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

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

EXECUTIVE SESSION
Ms. Botnick moved, Mr. Mentrek seconded a motion at 6:10 p.m. to enter executive session for the purpose of discussing the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The motion was approved by a unanimous roll call vote.

RETURN FROM EXECUTIVE SESSION TO PUBLIC SESSION
Mr. Roosa moved, Ms. Botnick seconded a motion to leave executive session at 6:25 p.m. The motion was approved by a unanimous roll call vote.

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.

APPROVAL OF MINUTES
Minutes from the March 19, 2017 Regular Meeting were forwarded to board members for review. Mr. Roosa moved to approve the minutes as presented. Mr. Gerboc seconded. The minutes were approved unanimously.

OPERATIONS COMMITTEE – MR. MENTREK

FINANCIAL REPORT
Ms. Herrmann reported revenues and expenditures are tracking as expected. She said she has added an additional report to the board reports detailing financial information related to the property at 2843 Washington Blvd.
APPROVAL OF
FINANCIAL & INVESTMENT REPORTS – MARCH
Mr. Mentrek moved. Mr. Roosa 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 14-2018
PURCHASE OF CREDIT CARD READER/DEVICES FOR COPIERS TECHNOLOGY FUND
WHEREAS the Cleveland Hts.-University Hts. Public Library purchased in 2014 NetPad Credit Card reader/devices for the 13 copiers in the library buildings to enable customers to pay for copying charges with credit or debit cards; and

WHEREAS the library has been informed that due to security certificate changes the current NetPad readers will not function after August 2018; and

WHEREAS the library has obtained quotes from 2 vendors for replacement Netpads;

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees authorizes the fiscal officer to purchase 13 NetPad devices from Blue Technologies for $17,758 from the Technology Fund.

Ms. Fluellen arrived at the meeting at 6:40 p.m.

Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 14-2018 was approved by a unanimous roll call vote.

RESOLUTION 15-2018
AMENDMENT TO CLEVNET SYSTEM AGREEMENT
This Amendment (“Amendment”) to the CLEVNET System Agreement between Cleveland Heights–University Heights Public Library (the “Contract Library”) and the Cleveland Public Library (“CPL”) is made and entered into as of the 19th day of April, 2018.

RECITALS
WHEREAS, CPL administers the CLEVNET System and provides member libraries with services and access to the CLEVNET System. Costs of the CLEVNET System are allocated among CPL and member libraries by formula on a cost recovery basis.

WHEREAS, CPL and the Contract Library desire to make certain changes to the Agreement including, without limitation, updates to the Provisional Bylaws, Itemized Fees, and Term.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. **Section 5 of the Agreement, titled “Term and Termination,” Part (a), titled “Term,” shall be modified to provide that Renewal Terms shall commence each January 1st and shall terminate each December 31st of any given year.**

2. **Schedule B of the Agreement, titled “Provisional Bylaws of CLEVNET Directors’ Advisory Panel and CLEVNET Directors’ Advisory Group,” shall be replaced in its entirety with the document attached to this Amendment as the new “Schedule B” and titled “CLEVNET Operating Procedures,” and all references in the Agreement to the “Provisional Bylaws” shall be modified to refer to the “CLEVNET Operating Procedures.”**

3. **Schedule E of the Agreement, which contains the Itemized Fees, shall be replaced in its entirety with the document attached to this Amendment as the new “Schedule E.”**

4. All other terms and conditions of the Agreement which are not expressly modified herein shall remain in full force and effect, and all defined terms used herein shall have the same meaning as in the Agreement.

5. **In the event of a conflict between this Amendment and the Agreement, this Amendment will control.**

6. **This Amendment may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. The parties consent to the use of scanned/facsimile/copied signatures in this Amendment and agree that such signatures shall have the same legal effect as if the parties mutually signed this Amendment.**

By the signatures of their duly authorized representatives below, the Contract Library and CPL, intending to be legally bound, agree to all of the provisions of this Amendment, including any and all exhibits attached hereto.

