Present: Ms. Botnick, Mr. Mentrek, Ms. Moskowitz, Mr. Roosa, Mr. Gerboc. Ms. Fluellen and Mr. Tirakhia were 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, Sue Janssen from the Foundation, Kathy Levine 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.

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APPROVAL OF MINUTES
Minutes from the October 15, 2018 Regular Meeting and the October 29, 2018 Special Meeting were forwarded to board members for review. Ms. Moskowitz moved to approve the minutes as presented. Mr. Mentrek seconded. The minutes were approved by unanimous consent.

OPERATIONS COMMITTEE – MR. MENTREK
Ms. Fluellen arrived at the meeting.

Ms. Herrmann said the library’s year to date revenue for both the Public Library Fund and Real Estate taxes are over the anticipated amount. She said managers have submitted 2019 budget requests and she is meeting with the director and deputy director to review the requests. Ms. Herrmann said the budget and a revised forecast will be presented to the board for review and approval in December. She said a financial item on the agenda, to increase the electric budget for the Washington Blvd. Fund, will be covered by cash from rent.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – OCTOBER
Mr. Gerboc moved. Ms. Botnick seconded. The financial and investment reports for October 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 45-2018**
**APPROVAL OF**
**AMENDMENT TO 2018**
**PERMANENT APPROPRIATION**

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

<table>
<thead>
<tr>
<th></th>
<th>Current Total</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Blvd. Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td>$40,000</td>
<td>$58,000</td>
</tr>
<tr>
<td>Total for Washington Blvd. Fund</td>
<td>$100,000</td>
<td>$118,000</td>
</tr>
<tr>
<td>Increase of $18,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ms. Botnick moved. Mr. Gerboc seconded. Resolution 45-2018 was approved by a unanimous roll call vote.

**RESOLUTION 46-2018**
**APPROVAL OF**
**TAX ADVANCE REQUEST**

BE IT RESOLVED that in order to provide funds to meet anticipated operating expenses for the year 2019, the Library Board of Trustees of the Cleveland Heights–University Heights Public Library, under the authority of Section 321.34 of the Ohio Revised Code, requests that the county fiscal officer advance to it whatever tax funds can be made available prior to the regular tax settlement dates during fiscal year 2019.

Ms. Herrmann said this request allows the library to receive money in advance of the final tax settlements which only occur twice a year. With advances, she said the library will received 5 or 6 payments.

Mr. Roosa moved. Ms. Fluellen seconded. Resolution 46-2018 was approved by unanimous consent.

**PERSONNEL COMMITTEE – MS. MOSKOWITZ**

Ms. Marotta reported:

**Staffing**

Lots of activity to report this month. We have two retirements coming up before the end of the year. Both retirees, Gale Hachen, Circulation Assistant and Ardetha Carter, Technology Assistant have a long history of providing excellent work and outstanding customer service in their work. They will be missed very much by us all. The report below shows that we are in the process of filling their vacancies. We also have two security officer jobs that we are currently working to fill and we had a resignation from one part time youth services associate. We filled two full-time vacancies this month. One was the full-time TSD Assistant vacancy. Doreen Bamanya-Mafigiri was promoted from the Technical Services Page position to fill that job. The other, was the Community Engagement Associate job. Isabelle Rew,
Coventry part time youth services associate, was selected to fill that position. Isabelle’s promotion creates a new vacancy for the Coventry Road branch.

<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>
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</thead>
<tbody>
<tr>
<td>Lee Branch</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></td>
<td>*Community Engagement Associate</td>
<td>FT</td>
<td>9/14/2018</td>
<td>Resignation</td>
<td>J. Rosen</td>
<td>Filled</td>
<td>I. Rew</td>
</tr>
<tr>
<td></td>
<td>TSD Assistant</td>
<td>FT</td>
<td>10/10/2018</td>
<td>Resignation</td>
<td>C. Williams</td>
<td>Filled</td>
<td>D. Mafigiri</td>
</tr>
<tr>
<td></td>
<td>*Security Officer</td>
<td>PT</td>
<td>1/31/2018</td>
<td>Resignation</td>
<td>J. Montgomery</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Technology Asst</td>
<td>PT</td>
<td>12/28/2018</td>
<td>Retirement</td>
<td>A. Carter</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Associate YSD</td>
<td>PT</td>
<td>11/25/2018</td>
<td>Resignation</td>
<td>R. Carter</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Coventry Branch</td>
<td>Associate YSD</td>
<td>PT</td>
<td>12/1/2018</td>
<td>Promotion to FT.</td>
<td>I. Rew</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>U.H. Branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noble Branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month

**Insurance Renewals for January 1, 2019**

The Library’s group dental, vision, and life insurance plans renew on January 1, 2019. Both the dental and the group life renewed with no increase, while the vision renewed with a 3.6% increase.

