PRESENT: Present: Ms. Botnick, Mr. Gerboc, Mr. Mentrek, Ms. Moskowitz, Mr. Roosa, Mr. Tirakhia. Ms. Fluellen 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, Betsy Tracy from the League of Women Voters, Ben Guylas from the Staff Association.

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

APPROVAL OF MINUTES
Minutes from the August 6, 2018 Regular Meeting were forwarded to board members for review. Mr. Roosa moved to approve the minutes as presented. Mr. Mentrek seconded. The minutes were approved by unanimous consent.

PRESENTATIONS
Michelle Stys, Regional Liaison from the Auditor of State’s Office, presented the Ohio Auditor of State Award with Distinction to the library for excellence in financial reporting.

Kevin Echols, Library Security Supervisor presented a report on incidents occurring at the library:

- As of August 31st the rate of incidents is .00025 or less than on incident per 1000 visitors.
- Through the August 31st we have 120 incidents compared to 193 this time last year, and 205 in 2016.
- There was a 50% decrease in incidents from the first quarter (60) through the second quarter (30) incidents in 2018.

Board members asked what the library would attribute the drop in incidents to and Mr. Echols said staff deescalate many issues. Board members were given the updated Emergency Manual.

OPERATIONS COMMITTEE – MR. MENTREK

FINANCIAL REPORT
Ms. Herrmann said revenues and expenditures are tracking as expected with the exception of the PLF and property taxes exceeding projections. August expenditures look higher than usual as there were three payrolls that month.
APPROVAL OF
FINANCIAL & INVESTMENT REPORTS – JULY & AUGUST
Mr. Gerboc moved. Mr. Mentrek 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 37-2018
APPROVAL OF MATERIALS EVALUATION & SELECTION POLICY
BE IT RESOLVED that the Materials Evaluation & Selection Policy of the Board of Library Trustees of the Cleveland Heights – University Heights Public Library be approved as amended for 2018 and that a corrected copy be attached to the Minutes of this meeting, to the Library’s web site, and to all copies of the Policy Notebook of the Board of Library Trustees. (Attached)

Ms. Levin said the policy is reviewed every year for updates. This year gender identity references were updated.

Ms. Moskowitz moved. Mr. Turkhia seconded. Resolution 37-2018 was approved by a unanimous vote.

RESOLUTION 38-2018
FUND TO FUND TRANSFER GENERAL FUND TO LOCAL GRANTS
WHEREAS the Ohio Arts Council has awarded to the Cleveland Hts.-University Hts. Public Library a grant of $7,940 for a $15,880 project that is to be used to purchase equipment, software, and services to create a digital archive of local oral history and;

WHEREAS the Friends of the Heights Library have contributed $3,000 to the project and the library will contribute $4,940; and

WHEREAS, the library must first spend funds and submit information to the Ohio Arts Council for reimbursement and;

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees authorizes a fund to fund transfer from the 101 General Fund to the 206 Local Grants Funds in the amount of $12,532.66 (utilizing unexpended prior year cash for a portion of the local match) with the expectation that $7,940 will be returned to the General Fund by June 30, 2019 when the grant is closed out.

Ms. Herrmann said this is a reimbursement grant so the library will transfer the grant amount and the library share to the grant fund and be reimbursed the amount of the grant.

Mr. Roosa moved. Mr. Turakhia seconded. Resolution 38-2018 was approved by a unanimous roll call vote.
Ms. Marotta reported:

**Staffing**

Angelica George, a Noble Road part time Youth Services Associate was promoted to full time by filling the U.H. full time vacancy. In addition, The U.H. branch also filled a vacant part time youth services position but with an external hire. We had one resignation, Jay Rosen, Communications Coordinator, is returning to his home state of New Jersey to pursue employment opportunities.

