Present: Ms. Beatty, Ms. Botnick, Mr. Holland, Mr. Mentrek, Ms. Moskowitz, Mr. Ortmeyer and Mr. Roosa.

Also Present: Nancy Levin, Director; Kim DeNero-Ackroyd, Deputy Director; Deborah Herrmann, Fiscal Officer; members of the Administrative Services Team; L.P. Coladangelo, from the Staff Association; Linda Lopez from the Friends; Anne McFarland from the League of Women Voters; Sue Janssen, from the Foundation.

CERTIFICATION AND NOTIFICATION

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

MINUTES

Minutes of the regular meeting held on July 18, 2016 have been forwarded to the members. Mr. Roosa moved. Mr. Mentrek seconded. The minutes were approved with unanimous consent.

UNIVERSITY HEIGHTS BRANCH CONSTRUCTION/RENOVATION UPDATE

Mr. Gonczy reviewed the parameters of the construction materials testing contract which will be presented to the board at the August 28th meeting. He said the city requires 3rd party testing of materials such as the concrete and steel and the recommendation will be to hire PSI.

Mr. Ortmeyer asked if the item needed to be bid and Ms. Levin said no. Ms. Levin also said that a traction elevator, instead of a mechanical one, has been chosen for the building as a cost savings measure. She said it is machine-less, has no hydraulic oil and is energy efficient. Mr. Roosa asked if there have been any additional design changes and Ms. Levin said no. She said there is optimism that bid day savings will allow some alternate items to added back into the project.

OPERATIONS COMMITTEE – MR. HOLLAND

FINANCIAL REPORTS

Ms. Herrmann reported: State Auditors have completed their on-site work at the library and expect to issue an opinion letter before the end of August; the library has experienced a slight decrease in revenue in July 2016 compared to July 2015; the Public Library Fund allocation has decreased as the state is distributing less funds due to decreased income tax collections; and at the end of July, with 58% of the fiscal year complete, revenues received are at 79% of the annual estimate and expenditures are at 50%.

Mr. Holland moved. Ms. Beatty seconded to approve the financial reports for June and July. The financial reports were approved with 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 40-16 AMNESTY MONTH FOR JUVENILE CARDHOLDERS

WHEREAS, the public libraries located in Cuyahoga County have entered into a memorandum of understanding to support National Library Card Sign-Up Month from September 1 to September 30, 2016; and
WHEREAS, since 1987 the American Library Association and libraries across the country remind parents that a library card is the most important school supply of all; and

WHEREAS, In January 2016, President Obama invited schools and libraries to participate in the ConnectEd Initiative by providing a library card for every student.

WHEREAS, library fines for the Heights Library system are capped at $5.00 per item and charges for lost items are determined to be the replacement value of the item; and Youth materials are fine free but lost item fees are still charged;

WHEREAS, many juvenile card holders (under the age of 18) have cards which have been blocked due to an accumulation of fees over $15.00; and

WHEREAS, the Library Director has proposed a one-time waiver of fines and fees for cards held by persons under the age of 18 to enable the youth of our community to take advantage of the library’s many treasures and enjoy intellectual pursuits; and to celebrate National Library Card Sign-Up Month; and

WHEREAS, any person may only have one library card at a time; and

WHEREAS, the youth must be present in one of our four library branches to receive fine amnesty and will provide either a library card or identification; and

WHEREAS, the impact of this program will be studied by the participating libraries for impact on borrowing activities by youth while preserving the privacy of card holder records; and

THEREFORE BE IT RESOLVED THAT the Board of Library Trustees of the Cleveland Heights University Heights Public Library declares September 1-September 30, 2016 Library Card Sign Up Month and authorizes the staff of the library to waive fees and fines for persons under 18 years old to reinstate them as “bonafide” library users.

Ms. Levin said juveniles can apply to have the fines waived on their library cards during the month of September and there are more than 2,000 juveniles whose cards are currently blocked due to unpaid fees or fines.

