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

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

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; Sue Janssen from the Friends & Foundation, Khaliah Fisher-Grace from the League of Women Voters, Chloe Williams from the Staff Association.

APPROVAL OF MINUTES
Minutes from the April 16, 2017 Regular Meeting were forwarded to board members for review. Mr. Mentrek moved to approve the minutes as presented. Mr. Tirakhia seconded. The minutes were by unanimous consent. She said the increase in interest income more than offsets the decrease in fines.

OPERATIONS COMMITTEE – MR. MENTREK

FINANCIAL REPORT
Financial and Investment Reports for April will be submitted at the June Board meeting. Ms. Herrmann presented a slide showing a comparison of revenue over several years for fines, lost items and interest income.

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

RESOLUTION 21-2018
PURCHASE OF DIGITAL SCANNER
TECHNOLOGY FUND

WHEREAS the library wishes to increase services available to those interested in historical preservation;

NOW THEREFORE BE IT RESOLVED; that the fiscal officer is authorized to approve a purchase order for a digital scanner to Digital Library Systems Group, from the Technology Fund, in the amount of $33,671.26 for the purchase of a digital scanner and 68 month maintenance agreement.

Ms. Levin said the scanner will initially be used to scan the Heights High newspaper and then it will go onto the floor for customers to use.
Mr. Mentrek moved. Mr. Turakhia seconded. Resolution 21-2019 was approved by a unanimous roll call vote.

RESOLUTION 22-2018
INSTALLATION OF WALL COVERINGS
LEE & NOBLE BRANCH
BUILDING & REPAIR FUND

WHEREAS, the library has been seeking wall coverings that are tear-proof, waterproof and can be easily cleaned; and

WHEREAS, the library has had XOREL Wallcovering at the Noble rear entrance for several months and found the wallcovering to be indestructible;

NOW THEREFORE BE IT RESOLVED that the fiscal officer is authorized to approve a purchase order to The Dependable Painting Company for XOREL wall coverings at the main entrance of the Lee Road Branch ($4,775), the west entrance of the Lee Road Branch ($1,790); at the Noble Branch the lower level corridor and the remainder of the first floor corridor ($6,450) and the basement meeting room ($5,775) for a total of $18,790.

Ms. Dickerson said the wallcoverings make the hallway look pristine.

Mr. Turakhia moved. Ms. Fluellen seconded. Resolution 22-2018 was approved by a unanimous roll call vote.

RESOLUTION 23-2018
APPROVAL OF NOBLE FURNITURE PURCHASE
BUILDING & REPAIR FUND

WHEREAS the Noble Branch wishes to purchase five armless chairs for the teen area;

NOW THEREFORE BE IT RESOLVED that the fiscal officer is authorized to approve a purchase order from the Building & Repair Fund to Norix Group Inc. for $3,957.50

Ms. Dickerson said these are indestructible chairs.

Ms. Fluellen moved. Mr. Mentrek seconded. Resolution 23-2018 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT
Ms. Marotta reported:

Staffing
We filled the 20 hour per week Adult Services Associate position with an internal candidate, James Rogers, Noble Circulation Assistant. This will create a new vacancy for the Noble Branch. We also had two resignations, one from Alys Dutton, part-time Youth Services Associate who is leaving the state for a graduate studies. The other resignation is from Emma Lysy, part time Technology Assistant, who is relocating out of Cleveland.
Anthem/ERC Health Plan renewal
We are pleased to announce that we received a 3% renewal credit on a 3% renewal for 2018. We received the renewal credit thanks to the participation of 51 employees and spouses who participated in the ERC Wellness Program. We offer 6 plans to employees. The premiums for each plan were adjusted by Anthem/ERC up and down a few percentage points to bring about the net impact of -2.90% overall. The plan designs were mostly unchanged but there is one significant change with pharmacy providers. The plan will now designate pharmacies with preferred status where copays will be lower. This may mean employees would want to change pharmacies for copay savings. We plan to share the same cost sharing structure as 2017. We will be asking you to vote on the Health Insurance Renewal at a Special Meeting the first week of June.

PLANNING AND EXTERNAL RELATIONS – MR. ROOSA

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

<table>
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<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>
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<td>L. Gore</td>
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<td>K. Durbin</td>
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<td>Adult Services Associate</td>
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<td>*Associate Youth Services</td>
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<td>TBD</td>
<td></td>
<td>J. Rogers</td>
<td>Open</td>
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*New to the report this month

Resolutuion 24-2018
APPROVAL OF INTERNET SERVICE PROVIDER FOR 2843 WASHINGTON BLVD.

