Present: Ms. Fluellen, Mr. Mentrek, Mr. Roosa, Mr. Tirakhia. Mr. Gerboc 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.

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; Khaliah Fisher-Grace from the League of Women Voters, Sue Janssen from the Foundation, Ketti Finneran from the Friends, Amy Marshalek from the Staff Association.

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

ORGANIZATIONAL MEETING ITEMS

Oath of Office – New Board Member
Annette Iwamoto

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?” (The answer is, “I do.”)

RESOLUTION 1-2019
Slate of Officers & Committee Assignments

BE IT RESOLVED that the officers for the 2019 Board of Trustees shall be Chris Mentrek, President; James Roosa, Vice-President; and Dana Fluellen Secretary.

In addition to the following committee assignments:

<table>
<thead>
<tr>
<th>Operations</th>
<th>Planning &amp; Ext. Relations</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, James Roosa</td>
<td>Chair, Dana Fluellen</td>
<td>Chair, Suzann Moskowitz</td>
</tr>
<tr>
<td>Max Gerboc</td>
<td>Max Gerboc</td>
<td>Vikas Turakhia</td>
</tr>
<tr>
<td>Annette Iwamoto</td>
<td>Vikas Turakhia</td>
<td>Annette Iwamoto</td>
</tr>
</tbody>
</table>

Mr. Mentrek moved. Mr. Turakhia seconded. Resolution 1-2019 was approved by unanimous consent.

Oath of Office – Board Officers

Chris Mentrek, President
RESOLUTION 2-2019
ELECTION OF FISCAL OFFICER
AND DEPUTY FISCAL OFFICER
& SETTING BONDS

BE IT RESOLVED: that Finance Manager, Deborah Herrmann, be appointed Fiscal Officer, with a bond in the amount of $300,000, and that her term of office shall be from January 22, 2018 until the organizational meeting of the Board in 2019; and

BE IT FURTHER RESOLVED that Assistant Finance Manager, Amy Gerson, be appointed Deputy Fiscal Officer, with a bond in the amount of $100,000, and that her term of office shall be from January 22, 2019 until the organizational meeting of the Board in 2020; and

BE IT FURTHER RESOLVED that the bond for the Director, Nancy Levin, be in the amount of $100,000.00.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 2-2019 was approved by unanimous consent.

Oath of Office – Nancy Levin, Director; Deborah Herrmann, Fiscal Officer

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member or clerk of the board of trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?” (The answer is, “I do.”)

RESOLUTION 3-2019
ADOPTION OF 2019 PLANNING CALENDAR

BE IT RESOLVED that the Library Board of Trustees adopt the following planning calendar for 2019:

**Board Meetings:** regular meetings of the Board of Library Trustees are held on the **third Monday** of each month (except January, the meeting is held on the third Tuesday) at 6:30 p.m. Members of the **Administrative Support Team** participate in all regular Board meetings.

All Board meetings will be held at the Lee Road Library, except for the following meetings:

- **September 16, 2019 at Coventry Village Library Branch**
- **October 21, 2019 at Noble Library Branch**
- **November 18, 2019 at the University Heights Library Branch**

**Operations, Personnel and Planning & External Relations Committee meetings:** are held the **first Monday** of the month at 6:30 p.m. (except September, the meeting is held on the first Tuesday). These meetings are held at the Lee Road Library, second floor Administrative Conference room.

Meetings in boldface note a change from the 1st and 3rd Monday due to holidays.
**JANUARY**

January 1  (Tues) New Year’s Day. All branches closed.

January 7  (Mon) Committee meetings, 6:30 pm

January 17 (Thurs) Board Orientation, 6:30 pm

January 21 (Mon) Martin Luther King Day. All branches closed.

