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

CERTIFICATION AND NOTIFICATION
The Director 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, Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Betsey Tracy from the League of Women Voters, Ketti Finneran from the Friends, Sue Janssen from the Foundation, Jeri Waltrip from Staff Association, Amy Rosenbluth from Lake Erie Ink, Celeste Cosentino from Ensemble Theatre, Brady Dindia from Artful, Deana Bremer Fischer president of the Coventry Peace Campus and Executive Director of Future Heights.

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

APPROVAL OF MINUTES
Minutes from the April 15, 2019 Regular Meeting were forwarded to board members to review. Mr. Roosa moved to approve the minutes. Mr. Gerboc seconded. The minutes were approved by unanimous consent.

PRESENTATION
A presentation from Deanna Bremer Fisher was heard by the Board of Library Trustees. Ms. Fisher is the president of the new 501c3 organization Coventry Peace Campus. Ian Hinz of Ensemble is the treasurer and Brady Dindia of Artful is the secretary. The presentation focused on grants and initiatives the tenants of the school are working on to prepare to operate the building after July 2020. Celeste Consentino and Cleveland Heights Mayor Carol Roe will be participate in a National Endowment for the Arts Workshop in Washington DC to prepare them to apply for an Our Town Grant to support the campus moving forward. The feasibility study conducted by IFF is underway and should be completed in August.

Ms. Fluellen entered the meeting at 6:50 p.m.

OPERATIONS COMMITTEE – MR. ROOSA
In the absence of the fiscal officer Ms. Levin presented the financial and investment reports.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – APRIL
Mr. Gerboc moved. Mr. Turkhia seconded. The financial and investment reports 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 16-2019
APPROVAL OF COUNTY TAX BUDGET

WHEREAS: the Tax Budget submitted for the year 2020 has been submitted to and reviewed by the Board of Library Trustees; and

WHEREAS: the Board has previously adopted and hereby reaffirms appropriate rules and regulations extending the benefits of the services of the library to all inhabitants of Cuyahoga County and Ohio;

NOW THEREFORE BE IT RESOLVED: that the following Tax Budget indicating the income needed by the Cleveland Heights–University Heights Public Library for the year 2020 is $22,728,342 in revenue for the general fund, of which $2,700,000 would be received from the Public Library Fund of the State of Ohio, be submitted to the Cleveland Heights-University Heights School Board for submission to the County of Cuyahoga on or before July 20, 2019.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 16-2019 was approved by a unanimous roll call vote.

RESOLUTION 17-2019
APPROVAL TO INCREASE PETTY CASH & CHANGE FUND

WHEREAS: the Cleveland Hts.-University Hts. Public Library has a designated Petty Cash & Change Fund authorized in 2014 to contain $1,300; and

WHEREAS: the petty cash fund was increased to $1,330 in 2018 to accommodate additional change for the weekend at the main library circulation desk and;

WHEREAS: due to customers seeking change for $20 bills and the fact the current change machine will only make change for $1 and $5 bills, the Fiscal Officer has purchased a new change machine that will accept $20’s, $10’s, $5’s and $1 bills and make change with $5, $1 bills and quarters providing an additional customer service; and

WHEREAS: the new change machine will require more money than the capacity of the current change machine;

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts. - University Hts. Library Board of Trustees authorizes the Fiscal Officer to increase the Petty Cash & Change Fund by $2,100; increasing the total amount of the fund to $3,430.

Mr. Mentrek moved. Mr. Turakhia seconded. Resolution 17-2019 was approved by a unanimous roll call vote.

RESOLUTION 18-2019
APPROVAL OF AFTER THE FACT PURCHASE ORDER – BUILDING & REPAIR FUND
WHEREAS: the Cleveland Hts.-University Hts. Board of Library Trustees approved on August 6, 2018 Resolution 37-2018 hiring Studio Techne to conduct an assessment for the usage the basement of the Coventry Branch library; and

WHEREAS: a purchase order was not opened at the time the work was begun in 2018;

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees approves an after-the-fact purchase order to Studio Techne in the amount of $9,737.50 from the Building & Repair Fund for the above mentioned assessment.