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 contracts as follows:

Single Stop Technologies - To be paid by the library from the General Fund – hardware $6,791, installation and configuration $2,080, Internet installation $250.
One View Communications - To be paid by the tenants from the library’s 299 Fund – Internet service $799 per month, 3 to 5 hours support per month ($320). Individual telephones will be purchased by the tenants.

Ms. Levin said the library is close to having all the tenant leases signed.

Mr. Turakhia moved. Mr. Mentrek seconded. Resolution 24-2018 was approved by a unanimous roll call vote.

COMMUNICATIONS REPORT
Ms. Banks reported:

Media Highlights
- Plain Dealer/Cleveland.com covered the official transfer of the Coventry PEACE Campus title from the CH-UH Schools to Heights Libraries
- Sun Press/Cleveland.com covered Racing to the Movies/Neal Hodges lecture, film screening of the documentary Voices from the Hill (with Heights Community Congress), FRIENDS Mega Sale, and Free Comic Book Day at Lee Road; and Pajama Time story program at Noble; and the Fiesta Foods for Cinco de Mayo program at University Heights (with Whole Foods)
- Cleveland Heights Patch website featured shorts articles about the official transfer of the Coventry PEACE Campus title from the CH-UH Schools to Heights Libraries and National Library Week/Customer Appreciation Week

Publications/Outreach Highlights
- Customer Appreciation Week, April 8-14. Communications staff visited each branch to greet customers and collect testimonials and photos for “Here for you” campaign. Very productive, collected stories, first two will appear in Heights Observer ad in June.
- Attended screenings of Zombillenium at CIFF, introduced film, promoted partnership with festival.
- Edited, layed out the summer issue of Check Us Out.
- Attended County Councilman Houser’s Health and Wellness Fair at the Cleveland Heights Community Center, shared library-related info like meditation programs, bookmarks with call numbers for health-related books

Other Projects
- CHUH Schools art show installation took place; opening reception/awards ceremony Tuesday, April 17, 7 p.m. with roughly 200 in attendance. Show runs through May 18.

FRIENDS REPORT
Ms. Janssen reported the Friends Mega-Sale raised $8,367 and 60 volunteers spent 476 hours on the sale. The First Friday sale raised $557.

PRESIDENT’S REPORT
None.
DIRECTOR’S REPORT
Ms. Levin reported:

Report to CH City Council
Ms. Levin made her annual visit to Cleveland Heights City Council on May 14. We discussed Library Services, the Coventry PEACE Campus, the Boys and Girls Club closing, and the value of independent public libraries in Cuyahoga County.

Summer Reading takes to the Road
Children, Teens and Adults will once again have summer reading activities at all of the Heights Libraries this summer. The themes are all related to Travel. This fits in nicely with our new Passport services.

Passport room prepared for new service
The former Copy and Fax room at the Lee Road Branch has received a face lift to be ready for the commencement of passport services in June. The library staff has been trained to assist customers in filing passport applications including the taking of photographs. This service is being offered by appointment.

Library partners with Greater Cleveland Foodbank to offer summer lunches
In response to the closing of the Boys and Girls Club at Washington and Lee Roads, the library has responded quickly to a community need. We have offered to work with the Greater Cleveland Food Bank to provide summer lunches for children from June 4 to August 10 at the Lee Road Branch. Lunches will be served from 1-2 pm.

Coventry PEACE celebrates new partnership with library at annual clean-up day.
On Saturday May 12, the PEACE Campus united to present tours, children’s activities and family fun after conducting the semi-annual park clean up. Flowers were donated by citizens while labor was provided by a dedicated team that has been maintaining the park and playground for over 20 years. The library provided tours and a story time as well as a visit by the book bike. Mulch for the gardens was also provided by the library with its vendor Findley Landscaping.

FFHL welcomes two new board members
Renee Lewin and Sydney Benson joined the Board of Directors of the Fund for the Future of Heights Libraries this month at their regular meeting on May 9. Lewin is a consultant specializing in strategic and creative branding. Benson is an attorney specializing in Finance at Thompson Hine LLP. Also at this meeting the Foundation voted to fund the installation of a piece of art at the newly renovated University Heights Branch of the library. The Foundation is currently planning its annual Honor Roll dinner and will be accepting application for the Door Opener and Mind Opener awards this summer.