**January 22**  (Tues) **Organizational & Regular Board meeting (4th wk), 6:30 pm**
- Oath of Office
- Nominating Committee - Slate of Officers
- Appointment of Fiscal Officer & Deputy Fiscal Officer
- Effective January 1, 2019
- Salaries of Director and Finance Manager
- Accept planning calendar for year

**FEBRUARY**

February 4  (Mon) Committee meetings, 6:30 pm

February 18 (Mon) Regular Board meeting, 6:30 pm (*President’s Day – Library is open*)

**MARCH**

March 4 (Mon) Committee meetings, 6:30 pm

March 18 (Mon) Regular Board meeting, 6:30 pm

**APRIL**

April 1  (Mon) Committee meetings, 6:30 pm
- Staff Association Report

April 9-15  (Sun-Sat) National Library Week

April 9 (Tues) OLC Library Legislative Day, Columbus

April 15 (Mon) Regular Board meeting, 6:30 pm

April 19-20  (Fri-Sat) Passover 1st two nights

April 21  (Sun) Easter. Closed.

TBD  OLC Trustee Dinner, North Chapter/Independence

**MAY**

May 6  (Mon) Committee meetings, 6:30 pm

May 20  (Mon) Regular Board meeting, 6:30 pm
- Approve Tax Budget to submit to School Board and County
- Review Board’s By-laws & HR Manual
- Delegate Public Records Training
May 27 (Mon) Memorial Day. All branches closed.

<table>
<thead>
<tr>
<th>JUNE</th>
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<tbody>
<tr>
<td>June 3 (Mon)</td>
<td></td>
<td>Committee meetings, 6:30 pm</td>
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<tr>
<td>June 17 (Mon)</td>
<td></td>
<td>Regular Board meeting, 6:30 pm</td>
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<tr>
<td></td>
<td></td>
<td>• 2019-2020 Salary and Wage Proposal</td>
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<td></td>
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<td>• Health Insurance renewal</td>
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<tr>
<th>JULY</th>
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<tbody>
<tr>
<td>July 1 (Mon)</td>
<td></td>
<td>Committee meetings, 6:30 pm</td>
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<tr>
<td>July 4 (Thurs)</td>
<td></td>
<td>Independence Day. All branches closed.</td>
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<tr>
<td>July 15 (Mon)</td>
<td></td>
<td>Regular Board meeting, 6:30 pm</td>
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<tr>
<td></td>
<td></td>
<td>• Review Service &amp; Administration Policies</td>
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<table>
<thead>
<tr>
<th>AUGUST</th>
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<tbody>
<tr>
<td>August 5 (Mon)</td>
<td></td>
<td>Committee meetings, 6:30 pm and Regular Board Meeting, 7:00 pm</td>
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<table>
<thead>
<tr>
<th>SEPTEMBER</th>
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<tbody>
<tr>
<td>September 2</td>
<td></td>
<td>Labor Day. All branches closed.</td>
</tr>
<tr>
<td>September 3</td>
<td>(Tues)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>September 16</td>
<td>(Mon)</td>
<td>Regular Board meeting (Coventry), 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review Materials Evaluation &amp; Selection Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Update Human Resource Manual</td>
</tr>
<tr>
<td>September 25-27</td>
<td></td>
<td>OLC Convention - Cincinnati</td>
</tr>
<tr>
<td>September 29-30</td>
<td>(Sun-Mon)</td>
<td>Rosh Hashanah</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>October 4</td>
<td>(Fri)</td>
<td>Library Staff Day (Library closed)</td>
</tr>
<tr>
<td>October 7</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Board Member application process begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review process for Director and Fiscal officer begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Association Report</td>
</tr>
<tr>
<td>October 8</td>
<td>(Tues)</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>October 21</td>
<td>(Mon)</td>
<td>Regular Board meeting (Noble Library), 6:30 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>November 4</td>
<td>(Mon)</td>
<td>Committee meetings, 6:30 pm</td>
</tr>
<tr>
<td>November 5</td>
<td>(Tues)</td>
<td>Election Day</td>
</tr>
<tr>
<td>November 18</td>
<td>(Mon)</td>
<td>Regular Board meeting, (University Hts. Library) 6:30 pm</td>
</tr>
</tbody>
</table>
• Property & Liability Insurance Renewal
• Trustee Nominations due to School Board

November 27, 28, 29
(Wed. – Fri) Thanksgiving. All branches close at 5:30 pm on Wednesday. Thursday and Friday all branches closed.