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
<th>Incumbent</th>
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<td>PT</td>
<td>10/17/2017</td>
<td>Resignation</td>
<td>K. Phillips</td>
<td>Hold</td>
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<td></td>
<td></td>
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<tr>
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<td>Associate Youth Services</td>
<td>PT</td>
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<td>M. Meaney</td>
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<td></td>
<td>Associate Youth Services</td>
<td>FT</td>
<td>8/3/2018</td>
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<td>A. Bierly</td>
<td>Filled</td>
<td>A. George</td>
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<td>*Associate Youth</td>
<td>PT</td>
<td>8/20/2018</td>
<td>Promotion to FT UH</td>
<td>A. George</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month

Staffing changes

We increased our staff complement from 109.925 to 110.875 FTE’s by increasing staffing hours in two departments. Both staffing increases are based on a need to meet our growing outreach demands. First, we are adding an additional 20 hours per week in the youth services associate job classification in the Lee Road’s Youth Services Department. These hours will be added to a part-time associate job to create a full time job.

Secondly, we will be increasing the part time Communications Coordinator position back to a full time position and expanding the job duties and title. The new position will now include outreach and community engagement related duties. This person will work across all departments to support outreach related activities that are not being fulfilled by staffing restrictions within a department. Some of the primary duties include Book Bike outreach, coordinating/scheduling outreach van visits and serving as a liaison for programming with Coventry Peace partners. The existing part time communications related work will remain in the job description and the job will continue to report to the Communications Manager. History, in 2017, the Communications Coordinator job was a full time position, we reduced it to part time when we moved the meeting room responsibilities over to the part time accounting assistant position. We moved 5 hours over to the accounting assistant job and froze the remaining 15 hours. Therefore, the next increase is an additional 5 hours to make the
job full time again. The board will be acting on the approval of the new job description following this report. The new position title will be Community Engagement Associate.

**Staff Training**

**Annual Drug Free Workplace Training**

The Library participates in the Bureau of Workers Compensation’s Drug Free-Safety premium rebate program. By implementing a loss-prevention strategy, which includes pre-employment drug testing, policies and drug awareness training, we receive a 4% premium rebate each year. In August, 137 employees attended drug-free awareness training which will satisfy the training component of the program. Kathleen Blasko Stewart, PCC, LICDC, CEAP returned this year to facilitate the required sessions for staff and managers. This year, Kathleen highlighted information on the hazards of “vaping” (i.e. e-cigarettes) and Ohio’s new medical marijuana law.

**Wellness Initiative – Library Group Health Insurance**

September 30, 2018 is the deadline for Anthem covered staff to participate in our health insurance consortium’s annual physical initiative. Participation numbers determine our eligibility to remain in the consortium and also receive a renewal credit in 2019. In 2018, we met the 3% renewal credit level. Below is a graphic of our current progress. We currently have 40 approved participants and therefore met the core requirement of 38. There are 17 registered which means we need all 17 to meet the September 30, 2018 reporting deadline and receive approval to be in good shape for a renewal credit.

**RESOLUTION 39-2018**

**APPROVAL OF NEW POSITION – COMMUNITY ENGAGEMENT ASSOCIATE**

WHEREAS the Library is experiencing an increase in outreach and community engagement related work across the system;
WHEREAS the Library has created a new position that includes outreach and community engagement related duties;

WHEREAS the new duties will be incorporated into the current part time vacant job salary grade 50, Communications Coordinator position and be renamed Community Engagement Associate;

NOW THEREFORE BE IT RESOLVED that the Library create a full time, salary job grade 50, Community Engagement Associate position to fulfill expanding outreach needs.

Mr. Mentrek moved. Mr. Gerboc seconded. Resolution 39-2018 was approved by a unanimous roll call vote.