The library provides a $40,000 whole Life/AD&D policy full each full time staff. And in addition, we offer voluntary supplemental life insurance to full time employees and their spouse and dependent children under the age of 26. The voluntary life insurance is paid fully by the employee, the library does not contribute to the employees cost. The library pays 100% of the employees’ whole Life premium. Both benefit plans renewed for January 1, 2019 without a rate increase 0%. The last increase to the group life coverage was in 2016. The provider is Lincoln Life Insurance Company. Next renewal date is January 1, 2021.

The Library received a 0% increase for our dental insurance coverage. The last premium increase for the dental insurance was in 2013. Next renewal is January 1, 2020. The provider is Nationwide Insurance.

- Single Premium $31.09 Library covers $26.25
- Family Premium $80.94 Library covers $52.50

The Library received a 03.6% increase for vision insurance coverage. The new rates will be good through January 1, 2021. The last increase to the vision insurance was in 2013. The Library pays 100% of the single premium and the employee pays the difference if dependent insurance is enrolled in family level coverage.
Continuing Education
Twenty-five (25) employees attended a Mental Health First Aid certification workshop held at the library on October 8 & 9. The training was comprised of two 4-hour sessions over two days provided by Recovery Resources (http://www.recreres.org/). Recovery Resources is a non-profit agency that has grown over recent years to provide a wide range of prevention, intervention, treatment and supportive services that initiate, manage and sustain recovery. Addiction and mental health challenges affect one's entire life and as a Library, which is a public free space, these challenges may become evident to staff when working with customers. Mental Health First Aid, when done properly can be the catalyst for initiating care and recovery. The Mental Health First Aid certification is good for three years.

What is Mental Health First Aid?
Just as CPR helps you assist an individual having a heart attack, Mental Health First Aid helps one assist someone experiencing a mental health or substance use-related crisis by using the ALGEE strategy. A (Assess for risk of suicide or harm), L (Listen non-judgmentally), G (give reassurance and support), E (Encourage appropriate professional help) and E (Encourage self-help & group support). In the course, one learns risk factors and warning signs for mental health and addiction concerns, strategies for helping someone in both crisis and non-crisis situations, and where to turn for help. The topics covered mental health conditions such as depression/mood disorders, anxiety disorders, and trauma, psychosis and substance use disorders. The purpose of the training from a staff perspective is to make one more comfortable with handling a mental health issues.

Library Safety Committee
The Library Safety Committee, Tim Pasbrig, Facilities Manager, Kevin Echols, Security and Safety Services Manager and Laurie Marotta, Human Resources Manager established a quarterly meeting schedule. The purpose of the committee is to review quarterly building safety checks and establish safety training. At the first meeting, which was held this month, we previewed safety training videos, for safe driving and properly back lifting techniques. Sheryl Banks was invited to the meeting to assist us select the safe driving training video. The training will be required for all van drivers to complete prior to being authorized to drive the vehicle.

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

RESOLUTION 47-2018
APPROVAL OF VISION INSURANCE RENEWAL

WHEREAS the Library received a 3.6% increase for vision insurance coverage through December 31, 2019 from the current provider VSP Insurance; and

WHEREAS the Library will pay $9.91 for single coverage and $9.91 for family coverage per month for vision insurance for full-time eligible employees; and

WHEREAS the employees are responsible for the difference between their premiums and the library contribution; and therefore,
BE IT RESOLVED that the Finance Manager be authorized to enter into contract with VSP Insurance for library-provided vision insurance for coverage effective from January 1, 2019 through December 31, 2020 at the monthly rates of $9.91 per single and $22.43 per family/dependent level coverage.

Mr. Gerboc moved. Ms. Botnick seconded. Resolution 48-2018 was approved by a unanimous roll call vote.

RESOLUTION 48-2018
APPROVAL OF LIFE INSURANCE RENEWAL

WHEREAS the current library-provided group Life/AD&D insurance and the voluntary life insurance plans renew on January 1, 2019; and

WHEREAS the current provider, Lincoln Financial Group, renewed both these policies with no increase in the rates; and

WHEREAS the library increased the coverage volume from $25,000 to $40,000 in 2017; and

WHEREAS the monthly premiums changed from $5.58 to $8.92 based on the increased volume amount; and

BE IT RESOLVED that the Fiscal Officer be authorized to enter into contract with Lincoln Financial for the following insurance agreements:

For library-provided group Life and AD&D insurance at the rate of $8.92 per month for each eligible employee, coverage effective from January 1, 2019 through December 31, 2021, and for Voluntary Life Insurance, fully paid for by the employee at the rates published in the 2019 Lincoln Renewal Summary.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 48-2018 was approved by a unanimous roll call vote.