DECEMBER

December 2
(Mon) Committee meetings, 6:30 pm

December 3
(Tues) Joint School Board/Library Board meeting (tentative)
• Interview Trustee candidates

December 16
(Mon) Regular Board meeting, 6:30 pm
• Approve salary table for coming year
• Director & Fiscal Officer annual reviews
• President’s annual report
• Tax Advance Approval
• Temporary Appropriations Approval
• Transfer of Funds Resolution
• Insurance renewals (vision, dental, LTD, life)

December 22 – 29
(Sun- Sun) Hanukkah

December 24, 25
(Tues-Wed) Christmas Eve, Christmas Day (Library Closed)

December 31
(Tues) New Year’s Eve close 5:30

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 3-2019 was approved by unanimous consent.

APPROVAL OF MINUTES

Minutes from the December 17, 2018 Regular Meeting were forwarded to board members for review. Mr. Mentrek moved to approve the minutes as presented. Mr. Turakhia seconded. The minutes were approved by unanimous consent.

Ms. Moskowitz arrived at 6:40 p.m.

ANNUAL SECURITY UPDATE

Mr. Echols reported:
There no significant changes to incidents in the library in 2018 and they continue to decline. Ms. Levin said she appreciated Mr. Echols compiling the data.
Ms. Herrmann reported:
The library received more revenue than budgeted and spent less than budgeted. Salaries and benefits accounted for 59% expenditures and materials (print and digital) were 12% of expenditures. The general fund ended the year with an $11 million unencumbered carry over balance.
Cleveland Hts. - University Hts. Public Library
2018 Revenue

- Property Taxes & Rollbacks: 74%
- Public Library Fund: 22%
- Investment Earnings: 0%
- Refunds/ Misc.: 0%
- Rentals: 0%
- Patron Fees & Fines: 0%
- Gifts: 0%
- Copier Fees: 0%
- Passport Fees: 0%

Cleveland Hts. - University Hts. Public Library
2018 Expenditures

- Salaries & Benefits: 59%
- Purchased & Contracted Services: 16%
- Library Materials: 12%
- Transfers/Contingency: 7%
- Capital Outlay: 3%
- Supplies: 3%
- Miscellaneous: 0%
APPROVAL OF
FINANCIAL & INVESTMENT REPORTS – DECEMBER

Mr. Roosa moved. Ms. Moskowitz seconded. The financial and investments reported were approved by unanimous consent.

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

RESOLUTION 4-2019
ACCEPTANCE OF 2018 DONATIONS

BE IT RESOLVED that the gifts/donations listed below be accepted by the Board of Library Board of Trustees and deposited in the General Fund:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Business Systems</td>
<td>1/3/2018</td>
<td>$25.00</td>
</tr>
<tr>
<td>Truist</td>
<td>2/23/2018</td>
<td>$250.00</td>
</tr>
<tr>
<td>Lansing C. Hoskins TRT</td>
<td>2/28/2018</td>
<td>$100.00</td>
</tr>
<tr>
<td>Anonymous</td>
<td>4/12/2018</td>
<td>$150.00</td>
</tr>
<tr>
<td>Brody estate - final payment</td>
<td>8/10/2018</td>
<td>$6,731.06</td>
</tr>
<tr>
<td>Jeffrey Winter</td>
<td>10/1/2018</td>
<td>$600.00</td>
</tr>
<tr>
<td>Fund for Future Heights</td>
<td>11/7/2018</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Fund for Future Heights - Noble Driver's Ed program</td>
<td>12/7/2018</td>
<td>$875.00</td>
</tr>
</tbody>
</table>

And, the following donations be accepted by the Board of Library Trustees and deposited in the 204 Memorial Fund:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Long - Coventry programming</td>
<td>12/17/2018</td>
<td>$7,000.00</td>
</tr>
</tbody>
</table>

Mr. Mentrek moved. Ms. Iwamoto seconded. Resolution 4-2019 was approved by a unanimous roll call vote.

