10 preschools and daycares and shared stories with 439 children.

Ms. DeNero-Ackroyd also reported: download transactions (Hoopla, Zinnio)) are now being counted in the circulation figures. 2017 figures have been adjusted to account for those transactions and that increased circulated items by 109,000

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Roosa asked for an explanation regarding a recent news article mentioning Heights Library regarding public records requests. Ms. Herrmann said the library responds to all records requests, but the State Auditor’s office said a log of the requests was needed. Ms. Herrmann said she had not been keeping a log as the library only received 3-4 records requests each year. She said she started keeping a log in 2017.

EXECUTIVE SESSION

Mr. Mentrek moved at 7:15 p.m. that the board enter executive session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Ms. Moskowitz seconded. The motion was approved unanimously.

RETURN FROM EXECUTIVE SESSION TO PUBLIC SESSION

Mr. Mentrek moved at 8:54 p.m. that the board return to public session. Mr. Gerboc seconded. The motion was approved unanimously.

ADJOURNMENT

There being no further business before the board Mr. Gerboc moved, Mr. Mentrek seconded to adjourn the meeting at 8:55 p.m.

Unless otherwise notified, the next regular meeting of the Board will be held on Monday, April 16, 2018 at 6:30 p.m. at the Lee Road Branch.

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.