RESOLUTION 49-2018
APPROVAL OF DENTAL INSURANCE RENEWAL

WHEREAS the Library received a 0% increase for dental insurance coverage through December 31, 2019 from the current provider Nationwide Insurance; and

WHEREAS the Library will pay $26.25 for single coverage and $52.50 for family coverage per month for employee dental insurance for full-time eligible employees; and

WHEREAS the employees are responsible for the difference between their premiums and the library contribution; and therefore,

BE IT RESOLVED that the Finance Manager be authorized to enter into contract with Nationwide Insurance for library-provided dental insurance for coverage effective from January 1, 2019 through December 31, 2019 at the current monthly rates of $31.09 per single and $80.94 per family/dependent level coverage.
Mr. Mentrek moved. Mr. Gerboc seconded. Resolution 49-2018 was approved by a unanimous roll call vote.

PLANNING AND EXTERNAL RELATIONS – MR. ROOSA

Ms. Banks reported:
Media Highlights
- Cleveland.com/Sun Press’ Press Run column featured several programs, including Meditation Tuesdays at Coventry and Ohio Hauntings at Noble
- Cleveland.com/Sun Press’ “Three to Be Honored for Literacy Contributions”
- Cleveland.com/Sun Press’ “Ensemble Theatre brings East of Eden to Coventry PEACE”
- Heights Patch posted an article “Deaf Performer John Maucere Bringing One-Man Show to Heights High”

Publications/Outreach Highlights
- Created promotions for new digital services: brochure, web page, enewsletter, social media
- Created web page for In My Day oral history project and Check Us Out cover and two-page spread
- Winter issue of Check Us Out compiled, edited, layed out, and sent to print
- WCPN underwriting spots ran to promote John Maucere, Deaf entertainer, in November

Other Projects
- Worked with HR Manager, Special Projects Manager, and Director to develop the new Community Engagement Associate job description
- Processed and assessed job applications; organized interviews
- Arranged for voter registration in Lee Road lobby

FRIENDS REPORT

Ms. Janssen reported the Friends Mega-Sale will be the week after Thanksgiving, November 30 to December 2.

PRESIDENT’S REPORT

None.

DIRECTOR’S REPORT

Ms. Levin reported:

FFHL dinner honors three Literacy champions
70 people gathered on Sunday, November 11 to recognize three additions to the FFHL Honor Roll. Suzanne DeGetano, Drapudi Pradhan were honored as Mind Opener and Door Opener. Former Heights Library Director Rachel Wayne Nelson was also presented a lifetime achievement award.

Friends of Heights Libraries name new board.
Heights Poet Laureate Damien McClendon performed at the Friends Annual Meeting in October. Ketti Finneran will remain President of the Friends while a new board member Kathy Frederick was sworn in.

Two Library Boards meet
The Heights Library Board of Trustees and the Shaker Heights Library Board of Trustees met jointly on Oct. 29 at the University Heights Branch. Among topics discussed were Capital Projects, Marketing of libraries, and resource sharing.

Coventry staff trains NE Ohio librarians on deaf services
On October 30, Ben Gulyas, Deaf Services Coordinator at the Coventry Village Branch taught other NE Ohio librarians about the various aspects of making your library Deaf-friendly. He gave tips for collection development, resources, programming and staff training. Ben was followed by Bill Morgan, Artistic Manager, SignStage, who gave an overview of Deaf culture and use of ASL. Bill provided a basic lesson for ASL that would be useful in library settings.

Deaf Performer John Maucere visit
John Maucere flew into Cleveland from Germany on Nov. 4 to be ready for his performance on Monday, Nov. 5. He visited 200 students at Cleveland Heights High School in the morning from 9-10am and then returned for a public performance that evening. Approximately 300 people attended the evening performance, which featured stories, sound, and comedy. This program was generously funded from the estate of former Branch Manager Shoney Long. Librarian Ben Gulyas organized this exciting performance for our community. We are especially grateful for the partnership with the School District!

UH seniors learn about Refugee Services
Nancy Levin presented a program on Refugee Services to the University Heights Senior Network on Oct. 31.