“CPL”

The Cleveland Public Library

By:________________________

Name: Felton Thomas

Its: Executive Director, CEO

Date:_____________________

“CONTRACT LIBRARY”

Cleveland Heights–University Heights Public Library

By:________________________

Name:______________________

Its:________________________

Date:______________________
Ms. Levin said this updated agreement has Clevnet operations segregated from Cleveland Public Library. She said Wi-Fi charges are now based on building square footage rather than computers and belonging to this consortium saves the library money and makes more than 12 million items available to our customers.

Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 15-2018 was approved by a unanimous roll call vote.

RESOLUTION 16-2018
BUILDING & REPAIR FUND
MASONRY REPAIR – HKIC

WHEREAS, the Library Board of Trustees recognizes the need to repair, maintain and preserve the HKIC Building; and

WHEREAS, quotes have been received for work on the exterior of the HKIC Building, according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County GA and U.S. Communities, which satisfies the bidding requirements of the Library;

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with Garland/DBS Inc., not to exceed $120,900 for repairs to masonry work at the HKIC Building, to include tuck pointing, miscellaneous stone and brick repair, and application of window perimeter sealants and water repellants.

Ms. Levin said stains are appearing on some of the stones and some of the tuck pointing is gone. She said it does not pose a safety hazard, but some repairs are needed and the repairs should last another 20 years.

Mr. Roosa moved. Mr. Turakhia seconded. Resolution 16-2018 was approved by a unanimous roll call vote.

RESOLUTION 17-2018
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>Fund</th>
<th>Current Total</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>$69,800.18</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Memorial Fund – 204</td>
<td>$0</td>
<td>$30,300</td>
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<tr>
<td>Coventry – Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ms. Herrmann said that contingency budget has been transferred to cover some of the General Fund expenses at the Washington Blvd. property and the Memorial Fund increase is to appropriate donations received for Coventry Library. Mr. Roosa asked where the General Fund budget increase will come from and Ms. Herrmann said the unappropriated, unencumbered balance.

Mr. Roosa moved. Mr. Gerboc seconded. Resolution 17-2018 was approved by a unanimous roll call vote.

RESOLUTION 18-2018
CONTRACTS
WASHINGTON BLVD PROPERTY

WHEREAS the Library Board of Trustees owns 2943 Washington Blvd. and oversees the maintenance of the building and property; and

WHEREAS the library wishes to enter into contracts for operations and maintenance at said building and property;

NOW THEREFORE BE IT RESOLVED that the Director and/or Fiscal Officer are authorized to enter into the following contracts:

Ross Elevator – maintenance & repairs of elevator, $156 per quarter, for a period of 5 years beginning April 1, 2018; and elevator upgrades/violation corrections not to exceed $2,000 (Paid from the General Fund);

Finley Landscaping – not to exceed $19,750 for maintenance, spring clean-up, hedge and shrub trimming, fall clean-up, bed work and weed burning from April to October 2018; initial bed work $960, mulch $1,900, hedge pruning $1,780, soil & seed $950. Total $35,340. (Paid from the General Fund);

Monah and Sons Maintenance Service - $1,879.46 per month for cleaning of the building (weekly and monthly cleaning tasks outlined in contract). Costs to be shared proportionately by the library and the tenants and paid from the Washington Blvd Fund – 299.

Ms. Herrmann said this resolution segregates items to be paid solely by the library and those items that the library and the tenants will both pay. Mr. Roosa asked what the PEACE campus group will do and Ms. Levin said they will take care of the property within 10 feet of the building. She said the library will provide mulch for the spring clean-up.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT

Ms. Marotta reported:
Staffing

We added a part time 20 hour per week Adult Services Associate position to the Lee Road staff complement. The additional hours came from the Reference On-call complement which has been reduced by 20 hours per week. The need to make this adjustment came from an internal study of staffing.

<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>Lee Branch</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>Hold</td>
<td></td>
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<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></td>
<td>Adult Services Associate</td>
<td>PT</td>
<td>3/19/2018</td>
<td>New Hours</td>
<td></td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

New to the report this month

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.