PLANNING AND EXTERNAL RELATIONS – MR. ROOSA

COMMUNICATIONS REPORT

Ms. Banks reported:

Media Highlights
- Cleveland.com used us as a source for the article “How Northeast Ohio's libraries are staying relevant in a digital age” and quoted us about the importance of equal access
- Sun Press featured out Social Media and Privacy talk at Coventry and Saturday morning cartoon program at University Heights
- The Sun Press article “Cleveland Heights-University Heights schools, city ponder next use of Wiley School building” cites the library’s acquisition of the PEACE Park and former Coventry school building as an positive example
- WCPN underwriting promotional spots began for On the Same Page: The Refugee Experience

Publications/Outreach Highlights
- Fall Check Us Out mailed to community and distributed to buildings
- Here for You…” ad runs in August Heights Observer
- Attended the Cedar-Fairmount Festival and distributed promotional items, talked to over 100 people about the library

Other Projects
- New Lee Road lobby maps designed
- New lobby signage/murals installed (AV, Teen, Reserves, Meeting Rooms, Circulation)
- New HKIC building directional sign created
- Staff Art Show in the gallery organized and installed
- Revamp of website continues, including trying out new, faster server
- Met with Heights Music Hop representative, coordinated Sept. 13 event with Coventry branch
**FRIENDS REPORT**

Ms. Levin reported that library has submitted its 2019 funding request to the Friends and the Mega Sale will be after the Thanksgiving holiday as the Friends said sales were better as it seemed customers were in the buying mood later in the year.

**PRESIDENT’S REPORT**

None.

**DIRECTOR’S REPORT**

Ms. Levin reported:

**CH Immigration Task Force**

Stephen Saunders, Noble Branch Refugee Librarian, and I addressed the CH Immigration Task Force last month and the result is work toward cooperative agreement between the City, Schools and Library to provide resources and communication regarding issues that arise for the immigrant population of Cleveland Heights.

**Driving Grant Update from Steve Sanders, Refugee Services Librarian**

We officially received our mini-grant from Future Heights on Oct. 1, 2017. This mini-grant, along with a matching fund from Heights Libraries, provided enough funding to put five Nepali refugees through driver training with the Heights Driving School. Heights Driving School does their lessons in 2-hour sessions, meaning each person takes three practice sessions to learn to drive. As of August 1, four people have completed their training sessions.

We have had almost no trouble in getting the chosen refugees through their training. They have reported no trouble in scheduling sessions, and the driving instructors have told us that each student has been diligent, attentive and incredibly polite. But there have been one or two small things that have happened that we have had to manage. One woman who was chosen went through her first two trainings, but her learner permit expired before she could complete her third session. She was unable to get her permit renewed, so we agreed with the driving school to give her final lesson to another student in the program. We are preparing to have the final student sign up for their lessons. Our deadline for completion is Sept. 30. We hope to continue this program into the future. We are seeking funding now.

**Coventry Building**

Eviction proceedings are underway in court for the Coventry Day Care. They should be out of the building by Sept. 30 or they will be removed. They have not paid all of the rent they owe and they are operating outside of a lease.

Ms. Botnick said the library is taking their stewardship of the building seriously.

Fundraising is underway for all of the tenants. A concert was held in September and over $1000 was raised.

Installation of two kilns for Artful has been halted until all city building department approves stamped engineering drawings. This provision of the lease was known to the tenants before commencing their work.
The Library partnered with Ensemble on activities surrounding the play Alabama Story. This play discusses an actual censorship case in the 1950s. Where a state librarian fought the removal of the children’s book *The Rabbits Wedding* by Garth Williams. All of the organizations are taking part in the Heights Music Hop on Thursday, Sept. 13.

We continue to meet with the building manager and representatives of the organizations every two weeks. **The fall Coventry Park clean-up is scheduled for Oct. 13, the whole community is welcome.**

**Outreach Report presentation**
Tonight we share the Outreach report for 2017. Total persons served by our outreach activities rose 67% over 2016. This is a function of assigning staff the main responsibility of outreach, the addition of a mobile Tech lab program, and the book mobile used in place of the UH library when the building was under construction. Every aspect of outreach increased except for the book bike which went down. In response we have added book bike duties to a revamped job description in the Communications department which was presented this evening. We also added 20 hours to the Youth Services Department at Lee Road to help them continue to increase their outreach.