UH Branch wins award
University Heights Branch library was recognized by the City of University Heights at a dinner on Nov. 15 for its new look and the welcoming attitude of the staff.

Coventry Building Update
The Coventry Village Day Care space, approximately 5,000 square feet is now available for lease. The tenants have created a governance structure and are working on grants and fundraising. They celebrated Halloween with the community and are planning a New Year’s Eve event.

Coventry PEACE Park Benches donated through FFHL
The Fund for the Future of Heights Libraries purchased two benches for the Coventry PEACE Park in November. More benches are needed to replace deteriorating wooden ones. If interested please contact Director Nancy Levin.

Making connections at Noble Branch
Noble Branch librarian Stephen Saunders presented a community book club on the title Community: The structure of belonging by Peter Block and presented some of the comments of the participants at a recent Noble Neighbors Program. He is also serving on the Cleveland Heights Noble Corridor Study committee. Stephen is our Refugee Services Librarian as well.
We have already surpassed last year’s circulation count and still have 2 more months to go!

Interviews for a new library trustee will be held by the Board of Education on Tuesday December 4 at their offices on Miramar Road.

Ms. Levin reported:

**OLC Road Ahead Tour**
N.E. Ohio Library directors met with Michelle Francis of OLC at Heights Library in November to discuss the legislative agenda plans for the upcoming budget cycle. The strategy has two phases. Ohio Library legislative day will take place in April. The current funding is at 1.68% but will return to 1.66% on July 1, 2019. We will be requesting a restoration to the former 2.2% of the General Revenue Fund. We are encouraged to contact our Ohio legislators throughout the year and invite them to our buildings to show them how we transform lives!

<table>
<thead>
<tr>
<th>Library</th>
<th>County</th>
<th>Millag</th>
<th>For</th>
<th>Against</th>
<th>% Yes</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashland Public Library</td>
<td>Ashland</td>
<td>1.0</td>
<td>6,281</td>
<td>Y</td>
<td>2,378</td>
<td>73% Renewal</td>
</tr>
<tr>
<td>Brown County Public Library / Union Twp. Public Library</td>
<td>Brown</td>
<td>1.0</td>
<td>7,728</td>
<td>Y</td>
<td>6,904</td>
<td>53% Replacement</td>
</tr>
<tr>
<td>Coldwater Public Library</td>
<td>Mercer</td>
<td>0.5</td>
<td>2,364</td>
<td>Y</td>
<td>577</td>
<td>80% Renewal</td>
</tr>
<tr>
<td>Conneaut Public Library</td>
<td>Ashtabula</td>
<td>1.9</td>
<td>2,388</td>
<td>Y</td>
<td>1,147</td>
<td>68% Renewal</td>
</tr>
<tr>
<td>Delaware County District Library</td>
<td>Delaware</td>
<td>1.0</td>
<td>42,640</td>
<td>Y</td>
<td>23,833</td>
<td>64% Renewal</td>
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<tr>
<td>Fairfield County District Library</td>
<td>Fairfield</td>
<td>0.5</td>
<td>21,231</td>
<td>Y</td>
<td>14,990</td>
<td>59% Renewal</td>
</tr>
<tr>
<td>Harbor-Topky Memorial Library</td>
<td>Ashtabula</td>
<td>2.0</td>
<td>1,380</td>
<td>Y</td>
<td>456</td>
<td>75% Renewal</td>
</tr>
<tr>
<td>Hardin Northern Public Library</td>
<td>Hardin</td>
<td>0.5</td>
<td>670</td>
<td>Y</td>
<td>333</td>
<td>67% Renewal</td>
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<tr>
<td>Ida Rupp Public Library</td>
<td>Ottawa</td>
<td>0.8</td>
<td>6,360</td>
<td>Y</td>
<td>2,326</td>
<td>73% Replacement</td>
</tr>
<tr>
<td>Kingsville Public Library</td>
<td>Ashtabula</td>
<td>1.0</td>
<td>1,886</td>
<td>Y</td>
<td>671</td>
<td>74% Renewal</td>
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<tr>
<td>Marysville Public Library</td>
<td>Union</td>
<td>1.5</td>
<td>8,311</td>
<td>Y</td>
<td>3,872</td>
<td>68% Replacement</td>
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<tr>
<td>Mercer County District Library</td>
<td>Mercer</td>
<td>0.5</td>
<td>8,380</td>
<td>Y</td>
<td>2,722</td>
<td>75% Renewal</td>
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<tr>
<td>Morley Library</td>
<td>Lake</td>
<td>1.0</td>
<td>10,269</td>
<td>Y</td>
<td>9,489</td>
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<tr>
<td>Muskingum County Library System</td>
<td>Muskingu</td>
<td>1.25</td>
<td>14,259</td>
<td>Y</td>
<td>13,699</td>
<td>51% Renewal/Increas</td>
</tr>
<tr>
<td>New Carlisle Public Library</td>
<td>Clark</td>
<td>0.9</td>
<td>1,182</td>
<td>Y</td>
<td>705</td>
<td>63% New</td>
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<tr>
<td>New London Public Library</td>
<td>Huron</td>
<td>1.0</td>
<td>986</td>
<td>Y</td>
<td>814</td>
<td>55% New</td>
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<tr>
<td>Oak Harbor Public Library</td>
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<td>1.0</td>
<td>3,221</td>
<td>Y</td>
<td>1,399</td>
<td>70% Renewal</td>
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<td>Paulding</td>
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<td>3,958</td>
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<td>2,887</td>
<td>58% Renewal</td>
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<tr>
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<td>Fairfield</td>
<td>1.25</td>
<td>12,052</td>
<td>Y</td>
<td>8,747</td>
<td>58% Renewal/Increas</td>
</tr>
<tr>
<td>Puskarich Public Library</td>
<td>Harrison</td>
<td>1.0</td>
<td>3,844</td>
<td>Y</td>
<td>1,395</td>
<td>73% Renewal</td>
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<td>Stark County Library District</td>
<td>Stark</td>
<td>2.2</td>
<td>41,267</td>
<td>N</td>
<td>45,602</td>
<td>48% New</td>
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Ohio Voters Approve 24 out of 25 Library Levy Issues on Nov. 6 Ballot
The unofficial results from Tuesday's general election indicate that 24 out of 25 public library ballot issues were approved. The successful library issues included two new levies, 15 renewals, three renewals with additions, and four replacement levies. The cumulative vote total shows an average approval of 64.5%. View the results below to see each library's issue, including millage, term, and vote count. The Stark County Library Levy for 2.2 mils of new funding did not pass.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