Mr. Holland moved. Mr. Mentrek seconded. Resolution 40-16 was approved unanimously by a roll call vote.

RESOLUTION 41-16
UNATTENDED CHILD POLICY

Proposed Service and Administration Policy Statement:
Appendix K – Unattended Child Policy

The responsibility for the safety and behavior of children in the library rests with the parent or caregiver and not with library staff.

The following guidelines will be adhered to concerning the safety and behavior of children:
• Children age six and under may not be left alone in the library and must have adequate supervision while in the library.
  o If a child age six and under is found unattended during library hours or at closing time, staff will attempt to locate the parent or caregiver in the library. If the parent or caregiver cannot be found in the library, and/or the child does not know an emergency contact number, police assistance may be called.
  o Adequate supervision means a caregiver who can understand and follow the library’s code of conduct and mature enough to care for the child without an adult present. We suggest the caregiver should be at least 12 years old.

• Children over the age of six who can understand and follow the library’s code of conduct and who care for themselves are allowed to be in the library unattended. They should have contact information for someone who can assist them in an emergency.

Regardless of the child’s age, library staff may refer to the code of conduct when:

• A child is involved in a situation that is potentially harmful to the health or safety of the child and/or others
• A child and/or caregiver is engaging in a specific behavior that is disruptive to other library users, staff, or the normal operations of the library.

Ms. Levin said a letters explaining this policy will be distributed to schools to be sent home with students.

Ms. Botnick moved. Ms. Beatty seconded. Resolution 41-16 was approved unanimously by a roll call vote.

RESOLUTION 42-16
2016 AMENDED APPROPRIATION

BE IT RESOLVED that the 2016 Permanent Appropriation be amended as presented below.

<table>
<thead>
<tr>
<th></th>
<th>Current Budget</th>
<th>Increase</th>
<th>New Line Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>$1,997,000.00</td>
<td>$2,120,000.00</td>
<td>$4,116,822.86</td>
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<tr>
<td>New General Fund Budget Total</td>
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<td></td>
<td>$13,539,437.67</td>
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<tr>
<td>Building &amp; Repair Fund</td>
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<td></td>
<td></td>
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<tr>
<td>University Heights Library Project</td>
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<td></td>
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<tr>
<td>Consultants/Engineering</td>
<td>$445,000.00</td>
<td>$280,180.00</td>
<td>$725,180.00</td>
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<tr>
<td>Land Improvements</td>
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<td></td>
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<tr>
<td>(demo &amp; abatement)</td>
<td>$875.00</td>
<td>$106,464.00</td>
<td>$107,339.00</td>
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<tr>
<td>Building Improvements</td>
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<td>$681,025.00</td>
<td>$4,187,150.00</td>
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<tr>
<td></td>
<td>$3,952,000.00</td>
<td>$1,067,669.00</td>
<td>$5,019,669.00</td>
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<tr>
<td>New Building &amp; Repair Fund Budget Total</td>
<td></td>
<td></td>
<td>$5,453,269.00</td>
</tr>
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</table>
Ms. Beatty moved. Mr. Roosa seconded. Resolution 42-16 was approved unanimously by a roll call vote.

**RESOLUTION 42-16**

**FUND TO FUND TRANSFER**

BE IT RESOLVED that the Board of Library Trustees grants permission to the Fiscal Officer to make the follow fund transfers:

- $2,120,000.00 from the General Fund, 101, to the Building & Repair Fund, 401

Ms. Moskowitz moved. Mr. Mentrek seconded. Resolution 43-16 was approved unanimously by a roll call vote.