**On The Same Page**
Kudos to The On the Same Page committee led by Maggie Kinney for the amazing Soccer Game kick off on Sept. 8. Approximately 80 people attended including the Bhutanese Community of Greater Cleveland, CH City, Noble Neighbors, Greater Cleveland Food Bank, Children’s Book Bank, and Heights United Soccer Academy. Mayor Carol Roe was very pleased with the event!

**State Library Visit**
State Library’s Missy Lodge, Cindy Boyden and a representative from the Institute of Museum and Library Services visited our library in September to see the fruits of two LSTA grants. They visited the Teen Digital Media Lab and learned more about our Girl Engineers program. Maggie Kinney and Matt Hoffman were their guides and they were very impressed.

“CHUH has so many wonderful programs and services. It was “natural” to showcase on our Cleveland area trip…We were all blown away by the Teen Digital Media Lab and the other teen programs and services being offered.” – Missy Lodge

Missy will retire from the State Library later this year.

**Cuyahoga County Budget Commission**
Debbie Herrmann and I attended the annual budget commission on Sept. 13 to formally request our share of the PLF. We also heard reports on all of the library activities this year.

**NEO-RLS Annual meeting**
Kim and I will attend this meeting on Sept. 18 and look forward to a presentation by Chad J. Willet.

**GOVERNMENT REPORT**

Ms. Levin reported:

*ALA Council rescinds Meeting Room Updates: An Interpretation of the Library Bill of Rights*
For Immediate Release
Thu, 08/16/2018

Contact:
Macey Morales
Deputy Director
Communications and Marketing Office
American Library Association
(312) 280-4393
mmorales@ala.org

CHICAGO – Today the American Library Association (ALA) announced the outcome of a vote by ALA Council to rescind 2018 updates to the Meeting Rooms: An Interpretation of the Library Bill of Rights. The vote comes after a swift response from ALA members, leadership, its offices and library advocates, to address concerns regarding the use of the term hate groups.

The motion to rescind the 2018 version was approved. Ninety of the 179 councilors were required to vote. Seventy-five percent of those voting were needed to approve the measure. A total of 146 voted on this question, representing 82 percent of the eligible voters. 140 voted to rescind, and 4 voted not to rescind. The 2018 Meeting Room interpretation will be removed from ALA.org. The Library Bill of Rights will revert to the 1991 version of the Meeting Rooms interpretation, which was in effect until Annual 2018.

“I would like to express my gratitude to ALA members and staff for their collaboration and feedback as we work to respond to language found within updates to the Library Bill of Rights,” said ALA President Loida Garcia-Febo. “The ALA continues to strive to provide resources that support Equity, Diversity and Inclusion and intellectual freedom. We can only do so when all of our voices are heard. Today’s vote does not end conversations regarding the interpretation of the Library Bill of Rights, but rather continues our exploration regarding how we can support the profession’s needs.”

Conversations regarding meeting rooms continue within the library community. The Intellectual Freedom Committee (IFC) has established a new working group that consists of member leaders including Shauntie Burns-Simpson, New York Public Library, chair, Committee on Diversity; Sara Dallas, Southern Adirondack Library System, chair, Committee on Professional Ethics; Martin Garnar, University of Colorado, Colorado Springs, chair, Office for Diversity, Literacy and Outreach Services (ODLOS) Advisory Committee; Ray James, Institutional Survey, Intellectual Freedom Committee; Emily Knox, University of Illinois at Urbana-Champaign, vice president, Freedom to Read Foundation and member, Association of College and Research Libraries Professional Values Committee; Johana Orellana, North Richland Hills Library, Intellectual Freedom Committee; Kim Patton, Kansas City (Kan.) Public Library, Intellectual Freedom Committee; Brooke Sheets, Los Angeles Public Library, Public Library Association liaison to the Intellectual Freedom Committee; John Spears, Pikes Peak Library District, Intellectual Freedom Committee; Julia Warga, Kenyon College, chair, Intellectual Freedom Committee. Staff liaisons to the working group include Jody Gray, director of Office for Diversity, Literacy and Outreach Services and James LaRue, director of the Office for Intellectual Freedom.