- Adult Services - The ninth annual Octavofest was held this month at several locations throughout Northeast Ohio. Octavofest is a series of programs that celebrate the book and paper arts, and evolved from a series of programs held at Heights Libraries in 2006 called The Artistry of Words, which was created by our own Carole Wallencheck, who sits on the Octavofest Steering Committee. This book conservator at the Lilly Rare Books Library of Indiana University, gave a two part presentation on the history of books in Asia, the challenges of conserving ancient documents and modern efforts to preserve and revitalize the traditions of book and papermaking.

- Circulation Services - Executed 44 passport applications and took 38 photos, bringing in $2,110.

- Continuing Education Department - “Reserve a Tech Expert” continues to be a big hit with customers. The department conducted 97 one-on-one appointments with customers – a new record for most appointments in a month.

- Coventry Village Branch - Nine children came to the Preschool Dance Party. One young customer asked to come to the Dance Party as her birthday celebration.

- Noble - ASIA is offering a new health and wellness program for women that focuses on healthy relationships and knitting. Noble School’s Aftercare program brought students to attend the Animaniacs programs.

- Special Projects - **YA Author Visit**: Heights Libraries hosted Brenden Kiely and Jason Reynolds on Oct 2 at 7 pm at Ensemble Theatre. It was a truly inspiring event. The *All American Boys* co-authors thoughtfully spoke to an engaged audience of tweens, teens, adults, and seniors, answered questions, and signed books. The authors touched on subjects such as their experiences growing up in America, their friendship, how their lives have differed due to race, current social justice issues, and the significance of books and literacy in the lives of young people.
• University Heights - As part of the On the Same Page program, we offered a total of three programs this month with an attendance of 27. The programs ranged from a storytime, to video games that allowed participants to immerse themselves in refugee experience, to a food program introducing teens to Nepali cuisine.

• Youth Services - Youth Services staff at Lee Road made 12 visits to preschools and daycares in October, reading stories to 760 children. Sarah Rosenberger and Youth Services Associate Colin Marshall also visited the high school and spoke with 90 students about upcoming events at the library.
• Sarah Rosenberger reported that teen items circulated 24% better than last October.

Ms. DeNero-Ackroyd said the library’s strategic planning team met with 25 community partners and will meet again to come up with goals for 2019.

Mr. Roosa said he would like to debrief regarding the joint meeting with the Shaker Heights Library Board and Ms. Levin said that discussion can be at the next committee meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mr. Roosa moved. Mr. Mentrek moved that the meeting be adjourned at 7:09 p.m. The motion was approved by unanimous consent.