GOVERNMENT REPORT
Ms. Levin reported:

All 11 Ohio Library Levies pass.
Two Cuyahoga County library levies were on the ballot May 8. Both Westlake Porter and Shaker Heights Public Library levies passed. The Shaker Levy was a very close race and won with 52% of the voters supporting.
WASHINGTON (Reuters) - Landmark U.S. “net neutrality” rules will expire on June 11, and new regulations handing providers broad new power over how consumers can access the internet will take effect, the Federal Communications Commission said on Thursday in setting the date.

The FCC in December repealed the Obama-era open-internet rules set in 2015, which bars providers from blocking or slowing down access to content or charging consumers more for certain content.

The prior rules were intended to ensure a free and open internet, give consumers equal access to web content and bar broadband service providers from favoring their own material or others.

The new rules require internet providers to tell consumers whether they will block or slow content or offer paid “fast lanes.”

Comcast Corp, Verizon Communications Inc and AT&T Inc have all pledged to not block or discriminate against legal content after the net neutrality rules expire.

Reuters first reported the June 11 effective date, disclosed in an FCC document on Thursday.

Acting New York Attorney General Barbara Underwood, a Democrat, said “the repeal of net neutrality would allow internet service providers to put their profits before the consumers they serve and control what we see, do, and say online.” A spokeswoman for Underwood said the state attorneys general have not sought a stay of the FCC order yet.

A group of 22 states led by New York and others have sued to try to block the new rules from taking effect, and the U.S. Senate may vote as early as next week to reject the December repeal.

The revised rules were a win for internet service providers, whose practices faced significant government oversight and FCC investigations under the 2015 order, but are opposed by internet firms like Facebook Inc. and Alphabet Inc.

Some internet providers have said they could eventually offer paid fast lanes, also known as paid prioritization, for some future internet traffic.

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:

- On April 24th, John Ewing, Director of the Cleveland Institute of Art Cinematheque and Curator of Film at the Cleveland Museum of Art (and one time Heights Library ASD Associate), gave a lecture on one of his favorite eras of film history. Supplemented with film clips and a lively discussion, the program was part of our spring program series the Golden Age of the Silver Screen.
- Nearly all circulation staff attended and passed the Passport Acceptance Training and test.
Media Lab Improvements – Last month a new iMac, new microphones, and updated software was installed in the HKIC’s media lab. Software available to the public includes: iMovie, Garage Band, Pages/Numbers/Keynote (new), Adobe Creative Cloud, Audacity, iTunes, Skype (new), Chrome, and Safari.

Dr. Roz Rosen discussed her book *Deaf Culture Fairly Tales*, a collection of fairy tales with a Deaf-centric twist, each story featuring Deaf characters and signers. A crowd of one-hundred nine people filled Coventry Branch to capacity.

Librarian Steve Sanders attended the inauguration ceremony of the Bhutanese Community of Greater Cleveland a newly formed 501 (c) (3) whose mission is to assist the Bhutanese community in resettlement and preserving their culture. During the ceremony, Noble Library was recognized as for its efforts in assisting the community in our neighborhood.

Local History In My Day Grant: Ohio Arts Council live stream of panel discussion and scoring occurred April 17 and 18. Scores were released shortly after and the *In My Day* grant proposal was rated 52/60 – which was the fourth highest score out of 89 applications. Grants will be awarded in July. Partners: Local History Librarian Jessica Robinson, Digital Mosaic, OAC, Heights Community Congress, Lake Erie Ink, and the FRIENDS of Heights Libraries

A surprise programming hit was Book Styling this month. Participants created artistic photo arrangements of their favorite books using flowers donated by Whole Foods and scarves borrowed from Branch Manager Sara Phillips’ personal collection. The photos will be shared on the Teen Instagram account for all to see.

In April, Lee Road Youth Services staff visited 11 preschools and elementary schools to share stories with 415 children. In addition, Youth Services Librarian Sarah Rosenberger and Youth Services Associate Colin Marshall visited Heights High and spoke with 85 students.

Our annual Book Madness program received 719 total votes through April. Lee Road customers selected Jumanji as their favorite book overall. Chris Fries organized Book Madness for Lee Road.

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

ADJOURNMENT
Mr. Turakhia moved and Ms. Fluellen seconded to adjourn the meeting at 7:06 p.m. The motion was approved with unanimous consent.

Unless otherwise notified, the next regular meeting of the Board will be held on Monday, June 18, 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.