RESOLUTION 5-2018
APPROVAL OF 2018 ENCUMBRANCES

WHEREAS as of December 31, 2018, there are open encumbrances in the General Fund ($338,162.51), Washington Blvd. Property ($13,639.31), the Building & Repair Fund ($5,951.50); and

WHEREAS payments on open 2018 encumbrances will be made in 2019; therefore,
BE IT RESOLVED that the encumbrances for all funds, as shown on the December 31, 2018 Statements of Expenditures, be added to and made part of the 2019 Appropriations in the appropriate Funds and Categories.

Mr. Roosa moved. Mr. Mentrek seconded. Resolution 5-2018 was approved by a unanimous roll call vote.

RESOLUTION 6-2019 AMENDMENT TO 2019 APPROPRIATION - 205 LSTA GRANT

WHEREAS the Cleveland Heights-University Heights Public Library will be receiving a grant from the Library Services and Technology Act (LSTA) to partially pay for mental health first aid and suicide prevention training;

NOW THEREFORE BE IT RESOLVED that the fiscal officer is authorized to increase the appropriation in the 205 LSTA grant by $5,007.76 ($4,998 for the current grant and $9.76 from a previous grant)

Mr. Roosa moved. Ms. Moskowitz seconded. Resolution 6-2019 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT

Ms. Marotta reported:

Staffing
We had a couple resignations in January, one was filled quickly with an internal transfer request. We had 23 applicants apply and test for a page position in January. We welcomed new hire Holly Brown to fill the open Coventry YSD position and Kareemah Hairston has accepted the part time Lee Road YSD position. She will be starting on January 28th.

<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>1/14/2019</td>
<td>Resignation</td>
<td>L. Rainey</td>
<td>Filed</td>
<td>K. Hornsby</td>
</tr>
<tr>
<td></td>
<td>*Circulation Assistant</td>
<td>FT</td>
<td>1/4/2019</td>
<td>Resignation</td>
<td>E. Drushel</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Circulation Page</td>
<td>PT</td>
<td>12/8/2018</td>
<td>Promotion</td>
<td>J. Adler</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. Fisher</td>
<td>Filed</td>
<td>K. Hairston</td>
</tr>
<tr>
<td>Coventry Branch</td>
<td>Associate YSD</td>
<td>PT</td>
<td>12/1/2018</td>
<td>Promotion to FT, Community Associate</td>
<td>I. Rew</td>
<td>Filed</td>
<td>H. Brown</td>
</tr>
<tr>
<td></td>
<td>*Associate YSD</td>
<td>FT</td>
<td>1/25/2019</td>
<td>Resignation</td>
<td>A. Bierly</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>*Page</td>
<td>PT</td>
<td>1/4/2019</td>
<td>Resignation</td>
<td>S. Horne</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month
Continuing Education
Safe Driving and Lifting training provided by the Bureau of Workers Compensation Safety and Hygiene Division has begun for those employees who will be driving the Library Outreach Van. We anticipate about 15 to 20 employees will be completing the training.

PLANNING AND EXTERNAL RELATIONS – MS. FLUELLEN

COMMUNICATIONS REPORT

Ms. Banks reported:
Publications/Outreach Highlights
- ACA sign-up deadline and info highlighted on library web page

Other Projects
- Website redesign work continues, content migrated and tested, proofed (launch date set for Jan. 28).
- Virtual storytimes page created, story videos converted and posted, with Peter Potamus animation.
- Library Binary podcast graphics and webpage created, Google Play and iTunes accounts launched for it
- New outreach coordinator, Isabelle Rew, started mid-December, and is already doing great things.