Mr. Gerboc moved. Ms. Fluellen seconded. Resolution 19-2019 was approved by a unanimous roll call vote.

RESOLUTION 19-2019
APPROVAL OF REPAIRS – LEE ROAD BASEMENT

WHEREAS: the northeast corner wall of the Lee Road basement has crumbling concrete, water penetrating and is need of repair;

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees approves the fiscal officer authorizing a purchase order for $12,761 to Cleveland Building Restoration for the concrete repairs in the Lee Road basement.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 19-2019 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

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

RESOLUTION 20-2019
APPROVAL OF 2019-2020 MEDICAL BENEFITS

WHEREAS, the Cleveland Heights – University Heights Library is accepting a proposal from United Health Care for group medical and prescription drug benefits; and

WHEREAS, the Library will offer three (3) plan designs for eligible full-time employees; and

WHEREAS, the chart below reflects the Wellness Incentive based contribution the Library will pay towards each employee’s premium and the employee’s cost of their health care premium;
### Library Incentive Based Employee Premiums*

<table>
<thead>
<tr>
<th>% Contribution</th>
<th>U.H.C Monthly Premium</th>
<th>Library Contribution Monthly</th>
<th>Employee Cost monthly</th>
<th>EE cost per pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Deductible</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0%/100%</td>
<td>EE</td>
<td>$672.51</td>
<td>$672.51</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE/Spouse</td>
<td>$1,478.16</td>
<td>$1,404.25</td>
<td>$73.91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE&amp;Child</td>
<td>$1,135.17</td>
<td>$1,078.41</td>
<td>$56.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>Family</td>
<td>$2,075.99</td>
<td>$1,972.19</td>
<td>$103.80</td>
</tr>
<tr>
<td></td>
<td><strong>Deductible</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>0%/100%</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0%/100%</td>
<td>EE</td>
<td>$651.79</td>
<td>$651.79</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE/Spouse</td>
<td>$1,432.62</td>
<td>$1,360.99</td>
<td>$71.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE&amp;Child</td>
<td>$1,100.20</td>
<td>$1,045.19</td>
<td>$55.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>Family</td>
<td>$2,012.03</td>
<td>$1,911.43</td>
<td>$100.60</td>
</tr>
<tr>
<td></td>
<td><strong>Deductible</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>0%/100%</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0%/100%</td>
<td>EE</td>
<td>$548.84</td>
<td>$548.84</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE/Spouse</td>
<td>$1,206.34</td>
<td>$1,146.02</td>
<td>$60.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE&amp;Child</td>
<td>$926.42</td>
<td>$880.10</td>
<td>$46.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>Family</td>
<td>$1,694.23</td>
<td>$1,609.52</td>
<td>$84.71</td>
</tr>
<tr>
<td></td>
<td><strong>H.S.A.</strong></td>
<td><strong>Funding per year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$2,700/5,400</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0%/100%</td>
<td>EE</td>
<td>$548.84</td>
<td>$548.84</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE/Spouse</td>
<td>$1,206.34</td>
<td>$1,146.02</td>
<td>$60.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>EE&amp;Child</td>
<td>$926.42</td>
<td>$880.10</td>
<td>$46.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5%/95%</td>
<td>Family</td>
<td>$1,694.23</td>
<td>$1,609.52</td>
<td>$84.71</td>
</tr>
</tbody>
</table>

*These rates apply to enrollees who completed the 2018-2019 Wellness Initiatives

WHEREAS, a Wellness Incentive non-participation schedule with the employee’s cost of their health premium has not yet been determined but it will not exceed 30% of the employers Wellness Incentive contribution of the premium; and

WHEREAS, the Library will contribute up to $650 per year for all Health Savings Account Plan subscribers, prorated by hire date; and

WHEREAS, the employees are responsible for the difference between their premiums and the Library Wellness Incentive based contribution; and

WHEREAS, the health insurance cost to the library is not anticipated to exceed $610,000 annually,
THEREFORE BE IT RESOLVED: that the Finance Manager be authorized to enter into contract with United Health Care for employee medical and prescription coverage effective from July 1, 2019 through June 30, 2020.