Staff Training

Active Shooter Training
Kevin Echols, Safety and Security Services Manager has been providing Active Shooter Training for the staff over the course of the month. All staff were required to attend. The training format was in small group sessions where we reviewed a scenario of an active shooter in the Library. The training simulated an active shooter event. In the session we were prompted to make decisions as new information and situations came to us. The scenario took us through an entire event including the aftermath, which included what we should do once the threat is over. Since no real active event shooter event can be scripted, this training at least provided us with some very good basic safety information that we hope will have a lasting impression. Kevin will have held a total of 18 sessions.
Passport Training

All Circulation staff will complete passport application acceptance training this month. A representative from the U.S. State Department will be providing the training.

PLANNING AND EXTERNAL RELATIONS – MR. ROOSA

COMMUNICATIONS REPORT

Ms. Banks reported:

Media Highlights
• Sun Press/Cleveland.com covered the Coventry Peace Campus purchase, Silver Screen program series, School Superintendent Dixon’s appearance and recipe swap at the Noble branch, author Daniel Coyle’s appearance at the Coventry branch, and Quilliam the Hedgehog.
• Cleveland Heights Patch website featured shorts articles about the Silver Screen program series and our sponsorship of the Cleveland International Film Festival movie *Zombillenium*.
• We ran underwriting spots on WCPN 90.3 to promote the Silver Screen series.

Publications/Outreach Highlights
• Department filmed, edited, and shared the African American Read in for kids at the Noble Branch.

Other Projects
• Department created an editorial and graphics style sheet for staff who write program descriptions and blog posts.
• Finalized CHUH Schools art show planning; opening reception/awards ceremony Tuesday, April 17, 7 p.m.

Website Quarterly Report (January, February, March 2018) Highlights
• *Unique visitors* (unique people, i.e. not same person visiting site multiple times) **jumped significantly in the first quarter of 2018** (16,957 average) **a little over 22% from the last quarter’s** (October, November, December 2017) **average of 13,337**. (See line graph). These numbers are the highest we’ve seen in the past five years, and we are tentatively attributing it to two things: an overall increase in library use (Circ, visits) after a few years of decline, and the popularity of our 24-hour streaming video of our hedgehog.
• *Overall visits* are also up, nearly 20% (26,099) from last quarter’s average of 21,085, which we are also attributing to the same causes as Unique Visitors (see above).

Social Media Quarterly Update (January, February, March 2018)
• Facebook fans rose about 5%, from 2,734 to 2850.
• Twitter followers up by 2% from 1,515 to 1538, favorites and retweets continue.
• Instagram: Followers up by 22%, from 320 to 410. We’re hopeful this trend continues as we learn more about what our followers are interested in.
FRIENDS REPORT
Ms. DeNero-Ackroyd reported on behalf of the Friends that the Spelling Bee will be April 18, a
fund raiser will be held at the Urban Winery on April 18 and the Mega Book Sale is scheduled
May 4-6.

PRESIDENT’S REPORT
None.

ANNUAL REPORT
Ms. DeNero-Ackroyd reported:

2017 Public Services Annual Report

**Numbers:**
Circulation: 1,462,901

New Library cards issued: Adult 3,539 and Children 688

Visitors: 699,761

Meeting Room Uses for Non Library Events: 1,548 with 29,367 attendees

HKIC Meeting Room reservations: 1,971

Media Lab reservations: 675

Lee Rd Study Room Reservations: 9,459

UH Study Room Reservations: 261

HKIC Computer Lab sessions: 45,334

Computer Classes: 438

Computer Class attendance: 1809

“Ask a Tech Trainer” (# of customers helped): 243

Individual Tutorials: 309

Mobile Classroom attendance: 195

Test Proctoring: 75
**New and Innovative Services:**
Twenty mobile Hotspots were purchased for circulation.

Fifteen Born to Read kits were created and began circulating.

Phone Charging Kits yielded 128 checkouts.
The Bookmobile provided library service to 1,345 people during 173 stops during 8 months of service. It also was featured in the annual Touch a Truck program this summer.

216 participants in the “1,000 Books Before Kindergarten” initiative.

Home delivery continues to grow with 1176 items sent to 54 people. In addition, our Outreach program makes monthly deliveries of materials to senior housing facilities. 776 items were delivered to Judson Park, Musicians Towers, Severance Tower, Council Gardens and Jewish Family Services.