Website Quarterly Report (Oct, Nov, Dec 2018) Highlights
- Unique visitors (unique people, i.e. not same person visiting site multiple times) are down this quarter, from an average of 16,708 to 15,948. (See attached line graph.) These numbers remain higher than we’ve seen in the past five years, and we are tentatively attributing it to an overall increase in library use (Circ, visits) after a few years of decline, and possibly our growing online collection, which is accessed via our website. The decline in the quarter is likely due to the holiday season.
- Overall visits are also down slightly, with an average of 23,855 compared to last quarter’s average of 24,827.
- For 2018, our unique visitors increased by roughly 20%, and overall visitors by roughly 14% over 2017.

Social Media Update (Dec 2018)
- Facebook fans rose about 1% in the past month, from 2,996 to 3010.
- Twitter followers also rose about 1% in the past month from 1,559 to 1,563, favorites and retweets continue. Would like to see more activity on this channel, and will focus more effort on Twitter once Community Engagement Associate is up to speed. She started her first full-time week on Jan. 14.
- Instagram: Followers up by 5% in the past month, from 608 to 637. We’re hopeful this trend continues as we learn more about what our followers are interested in.

E-newsletters Quarterly Report (Oct, Nov, Dec 2018)
• **What’s Going on @ Heights Libraries?** Twice Monthly general info (news, new releases, programs) sent to a little over 9,300 subscribers/cardholders. Open rate rose from an average of 11.75% in the previous quarter to an average of 13% this quarter; we will continue to monitor the open rate.

• **We Recommend.** Monthly info about new books and movies, and highlights Matchmakers blogs about the collection. The open rate is down a bit to an average of 38%, still well above the nonprofit industry standard of 21%.

• **TechKnowledge.** Monthly info about computer and technology classes and services. Open rate is holding steady at average of 37%. Number of subscribers is holding steady at 335.

**FRIENDS REPORT**

Ms. Finneran said the Friends are good.

**PRESIDENT’S REPORT**

Mr. Mentrek said he was impressed with how the YSD staff handled a large influx of teens on January 7th.

**DIRECTOR’S REPORT**

Ms. Levin reported:

**Happy New Year! Welcome Annette Iwamoto**

Below is an extract from the Heights Observer article about our newest board member.

Iwamoto has lived in Cleveland Heights for 10 years and is the strategic initiatives manager at Providence House, a nonprofit crisis nursery in Cleveland dedicated to child abuse prevention and family preservation. She is responsible for developing, implementing, and overseeing programs and projects that support the vision of the organization. Originally from Tucson, Ariz., she graduated from Trinity College in Connecticut and later received her Master of Science in social administration at the Mandel School of Applied Social Sciences at Case Western Reserve University. She moved to Cleveland Heights while serving with City Year, and says she fell in love with the area.

**What took us so long?**

This message now is posted on our Board meeting page and at the bottom of Meeting Notices.

“We will be happy to provide an ASL interpreter upon request. Please provide at least 2-weeks advanced notice. To schedule an interpreter, contact Deaf Services Coordinator, Ben Gulyas, bgulyas@heightslibrary.org. Thank you.”

**Heights Libraries awarded LSTA funding for Mental Health First Aid**

Heights Libraries has been awarded an LSTA grant in the amount of $5000 to continue Mental Health First Aid and Suicide Prevention (QPR) Training for staff, and to expand training to community partners and public in 2019.

**Coretta Scott King Anniversary**
2019 marks the 50th anniversary of the Coretta Scott King Book Awards which means that we have a lot of celebrating! The Coretta Scott King Book Awards has made a name for itself within the library and book industry and has numerous titles that celebrate the black experience for today's youth. Be sure to watch this space for updates and announcements from our team and we hope that you join us in celebrating an incredible 50 years.