Ms. Levin said the resolution is the same as the one shared at the board committee meeting. Ms. Marotta said the base contribution amounts have changed with the new plans and there is an additional incentive for those who participated in the wellness plan.

Mr. Mentrek moved. Mr. Gerboc seconded. Resolution 20-2019 was approved by a unanimous roll call vote.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MS. FLUELLEN

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

RESOLUTION 21-2019
APPROVAL OF CONTRACT – STUDIO TECHNE
COVENTRY BASEMENT WATERPROOFING PROJECT

WHEREAS: the Cleveland Heights-University Heights Library Board of Trustees wishes to bid for waterproofing the basement at the Coventry Branch library, making that space available for staff and patrons; and

WHEREAS: this project will require assistance in preparing technical drawing, reviewing bid and permit specifications and construction administration;

NOW THEREFORE BE IT RESOLVED that the Cleveland Heights-University Heights Public Library approve a contract with Studio Techne for $16,500 for the above mentioned work.

Mr. Gerboc moved. Mr. Turakhia seconded. Resolution 21-2019 was approved by a unanimous roll call vote.

FRIENDS REPORT

Ms. Finneran reported the May Mega-Sale was a record breaker, bringing in $9,200. She expressed her thanks for all the volunteers that worked on the sale. She congratulated the winners of the spelling bee and reminded everyone the Friends are also selling books on e-Bay.

PRESIDENT’S REPORT

None.

DIRECTOR’S REPORT

Ms. Levin reported:

Guest speaker:
Deanna Bremer Fischer, President of Coventry P.E.A.C.E. will address our meeting tonight. She is also Executive Director of Future Heights.
Save the dates:
Indians Baseball Game: Sat. July 20 7:10

Staff Day Oct. 5, 2019

Groundwater Training for Staff Oct. 21-22

FFHL Honor Roll Dinner, November 10

Phase 1 REI Training for AST and Board of Trustees, Dec. 4-5

Where are all of the managers? They are at Coventry Branch assisting with our Greater Cleveland Food Bank food pantry! See Special Projects Report.

Speaking of the Greater Cleveland Food Bank…
The Summer Lunch program at Lee Road this year will run June 3 - August 9, Monday - Friday from 12:00-1:00 pm. This service provides free lunch for children (18 years old and under) as part of the Greater Cleveland Food Bank's Summer Feeding Program.

Washington Boulevard Year One
We have met with our Coventry tenants for the first annual budgeting summit. Their leases stipulate that if there is not $10,000 in the reserve by April 1, 2019 they must add a reserve payment of .50 a square foot until they have that amount in reserve. At that date they had a deficit of $7,610 in reserve so the increased reserve amount is being charged to the tenants. A fundraiser is planned for May 31 featuring a speaker about the Burning Man Festival. We also started meeting with IFF to plan the feasibility study.

Mentor Public Library joined Clevnet on May 6.
(http://www.mentorpl.org/) There are now 46 Library systems in Clevnet!

SPARK Community meetings
As part of the Library’s support for Supporting Partnerships to Assure Ready Kids™ (SPARK), Nancy is attending planning meetings to discuss county-wide implementation of SPARK programs. The first meeting was May 8.

ULead @ Heights Libraries (contributed by Maggie Kinney)
Congratulations to Danielle Maynard, Youth Services Associate at Noble, for submitting the winning ULead idea, My First Library Card: Early Lit Kits for WIC. My First Library Card team members are Isabelle Rew, Leslie Swaim-Fox, and Suzanne Wilkins, with mentorship provided by Constance Dickerson. The team will attend a one day workshop on May 20, and will use Design Centered Thinking to bring the project to life! ULead is a way to gather ideas for future Library projects, encourage cross departmental relationships, and to develop leaders in the organization.