Noble received a Future Heights grant to offer driving instruction for five refugees through Heights Driving School.

Loan Laptops were introduced at Lee Rd.

The Teen Digital Media Lab contains state-of-the-art recording and music production equipment. Twelve Cleveland Heights and University Heights students participated in the Music MakerSpace program designed and taught by staff in partnership with Lake Erie Ink. The Teen Digital Media Lab was deemed an “exemplary program” by the State Library of Ohio.

New HKIC services:
*Learning Circle – The New Rules of Work*
A learning circle is a study group for learners who want to complete an online course together, in person, at the library. Course materials were accessed through the library’s lynda.com subscription.

*Tech Talks*
A lecture-based series with topics: *Staying Safe Online, Social Media Boot Camp, & Troubleshooting Tech Gifts*

*Coding Clubs for Kids/Teens*
An offshoot of the library’s popular coding classes for kids and teens, a monthly “coding club” for each age group met at Lee Road Branch in the fall.

*Scan Your Family History*
Customers were able to scan and save family photos and documents. Scheduled twice a month on Fridays during the summer at Lee Road Branch, the program was also offered at the other branches in the fall.

HKIC staff increased their outreach to Coventry, Noble and UH to four hour, bi-monthly visits.
### Programming:

#### Coventry Programming:

<table>
<thead>
<tr>
<th></th>
<th>Programs/Events</th>
<th>Attendance/Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children &amp; Teen</td>
<td>269 programs</td>
<td>5,975</td>
</tr>
<tr>
<td></td>
<td>75 outreach visits</td>
<td>3,460</td>
</tr>
<tr>
<td></td>
<td>Summer Reading registration</td>
<td>80</td>
</tr>
<tr>
<td>Adult</td>
<td>268 programs</td>
<td>2,990</td>
</tr>
<tr>
<td></td>
<td>43 Deaf programs</td>
<td>1,070</td>
</tr>
<tr>
<td></td>
<td>Summer Reading registration</td>
<td>61</td>
</tr>
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</table>

#### Lee Road Programming:

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<th>Programs/Events</th>
<th>Attendance/Participation</th>
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</thead>
<tbody>
<tr>
<td>Children</td>
<td>359 programs</td>
<td>9,310</td>
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<tr>
<td></td>
<td>119 outreach visits</td>
<td>5,558</td>
</tr>
<tr>
<td></td>
<td>Summer Reading registration</td>
<td>720</td>
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<tr>
<td>Teen</td>
<td>189 programs</td>
<td>7,160</td>
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<tr>
<td></td>
<td>Summer Reading registration</td>
<td>40</td>
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<tr>
<td>Adult</td>
<td>142 programs</td>
<td>2,255</td>
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<tr>
<td></td>
<td>Summer Reading registration</td>
<td>689</td>
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#### Noble Programming:

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<th>Programs/Events</th>
<th>Attendance/Participation</th>
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</thead>
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<tr>
<td>Children</td>
<td>284 programs</td>
<td>9,732</td>
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<tr>
<td></td>
<td>Summer Reading registration</td>
<td>206</td>
</tr>
<tr>
<td>Teen</td>
<td>35 programs</td>
<td>3,007</td>
</tr>
<tr>
<td></td>
<td>Summer Reading registration</td>
<td>20</td>
</tr>
<tr>
<td>Adult</td>
<td>90 programs</td>
<td>1,718</td>
</tr>
<tr>
<td></td>
<td>Summer Reading registration</td>
<td>131</td>
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#### University Heights Programming:

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<th>Programs/Events</th>
<th>Attendance/Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>36 programs</td>
<td>430</td>
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<tr>
<td></td>
<td>3 outreach visits</td>
<td>169</td>
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<tr>
<td>Adult</td>
<td>1 program</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>2 outreach visits</td>
<td>15</td>
</tr>
</tbody>
</table>
**Internal Operations:**
New DVD cases were purchased for the entire collection, eliminating the need for a separate security case and decreasing staff time.