**IFF to aid planning for Coventry entity**
This fall, Future Heights, the Cleveland Heights Community Development Corporation and Coventry building tenant, introduced the other Coventry tenants to a potential partner that aids nonprofits in planning. A number of meetings have been held and plans to implement a feasibility study are being laid.

*IFF, (Illinois Finance Fund) a mission driven lender located in Chicago, offers special programs in the form of grants, loans, and/or technical assistance targeted at nonprofits serving specific markets and/or sectors including Arts and Culture. Long established in Illinois and Michigan, they have just started to work in Ohio and the Coventry PEACE campus project will be their first project in our area.*

Across the Midwest, they help clients from every sector, including human service agencies, health centers, schools, housing developers, and grocery stores. A staff of nearly 100 professionals works from their Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

*IFF is a Community Development Financial Institution (CDFI) certified by the U.S. Department of the Treasury. Since 1988, we have made more than $879 million in loans, leveraging $2.5 billion in community investments.*

*IFF is also a member of the Federal Home Loan Bank of Chicago and the Opportunity Finance Network, as well as a past recipient of the $5.5 million Wells Fargo NEXT award for Opportunity Finance.*

In addition Coventry PEACE is creating a new 501c3 that will represent the building tenants as one organization.

**CH-UH managers set lofty goals for 2019**
At our January AST meeting, the managers shared some of their goals for 2019. Here is an exciting list of things to come in the new year.

- 20th Annual Poetry Slam Thursday Jan. 24 at 6 pm.
- Renovations: Noble Children’s desk, Circulation Workroom, Coventry Basement, Coventry Parking lot lighting, Adult services tables, Noble bathrooms
- County Wide Read program on *Citizen: An American Lyric* by Claudia Rankin
- New phones installed at Lee Road
- New Windows 10 computers for whole system
- Celebrating 100 years of Animation and 100 years of the Caldecott Award
- Updating the Security Camera software to high definition
- Work on new Strategic plan
- Increase awareness of digital Children’s materials including magazines
- Expand Hotspot services
• Conduct Ulead competition and implement the program chosen
• Lee Road Branch Space study with State Library including find location of Local History room
• Complete In My Day Local History grant from Ohio Arts Council

Ms. Levin also reported she and Mr. Mentrek met with the Peace Park group to discuss the park as the group is concerned the park will receive the attention it needs and be kept up.

GOVERNMENT REPORT

Government Report-- January 2019

Legislative Update: 132nd General Assembly Ends; 133rd Session Opens

132nd General Assembly Ends
The Ohio House of Representatives and the Ohio Senate formally adjourned sine die the 132nd session of the Ohio General Assembly on Mon., Dec. 31, 2018. Any legislation that had not passed by the close of the session will have to be re-introduced in the 133rd session to be considered. To put this into perspective, of the 1,142 bills introduced during the legislative session only about 160 were passed. Below is a summary of actions during the lame duck session:

Legislation Passed
House Bill 291: Bonding/Insurance Policy Legislation
Sponsored by Rep. Scott Wiggam (R-Wooster), this bill allows public libraries to purchase an "employee dishonesty and faithful performance of duty policy" instead of individual surety bonds for library fiscal officers. The new law will become effective in March 2019.

Senate Bill 263: Notary Bill
Co-sponsored by Sen. Matt Huffman (R-Lima) and Sen. Steve Wilson (R-Maineville), this bill overhauls notary services in Ohio and provides significant authority to the Secretary of State. The new law will become effective in March 2019. The OLC is working with its legal counsel to develop a summary of the legislation specific for public libraries that offer notary services. Also, the OLC plans to work with the new Secretary of State's office to do a webinar on the changes specifically for OLC members.