**RESOLUTION 43-16**

**BUILDING & REPAIR FUND**

**BUILDERS RISK POLICY**

WHEREAS, the library must have a builders risk insurance policy during the duration of the construction/renovation of the University Heights Branch;

WHEREAS, the library’s insurance agent, Love Insurance has obtained 3 quotes from different providers for a policy;

NOW THEREFORE BE IT RESOLVED: that Library Board of Trustees authorizes the Fiscal Officer to obtain builders risk insurance from September 1, 2016 to September 1, 2017 with the Love Insurance Agency acting as agent for Great American Insurance Company of New York, at cost not to exceed $3,700.

Mr. Roosa asked if this policy was in addition to any insurance contractors have and Ms. Herrmann said it is.

Mr. Roosa moved. Ms. Beatty seconded. Resolution 44-16 was approved unanimously by a roll call vote.

**RESOLUTION 44-16**

**BUILDING & REPAIR FUND**

**COVENTRY COURTYARD MASONRY**

WHEREAS, the Library Board of Trustees recognizes the need to repair, maintain and preserve the Coventry Branch; and

WHEREAS, quotes have been received for work on the exterior of the Coventry Branch, with pricing established under the Master Intergovernmental Cooperative Purchasing Agreement, and U.S. Communities, which satisfies the bidding requirements of the Library

BE IT RESOLVED: the Library Board of Trustees authorizes the fiscal officer to enter into a contract with Garland/DBS Inc., not to exceed $55,000 for additional repairs to masonry work at the Coventry Branch.

Ms. Levin said this additional work is for the courtyard that was not included in the initial bid. She said a water resistant agent will be applied to the walls, not a sealer, and the scope of the work was approved by the City of Cleveland Heights and the Cleveland Restoration Society.

Mr. Mentrek moved. Ms. Botnick seconded. Resolution 45-16 was approved unanimously by a roll call vote.
PLANNING AND EXTERNAL RELATIONS – MS. BOTNICK
Members of the Planning and External Relations Committee have met and have no items to report.

PERSONNEL COMMITTEE – MR. MENTREK
Ms. Marotta reported vacant staff positions will not be filled as the University Heights branch staff are reassigned to other branches. She said the bookmobile will be staffed by a librarian and associate along with a security guard, who will be the driver,

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

RESOLUTION 46-16
APPOINTMENT

BE IT RESOLVED: that the following appointment is approved:

Chloe Williams, full-time Technical Services Assistant, Grade 6H, effective September 6, 2016.

Ms. Beatty moved. Mr. Moskowitz seconded. Resolution 36-26 was approved unanimously by a roll call vote.

MARKETING AND COMMUNITY RELATIONS REPORT
Ms. Banks reported the following:
- Cleveland.com and the Plain Dealer featured the Harry Potter and the Cursed Child book release party.
- Cleveland Jewish News featured an article on UH renovation, groundbreaking, and temporary closing.
- CLEVNET Public Relations special interest group completed and distributed a “how-to” guide for the new catalog.
- UH renovation, groundbreaking, and closing communications: Fliers sent to UH library neighbors, eblast sent, banner hung over UH front door, signs and fliers placed in every branch, web slide placed on home page that links to renovation page, and ads placed in July 29/August issue of the Heights Observer and a mid-August issue of the Cleveland Jewish News.
- Coventry Summer Series participation: Library had a presence at the Coventry SID movie screenings, with a craft provided by Youth Services staff Cassandra Anselmi and Aaryn Biely, and centennial water bottle distribution. Fun video before each movie highlights partners, including Heights Libraries, as did the printed schedule. A great partnership we will pursue again.
- Continued working with eight other Cuyahoga County library systems on Library Card Sign Up month cooperative project. Finalized marketing pieces: press release, flier, bookmarks.

FRIENDS REPORTS
Ms. Lopez, president of the Friends of the Library, reported the 1st Friday sale netted $790 and the Friends awarded 3 scholarships of $750 to staff working towards a Master’s degree.

PRESIDENT’S REPORT
Mr. Ortmeyer said he saw former library board member James Posch, who said he was thrilled at the momentum of the University Heights branch renovation.