**Borrowing Changes:**
September was fine amnesty month for children under 18, during which we forgave $15,521.

Outreach visits generated 173 new “Three for Me” cards.

Food for Fines yielded a donation of 1,238 pounds of food to the Heights Emergency Food Bank.

Added new credit card functionality to Circulation Services at Lee Rd.

**Staff Development and Training:**
Nearly every staff member participated in development opportunities, including a variety of webinars, computer classes, NEO-RLS trainings on library topics and vendor software.

ALA Annual

OLC North Chapter Conference

OLC Annual Conference

OLC Leadership Conference

Legislative Day in Columbus.

Virginia Hamilton Conference

Two Manager meetings with Shaker Heights Public Library managers.

All staff attended Staff Development Day, during which the entire staff participated in a morning long workshop on race and ethnicity.

Internal training offered to staff on Safe Place, Sexual Harassment, Drug Free Training Workplace (two versions offered, one specifically for managers), American Sign Language, In Charge training, LGBTQIA training, Cultural Intelligence training for managers, Mental Health First Aid.

**Facility Updates:**
The completely renovated University Heights Branch re-opened on October 12, with a Grand Re-Opening held on November 12th, attracting around 300 people.

Security cameras throughout all of our branches were upgraded.
Coventry’s tuck pointing project was completed. A retaining wall was added to the front garden and the front doors were refurbished. Shelving was replaced and painting happened throughout the building.

Noble received new furniture for the children’s area and new wallcovering in the hallways.

New shelving was installed at Lee Rd, in both the New Book area and A/V room, giving us more shelf space for materials and more floor space.

New public computer furniture was installed at Lee Rd, in ASD and both rooms of YSD. The HKIC also received new computer furniture for additional PCs. ASD gained 12 new study carrels, all with power outlets. New staffing stations were added in Teen and the A/V room. Finally, a unit was added under the stairs on the first floor and houses two 15 minutes computers, a staff station, a catalog and a printer, which frees up space in the busy lobby area.

**Partnerships:**

**Book Bike** – Heights Libraries’ Book Bike reached over 430 people at eight outreach events throughout the summer including the Roxboro Back to School BBQ, Finley Park Block Party, and Noblefest.

**Major 2017 Community Partners**

- American Civil Liberties Union
- Bellefaire JCB
- Case Western Reserve
- City Club of Cleveland
- City Fresh
- Clayworks
- Cleveland Association of Black Storytellers
- Cleveland Hearing and Speech
- Cleveland Heights Community Center
- Cleveland Heights Historical Society
- Cleveland Heights Landmarks Commission
- Cleveland Heights Senior Center
- Cleveland Heights-University Heights
- Public School System
- Cleveland Institute of Music
- Cleveland Museum of Art
- Cleveland Museum of Natural History
- Cleveland Orchestra
- Cleveland Restoration Society
- Cleveland Seed Bank
- Coventry SID
- Family Connections
- Forest Hill Church
- Foundation Center
- FRIENDS of Heights Libraries
- Heart of Dying Project
- Heights Community Congress
- Heights Writes
- Heights Youth Club
- Judson Park
- Lake Erie Ink
- League of Women Voters
- Mac’s Backs
- MetroHealth Hospital
- Musicians’ Tower
- Monarch Center for Autism
- North Chagrin Nature Center
- Plain Dealer and Cleveland.com
- Starting Point
- University Hospitals Seidman Cancer Center
- Warrensville Center Apartments

Creative outreach was a priority at Noble this year.
• Deposit collections were added to two local Barbershops, Noble’s Summer Enrichment Camp, and Toddle Inn.
• Staff provided outreach at the Severance Medical Building’s Pediatricians Office, to CHUH Schools’ Peer to Peer program for refugee children, the Forum on Refugee Services at the Senior Center, Noble’s Summer Enrichment Camp, Judson Park, the Warrensville Apartments’ Senior Lunch Program, Oxford School Market Day, Start Right Church of God Family Night, the Finley Block Party, Roxboro Barbeque, Dennison Park, lunchtime book groups at Heights Middle School and to the Sixth Grade Reading Society.
• These are in addition to ongoing outreach to Noble and Oxford K-5th classrooms, Noble and Oxford aftercare programs, Literacy Nights, and preschool visits to Children’s Discovery Preschool, Hannah’s House, Toddle Inn, and Noble Preschool, Noblefest, and Heights Middle School Curriculum Night.
• Staff serve on the Community Care Team with Schools, the Community in Schools Task Force and attend the Noble Neighbors Group’s monthly meetings.