House Bill 228: Gun Legislation
Co-sponsored by Rep. Sarah LaTourette (R-Chesterland) and Rep. Terry Johnson (R-McDermott), this bill was passed by the legislature and then vetoed by Gov. Kasich. Both the House and the Senate returned on Dec. 27 and voted to override the Governor's veto making the bill law. The new law becomes effective at the end of March 2019. It makes a minor change to the list of entities required to post signage prohibiting deadly weapons but still includes public libraries. The OLC is working with its legal counsel to provide a summary on the library specific provisions of the bill.

Legislation NOT Passed
SB 21/HB 342: Poll Workers/Balot Language
The bill became the vehicle for changes originally proposed in HB 342, sponsored by Rep. Derek Merrin (R-Moncovea Twp.), to change levy ballot language. The OLC, along with other local government organizations and the state associations representing public schools raised concerns with the bill behind the scenes in the Senate. Bond counsel that works with the various organizations shared issues about the proposals in HB 342, including how it would change ballot language and potentially confuse voters. The Senate understood the concerns and did not pass SB 21 before adjourning.

HB 736: Property Tax Levies and Taxing Authority
Sponsored by Rep. Tom Brinkman (R-Cincinnati), the bill could have prohibited public library boards from placing tax issues on the ballot. It would have made it permissive as opposed to mandatory (under current law) for taxing authorities to place the issues on the ballot for libraries. The OLC appreciates all of the efforts by members who contacted legislators expressing their opposition to the bill.

New 133rd General Assembly Session
Both the House of Representatives and the Senate formally opened the 133rd Session of the Ohio General Assembly on Mon., Jan. 7. Members of the legislature officially took the oath of office and started the new session. In addition, the House of Representatives elected Rep. Larry Householder (R-Glenford) as the next speaker, garnering 52 votes including a number from Democrats. No other House leadership positions were appointed. The OLC will provide an update on all actions as the new session gets underway.

OLC Advocacy Webinar - Getting Ready for the New Legislative Session
To help OLC members prepare for the new 133rd Session of the Ohio General Assembly, OLC will be hosting a free webinar on Thurs., Jan. 31 at 1 p.m. Those wishing to register must do so by January 29th.

Members of the 133rd Ohio General Assembly were officially sworn in on Mon., Jan. 7. There are many new faces at the Statehouse, veteran legislators returning to Capitol Square, and many members switching chambers. It is essential that public library leaders learn about the new legislators. Also, the new governor will be introducing his first two-year biennial state budget proposal in mid-March. This will be an extremely important time as the OLC and its member libraries continue their advocacy efforts to restore state funding for public libraries through the Public Library Fund (PLF).

PUBLIC SERVICE REPORT
Ms. DeNero-Ackroyd reported:

- Adult Services - Local History Librarian Jessica Robinson is offering a number of opportunities for people to participate in our oral history project “In My Day.” In addition to signing up for a recording session with Jessica, themed recording programs are being offered throughout the winter quarter. A watch party was held Dec. 5th, with another to come on Jan. 25th. Recording sessions on the topics of “Holiday Traditions, Activities and Personal Stories” (Dec. 13th), “Snowstorms and Winter Weather” (Jan. 16th) and “Love Stories” (Feb. 13th) are scheduled. Residents also have the opportunity to record their stories themselves via the SimplyTold app. In My Day is funded in part by an ArtsNEXT grant from the Ohio Arts Council

- Circulation Services - Executed 41 passport applications and took 38 photos, bringing in $2,027.

- Continuing Education - Just in time for holiday traveling, gift giving, and winter break, the department introduced a new tech talk focusing on Digital Collections from the Library. Customers learned about the eBooks, movies, magazines, and more available free with their Heights library card – wherever they are. This session was offered at all four branches in the month of December.