DIRECTOR’S REPORT
Ms. Levin reported Centennial programs continue with the following scheduled:

- Dee Perry starring in “Great Librarians I Have Known,” reader’s theatre presented by Dobama. Oct. 24 at 7 p.m.
- Cycle through Time, Sun. Oct. 2 at 1pm with Heights Bike Coalition at Coventry: a brief history of our libraries with a bike ride.
- Noble Great Books Discussion, Shirley Jackson book discussion, Art Study Group at CMA

Also, the annual report is in this quarter’s issue of Check Us Out; Brown Girl Dreaming is the On the Same Page Community Read for this fall; Clevnet is having a study done of its membership pricing for 2018; the book bike made three visits in August for 6 hours and 300 people were served; a group of public service staff have formed a task force to discuss ways to improve circulation and visitor frequency; and staff development day is September 23 and will feature sessions addressing library and community issues.

Ms. Levin also reminded everyone of the groundbreaking ceremony at the University Heights branch on Sunday, August 28.

Ms. Levin presented the OPLIN strategic plan:

<table>
<thead>
<tr>
<th>Guiding Principles</th>
<th>Rev. Code</th>
<th>Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OPLIN is defined in Ohio Revised Code Sec. 3375.64-67 as &quot;... an independent agency within the state library of Ohio, for the purpose of ensuring equity of access to electronic information for all residents of this state.”</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>Provide equal access to digital information for all Ohio citizens, regardless of format and regardless of location of the user.</td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td>1) purchasing internet connections for Ohio public libraries and other OPLIN participants, which then provide direct services to Ohio residents; 2) enabling all the residents of Ohio to access a basic collection of digital information that may otherwise be difficult or impossible to find; and 3) assisting Ohio public libraries with technologies that could help them deliver information to their users.</td>
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</tr>
</tbody>
</table>

GOVERNMENT REPORT

Ms. DeNero-Ackroyd reported:

- Two of our most successful collaborations over the last several years have been with the Ingalls Library at the Cleveland Museum of Art and the Harold T. Clark Library of the Cleveland Museum of Natural History. The Art Study Group and Science and Nature Study Group, led by Carole Wallencheck and L. P. Coladangelo respectively, offer a mix of guided museum tours and lectures from experts in their fields. This month, the Art Study Group explored “The Artistry of Words,” looking at the ways literacy, printing, reading habits, technology and words themselves have inspired artists to comment on social change, personal identities and public life. The Science and Nature Study Group heard a talk from Harvey Webster, Director of Wildlife Resources at the CMNH, and a nationally known conservationist. It was the first in a series of programs celebrating the 100th anniversary of the National Park Service.
- The release of Harry Potter and the Cursed Child inspired a late night program at Coventry Branch in collaboration with Mac’s Backs. Staff provided crafts and games throughout the evening, raffled No Hold copies of the book at midnight, and hosted a small troupe of actors, who read the script beginning at midnight. The program drew an excellent turnout and customers enjoyed this unusual event.
In response to requests from the refugee community, Noble is now offering Citizenship classes, Nepali Language classes for children, English classes for adults, and ESOL Boot Camp for children in addition to our standard Welcome Hub. These activities and the efforts of the staff have increased the presence of this group at our library.

- We continued our Individual Tutorials at the branches and offered afternoon tutoring sessions at each of the branches during the month.
- Adult Services Librarian Nancy Zelman partnered with the Western Reserve Calligraphers to offer a 3-part Calligraphy Workshop Series that was extremely popular. Fifty-four people attended over the course of the three Saturdays, and the library received many inquiries about it.
- Sam Lapides, Youth Services Librarian Jessica Robinson, and Special Projects Manager Beth Hatch began a grant proposal to the LSTA (Library Services and Technology Act) for the creation of a teen room digital media lab in 2017.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Ms. Botnick moved. Mr. Roosa seconded to adjourn the meeting at 7:30 p.m. The motion was approved with unanimous consent.