The group will continue its work to draft a new revision of Meeting Rooms: An Interpretation of the Library Bill of Rights and share it prior to Oct. 1, 2018, with the anticipation that Council will vote on it prior to the 2019 ALA Midwinter Meeting in Seattle.
American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, ALA has been the trusted voice of libraries, advocating for the profession and the library’s role in enhancing learning and ensuring access to information for all. For more information, visit ala.org.

ALA--Senate approves federal funds for libraries in FY 2019 Labor-HHS-Education appropriations bill
Published August 24, 2018 by Kevin Maher

The full Senate late yesterday approved a “minibus” package of two appropriations bills for the 2019 fiscal year (FY 2019), Defense and Labor, Health, Human Services & Education (Labor-HHS). The bills include a $2 million funding increase for the Institute of Museum and Library Services (IMLS) with level funding for the Library Services and Technology Act (LSTA) as well as level funding for the Innovative Approaches to Literacy (IAL) program. The Senate voted overwhelmingly 85-7 for passage.

The success in securing library funding in the Senate is thanks to the work of library advocates across the country over the past year. LSTA and IAL were recommended for elimination in the president’s budget for the second straight year, but library advocates galvanized across the country to ensure senators recognized the important contributions of libraries.

Congress must approve 12 spending bills before the October 1 start of FY 2019 or pass a temporary spending measure (continuing resolution) to keep the government open. Appropriators are working on passing small groupings of spending bills (called a minibus) to avoid a massive “omnibus” package, which the president has threatened to veto. The two-bill minibus that passed late yesterday represents more than $850 billion in federal spending. The Labor-HHS appropriations bill includes $179 billion, while Defense appropriations includes $675 billion.

The full House, according to our sources, is likely to put off final consideration of these bills until after the November election and move to pass a continuing resolution to keep the government open past the elections. The House Appropriations Committee approved its FY 2019 Labor-HHS funding bill in July.

Under the Senate bill, IMLS would receive a $2 million increase to $242 million dedicated to improving administration of its grant programs and provide additional research for libraries and museums; LSTA would be level funded at $189.3 million; and IAL level funded at $27 million. Other funding levels for library-related programs include: level funding for Comprehensive Literacy State Development Grants (Striving Readers) at $190 million; Title II Effective Instruction level funded at $2.1 billion; CTE State Grants level funded at $1.2 billion; and Title IV Student Support increased $125 million to $1.225 billion. The National Library of Medicine received an increase of $13.5 million.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

Our local history work got a big boost with the new scanner. The KIC Bookeye 4v2 is a planetary scanner that is able to quickly and easily scan larger-size archival material without damaging it by via an overhead scanner.
In just a few weeks, Jessica Robinson has scanned numerous archival documents on the history of both the library and the city of Cleveland Heights. Sixty years of the Black and Gold, the Heights High school newspaper, is currently being scanned, in partnership with the Cleveland Heights-University Heights School District and the Heights Schools Foundation. These scans will all be uploaded to our local history repository on Ohio Memory and shared with the community through this website as well as our local history blog.

“Around the World in 80 Days of Reading,” our 2018 adult summer reading campaign, concluded on August 19th. Customers were invited to submit an entry for each book read this summer for weekly prize drawings. In addition, grand prize drawings will be held in September for a Kindle Fire HD 8 tablet, a prize package of international cuisine-related gift cards worth $100 or one of three Roku Express+ devices. In all, we had 1148 entries at Lee Road, a 67% increase from last year, and easily our best year ever.