- Coventry Branch - In December, Coventry took over the outreach program to Roxboro Middle School as part of the school district's grant program. Katherine Assink visited three times and did embossing, painting, catapults, and home-made play-dough projects with the students.
Noble Branch - Mary Looby provided three outreach visits in partnership with Noble Elementary’s grant funded STREAM Program. The school was awarded a 21st Century Community Learning Centers grant from the Federal Department of Education to provide STREAM programming. Mary led children in making salt dough ornaments/decorations, utilizing math in measuring, chemistry in combining elements to create a new one, and art in creating a design. She also planned a program on constructing pop-up, light-up greeting cards, utilizing engineering, science, and technology skills in using circuits to create the light and art skills in the design.

Special Projects - NEA Big Read 2019: In partnership with the Center for Arts Inspired Learning and local libraries and organizations, Heights Libraries will be participating in the 2019 NEA Big Read. Programming will run January-March. The chosen title is *Citizen: An American Lyric* by Claudia Rankine. There is a dynamic programming lineup including a visit from the author, book discussions, performance pieces, and a county-wide poetry slam. Heights Libraries will host a book discussion, teen poetry slam, African American Read In, and live stream the kick off with Claudia Rankine on Jan 23.

University Heights Branch - Youth Services Associates Angelica George and Michela Meaney launched the Culinary Creators program. After learning about the culinary literacy programming the Lee Rd YSD staff was planning, Angie and Michaela developed programming and made recommendations for purchase to outfit our own culinary literacy cart. In our first program, 14 attendees made pizza from scratch and garlic bread.

Youth Services - Youth Services Associate Chris Fries and Youth Services Librarian Katherine Assink created several video recorded storytimes that will live on the new website. Chris and Katherine worked with the Communications team and Special Projects Manager Maggie Kinney to make this happen. We hope these storytimes will generate interest for our in-person programs and be enjoyed by families who can’t make in to the library.

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION 7-2019
APPROVAL OF 2019 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 $118,040 (representing an increase from the 2018 salary of $4,540.00); and

BE IT FURTHER RESOLVED that the annual salary of the Fiscal Officer, Deborah Herrmann, shall be $84,760 (representing an increase from the 2018 salary of $3,260.00). These increases will be effective retroactive to the second pay of 2019.

Ms. Moskowitz said the board did performance evaluations of the director and fiscal officer before recommending the salary changes. Ms. Fluellen said she wanted to go on record stating the director and fiscal officer did a great job last year.

Mr. Roosa moved. Mr. Mentrek seconded Resolution 7-2019 was approved by a unanimous roll call vote.

RESOLUTION 8-2019
BUILDING & REPAIR FUND
NOBLE BOILER REPLACEMENT/REPAIRS

WHEREAS, the steam heat boiler at the Noble Branch of the Cleveland Hts.-University Hts. Public Library has ceased working; and

WHEREAS, the library is seeking quotes for both a replacement steam heat boiler and hot water boiler the Director is recommending staying with a steam boiler as that will not involve any pipe replacement within the building;

NOW, THEREFORE BE IT RESOLVED the Library Board of Trustees authorizes the fiscal officer to approve a purchase order not to exceed $40,000 for the boiler repair and replacement.

Ms. Levin said the library is seeking quotes from Gardiner, a firm the library has used for boiler issues previously. She said we are seeking a quote to just replace the steam boiler and also one for a hot water boiler. Ms. Levin said a change in the type of boiler could necessitate piping replacement so the steam boiler would be more cost effective. Mr. Roosa asked if there would be a warranty with the boiler and Ms. Levin said yes. Ms. Fluellen said she would like to see the two quotes and Ms. Levin said they would be e-mailed to the board members when they are received.

Ms. Moskowitz moved. Mr. Turakhia seconded. Resolution 8-2019 was approved by a unanimous roll call vote.

Ms. Moskowitz wanted to add that she gave her children $5 each when the Friends had the $5 a bag day and said they thought that was the greatest thing and they enjoyed getting so many books.

ADJOURNMENT

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