2017 GRANTS

FRIENDS of Heights Libraries: Teen Digital Media Lab $5,000.00
Libraries and Autism: We’re Connected, Autism Welcome Here $5,000.00
LSTA: Teen Digital Media Lab $7,373.00
STAR_Net: NASA at Your Library $1,000.00

DIRECTOR’S REPORT

Ms. Levin reported:

https://americanlibrariesmagazine.org/magazine/issues/2018-state-americas-libraries/

Coventry School leases to be signed this month
The library officially became owner of the 6 acre Coventry School site on April 1. Family Connections, Lake Erie Ink, Future Heights/Reaching Heights, Ensemble Theater, Artful and Urban Oak School have received leases outlining a $3.00/ square foot rent at the Coventry School Building. The library will be occupying the space vacated by Coventry Day Care by June 1.

A Playground Clean-Up is scheduled for May 12 and we encourage the public to come out and celebrate the Park and Campus that afternoon. Thursday night movies will take place again in the Park this summer, in partnership with the Coventry SID. Ensemble will host a Cleveland Foundation Common Ground discussion on June 24, Comic Book Day honoring Harvey Pekar is planned for July. Check our website for a whole schedule of events.

Circulation Staff preparing for Passport Service
Training of Circulation staff commenced this month as we prepare to launch our Passport Service in June. Ty Emerson and Maggie Kinney are leading the staff in this initiative that will start in the Lee Road Branch with circ staff from all branches participating.

Staff attended Public Library Association Convention in Philadelphia
Jenny Greene, Heather Howiler, Sam Lapides, Ann McNamara, and Nancy Levin attended the biennial conference held between March 20-24. Despite weather related delays and closings nearly 8,000 people joined us in Philadelphia. My experience included a preconference on Dismantling Institutional Racism in Public Libraries. I shared some of the information with managers and we decided to create a voluntary task force to discuss issues addressed in the forum.

**Trees and art coming soon to University Heights Branch**
Just in case you were wondering when Spring would arrive, so are we. We do have plans to plant trees and landscape beds on the front lawns. In addition, a more permanent wrought iron fence will be placed between Dunkin Donuts and the library with a walk through path allowing pedestrian access. Also art by 75-year-old Michigan artist Jerry Gretzinger has been installed at the UH branch over the fireplace. Vinyl panels depict a map of an imaginary city called “Ukrania” that has been under construction for more than 50 years. Gretzinger has been invited to speak at the branch and we hope to have a date for his appearance soon. The Fund for the Future of Heights Libraries funded the artwork.

**Kronos is LIVE**
All modules of our new Kronos HRS system are now live and staff is actively using the system. We completed the performance appraisal process in Kronos with very little fuss. The first applicants are using the online applicant tracking system. Thank you to Laurie Marotta and the team of Debbie Herrmann, Amy Gerson, Heather Howiler and Leslie Mallon for implementing the system for us.

**Director’s Activities**
Ohio Library Legislative Day, Columbus, April 11
Invited staff to attend Edwins Restaurant story program at Chamber of Commerce Breakfast, April 12
Greater Cleveland Foodbank, Strategic Plan Refresher, April 16
Library hosts “Mind your Mindset Training” for Heights Hillcrest Chamber of Commerce, April 17
Chamber of Commerce Board meeting, April 18
Judge, Reaching Heights Spelling Bee, April 18
Nancy speaks at Professional Men’s Club of Cleveland, April 19
Circle Heights, April 20
Clevnet Director’s Meeting, April 27

National Library Week recognition from City of Cleveland Heights

**OLC Trustees Dinner**
Heights Library Trustees will attend the OLC Trustees Dinner on April 26 in Wadsworth where they will discuss Advocacy on the behalf of the library. Directors will attend a similar training for those holding the position in the afternoon that day, including Nancy Levin.