137 employees attend drug-free workplace training in late August. Once again, the Library asked trainer Kathleen Blasko Stewart, PCC, LICDC, CEAP to facilitate the sessions for staff and managers. This year, Kathleen highlighted information on “vaping” (i.e. e-cigarettes) and Ohio’s new medical marijuana law.

Coventry Branch had an active role in the Pekar Comic Book Festival in partnership with the Coventry SID and, in particular, Mac’s Backs. We hosted two movies and three panel discussions in the meeting room with attendance of 160 people. The overall turnout was excellent and all the vendors were busy throughout the afternoon. Many staff from Lee Road and Coventry helped create this successful day.

Director Nancy Levin and several community partners offered the summer installment of the Coventry Conversations Series. Thirty-five community members attended the event to learn about plans for the PEACE Park and to share their questions, concerns, and suggestions. Many completed the PEACE park survey as well.

YSD Librarian Mary Looby attended the Library Leadership Conference presented by OhioNET and the State Library of Ohio. Attendees were selected based on their outstanding leadership potential, excellent communications skills, successful library employment experience, initiative, commitment to the profession, and forward thinking approach to problem solving.

Special Projects Manager, Maggie Kinney and YSD Associate Monica Wilson applied for and were awarded an ALA Great Stories Club Grant. The reading and discussion program partner will be Officer Falisa Barry and the Cleveland Heights Police Department’s Juvenile Diversion Program. The theme of the program is Empathy: the Cost of Switching Sides. Eight to ten teens will read, reflect, and share their thoughts on topics that resonate with them during monthly meetings.

**CH-UH Schools 21st Century Grant:** Five year grant from the Ohio Department of Education was awarded to CH-UH City School District for afterschool enrichment programs at Noble and Roxboro elementary schools. The library will assist with programming starting September 25 on Tuesdays and Thursdays primarily focusing on STEAM activities.

**Greater Cleveland Food Bank Summer Lunch Program:** Heights Libraries Lee Rd branch served 1,344 lunches to children and teens June 4 – Aug 10. Many thanks to all those who helped throughout the summer on this last minute project!

UH Branch Manager Sara Phillips attended Library Leadership Ohio on July 17 – July 20, which was sponsored by OhioNET and the State Library of Ohio.

UH had a total of 754 entries for the Adult Summer Reading program, which set a new record for the UH branch! Two years ago (when we last participated in the program as a branch), we only had 205 entries, so we saw a lot of improvement. This huge increase can be contributed to the UH circ staff who handed entry forms and spoke to every customer who was checking out items about the program.
Summer reading participation was the strongest since 2014. In total, we recorded 472 more registrations system wide, for all age levels, compared to the end of the program in 2017.

<table>
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<th>Noble</th>
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<td>237 (+56)</td>
<td>38 (+5)</td>
<td>48</td>
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<td>994 (+234)</td>
<td>247 (+21)</td>
<td>202</td>
<td>1538 (+472)</td>
</tr>
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We ended summer reading in style with a visit from Outback Ray. One hundred twenty children and adults enjoyed learning about a wide variety of creatures from around the world.

Along with increased teen summer reading registrations this year, YA materials have seen increases in circulation as well; in July alone, YA materials circulated 36% better compared to July of 2017 and teen circulation was up 39% over last August.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Ms. Levin said there is public meeting to discuss the Coventry Peace Park on September 26th. She is working to schedule a joint meeting with the Shaker Hts. Library Board in the next month and the library is hosting a talk by popular young adult authors, Jason Reynolds and Brendan Kiely, at Ensemble Theatre on October 2nd.

**ADJOURNMENT**

Ms. Moskowitz moved. Mr. Gerboc seconded to adjourn the meeting at 7:30 p.m. The motion was approved by unanimous consent.