**Democracy in action at Heights Library**
Tax forms, voter registration, conversations about Fair Housing, it’s all happening at the library this month culminating in Voting on Tuesday May 8 at Lee Road and University Heights branches.

Kim and Nancy also participated in Ohio Library Legislative Day by visiting their elected representatives in Columbus on April 11 carrying the message of the good work of Public Libraries. We visited: Representative Janine Boyd (HD9) and State Senator Sandra Williams (SD21). We stressed activities around Workforce Development and the Return on Investment in libraries.

Below: Visiting Sen Saundra Williams (far left). Cleveland Public Library also was represented by two constituents.

**Opioid Seminar from The State Library of Ohio**
The State Library of Ohio is pleased to announce a series of special events coming to a location near you in early August. In partnership with the State Library of Ohio and OhioNET, each of Ohio’s Regional Library Systems will sponsor a day of learning and networking called **Opioids in**
**Communities: Libraries in Response.** From August 6th through the 9th, each region will host a day-long event featuring keynote speaker Sam Quinones, author of *DREAMLAND: The True Tale of America’s Opiate Epidemic*, as well as practical, local perspectives on library responses. Including speakers from a variety of library perspectives—public, academic, and K-12—this series of events will continue the conversation begun at OLC’s recent symposium on the same topic. While this event is geared toward middle management and front-line library staff, staff at all levels are welcomed. We look forward to seeing you at one of the sessions!

- **Monday, August 6th**—Bossard Memorial Library in Gallipolis  
- **Tuesday, August 7th**—Sinclair Community College Conference Center in Dayton  
- **Wednesday, August 8th**—Owens Community College in Findlay  
- **Thursday, August 9th**—Hilton Garden Inn in Twinsburg

### Announcing Participants Selected For Library Leadership Ohio 2018

**April 10, 2018**

The State Library of Ohio and [OhioNET](#) are pleased to announce the cohort of developing leaders selected to participate in Library Leadership Ohio 2018. Participants were carefully chosen based on their outstanding leadership potential; excellent communication skills; successful library employment experience; initiative, commitment and reasonable risk taking; forward-thinking approach to problem solving; and commitment to the profession.

“Library Leadership Ohio has long been recognized as Ohio’s premier institute for helping future leaders identify and develop their skills. It is gratifying to look around the state and see LLO graduates in key leadership positions throughout Ohio’s library community,” expressed State Librarian Beverly Cain. “I look forward to meeting the 2018 Library Leadership Ohio class and working with them to lead Ohio’s libraries to even greater levels of achievement.”

“OhioNET is pleased to partner again with the State Library of Ohio to facilitate development of the next generation of library leaders in Ohio. We have been working since last fall to make sure that LLO 2018 gives the greatest opportunities for invited attendees to learn from—and with—each other, and to further develop strong ties across library types,” said OhioNET Executive Director/CEO Michael P. Butler. “Library Leadership Ohio is a tremendous example of what collaboration can do for the benefit of the entire Ohio library community, and I am grateful to all who have helped to make LLO 2018 a reality.”

Congratulations to the Heights Library staff selected to participate in Library Leadership Ohio 2018:

- Mary Looby, Cleveland Heights – University Heights Public Library  
- Sara Phillips, Cleveland Heights-University Heights Public Library

Library Leadership Ohio 2018 will be facilitated by Ivy Library from Charlottesville, Virginia and will take place July 17 – 20, 2018 at the Quest Conference Center and Four Points by Sheraton Hotel in Columbus, Ohio. Library Leadership Ohio is co-sponsored by the State Library of Ohio and OhioNET, with support from the Ohio Educational Media Library Association (OELMA) and the Ohio Private Academic Libraries (OPAL). The program is funded in part through a federal Institute of Museum and Library Services (IMLS) LSTA grant awarded by the State Library of Ohio. For more information, visit the [Library Leadership Ohio](#) website.
SECURITY UPDATE

Ms. DeNero-Ackroyd reviewed charts of incidents in the library, by branch and totals. She said some of the information is incomplete and she will bring it back to the board at the next meeting.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

- On March 5th, local historian and storyteller Dennis Sutcliffe presented “Rabbi Abba Silver’s Battle against the Cleveland Nazis,” a fascinating look at the Nazi movement here in the Cleveland area during the 1930s. While Stormtroopers were marching in Parma and local auto-workers were being recruited for jobs in German factories, Rabbi Silver’s League for Human Rights led the fight against fascists in the Cleveland area.
- Manager Ty Emerson and Special Projects Manager Maggie Kinney traveled to Stark County to visit libraries who are accepting passport applications. They returned with many good ideas. Additionally, they are collecting the required hardware like cameras and printers for the program, as well as partnering with Buildings, IT, and Security to prepare the new Passport Hub.
- 24 people attended this month’s “Tech Talk: Cutting the Cord.” This lecture-based tech series has been slow to draw an audience, but this month’s topic on how to break up with cable and move toward online streaming made an impact on customers.
- Four Cleveland Heights Poets Laureate read at Christine Howey’s farewell performance. The event featured the first public reading as Poet Laureate by incoming Damien McClendon as well as past Laureates Gail Bellamy and Kathleen Cerveny. Thirty-five people gave enthusiastic receptions to all the poets with a standing ovation for Christine’s reading, which was by turns hilarious and heart-breaking work.
- Noble hosted the Cleveland Heights-University Heights Schools’ Superintendent, Talisa Dixon for a Dinner and Discussion program. Fifteen parents and students attended and participated in a lively discussion.
- As part of our ongoing partnership with Whole Foods Market, Youth Services Librarian Hannah Van Jura hosted our first Storytime at Whole Foods Market program. Nine children and their parents attended, and Whole Foods Market provided a snack to the attendees.
- Lee Road Youth Services staff visited 11 preschools and elementary schools to share stories with 294 children. Sarah Rosenberger and Colin Marshall visited Heights High for their monthly TigerLab outreach; they had 97 students visit their table.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Botnick said the board had completed the evaluations of the director and fiscal officer and presented the following resolution to consideration:

RESOLUTION 19-2018

SALARIES OF DIRECTOR & FISCAL OFFICER

WHEREAS, the Board of Library Trustees is responsible, at its annual organizational meeting, for setting the salaries for the Director and Fiscal Officer on an individual basis; and
WHEREAS, in setting such salaries, the Board of Library Trustees takes into consideration the results of its performance evaluations of the Director and the Fiscal Officer; and

WHEREAS, the Board has recently completed its most recent performance evaluations of the Director and the Fiscal Officer:

NOW, THEREFORE, BE IT RESOLVED that the annual salary of the Director, Nancy Levin, shall be $113,500 (representing an increase from the 2017 salary of $4,500.00); and

BE IT FURTHER RESOLVED that the annual salary of the Fiscal Officer, Deborah Herrmann, shall be $81,500 (representing an increase from the 2017 salary of $3,000.00). These increases will be effective as of the first pay of 2018.

Mr. Gerboc moved. Mr. Mentrek seconded. Resolution 19-2018 was approved by a unanimous roll call vote.

RESOLUTION 20-2018
ADDITIONAL CONTRACT
WASHINGTON BLVD PROPERTY

WHEREAS the Library Board of Trustees owns 2943 Washington Blvd. and oversees the maintenance of the building and property; and

WHEREAS the library wishes to enter into contracts for operations and maintenance at said building and property;

NOW THEREFORE BE IT RESOLVED that the Director and/or Fiscal Officer are authorized to enter into the following contracts:

U.S. Protectives Services - $4,400 for hardware and equipment for security (to be paid by General Fund) and $40 a month for monitoring (to be paid from the 299 Fund, tenants sharing the cost)

Ms. Levin said this is the current vendor providing security monitoring at the building.

Ms. Botnick oved. Mr. Mentrek seconded. Resolution 20-2018 was approved by a unanimous roll call vote.

ADJOURNMENT

Mr. Roosa moved. Mr. Mentrek seconded to adjourn the meeting at 7:24 p.m. The motion was approved with unanimous consent.