Dewey Decimators win Spelling Bee three years in a row
Congratulations to Chris Mentrek and Victor Rosenberg who continued their winning streak as the Library spelling bee team funded by the FRIENDS!

Communications Report Highlights:

Publications/Outreach Highlights
Our April 16 posting of a drawing of Notre Dame Cathedral from the children’s book Madeline garnered 827 reactions (likes, shares, etc.) and reached just under 7,500 user feeds. Average reach in April 2019 was 1,300, compared to a little over 600 in April 2018.

The summer edition of Check Us Out was produced and sent to print, and should have hit mailboxes right around now.

Communications teams members visited branches for National Library Week (April 7-13), making special buttons with young and old customers alike that were shared on social media.

Other Projects
- The CHUH School District-Wide Art Show was installed the 2nd week of April, and the opening/awards night of April 27 attracted roughly 300 parents, teachers, children, and community art fans in the meeting rooms and throughout the building.
- Communications manager spoke before three sold-out showings of our Film Fest partnered movie, The Little Comrade, April 3, 5, & 6, sharing info about Heights Libraries.
- Communications team members worked with special projects manager on communications and volunteer outreach/recruitment for the new Cleveland Food Bank Mobile Pantry program, which begins May 20.

Director Activities April 2019
- April 1-7 Vacation
- April 9 OLC Legislative Day, Columbus
- April 10 Meet with Staff Association
- April 11 Administration Support Team
- April 11 Clevnet meeting
- April 12 SPARK meeting with CH-UH Schools and Family Connections
- April 12 Show Washington Blvd to prospective tenant
- April 15 Board of Library Trustees Meeting
- April 18 Coventry Special Improvement District Meeting
- April 24 Spring Community Partner Meeting
- April 25 DCFS departmental meeting with Joseph Jackson
- April 25 OLC Trustees Dinner
- April 26 Clevnet Director’s Meeting in Madison Ohio, Presented on Fine Free policy

Created Spelling Bee list words for Community Spelling Bee

GOVERNMENT REPORT

Ms. Levin reported:

All Library Issues approved in May elections
- Levy Euclid Public Library Cuyahoga 5.6 mills, 2,255 Yes, 636 No, 78% approval, Renewal, 5 years
- Levy McComb Public Library Hancock 1 mill, 369 Yes, 118 no, 76% approval, New, 5 years
- Levy North Ridgeville Library (Lorain Public Library System) Lorain 1.91 mills, 2,938 Yes, 976 No, 75% approval, Renewal, 5 years
- Levy Oberlin Public Library Lorain 1.5 mills, 753 Yes, 85 No, 90% approval, Renewal, 5 years
- Levy Stark County Library District Stark 2 mills, 13,321 Yes, 12,761 No, 51% approval, New, 8 years

Budget Hearings continue in Columbus
As for the Public Library Fund (PLF), the House did not make any changes to the Governor's proposal and recommends maintaining the PLF at 1.68% in FY20 and FY21. That said, some of the House's proposed tax changes will increase the state's overall GRF base.

The Senate has begun budget hearings on HB 166 the Ohio Budget bill. The OLC was scheduled to testify on Thurs., May 9, at 9:30 a.m. in the Senate Finance Higher Education Committee. Please watch for additional state budget updates from the OLC, including new talking points as the state budget process moves to the Ohio Senate. The Budget must be passed by June 30.

PUBLIC SERVICE REPORTS

Ms. DeNero-Ackroyd reported:

- Adult Services - On April 28th, we celebrated National Poetry Month with the Favorite Poem Project. This annual program offers a relaxed environment of listening to poetry read by neighbors, friends and local residents. This year, 10 community members read a favorite poem to the audience of 28, sharing the reasons they enjoy it and talked about the impact it has had on their lives.

- Circulation Services - Executed 91 passport applications and took 81 photos, bringing in $4400.

- Continuing Education Department - Mental Health First Aid (MHFA) 31 people attended Mental Health First Aid training at the Lee Road Branch. Presented by Recovery Resources, MHFA teaches attendees about the risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. 25 Project Outcome Education and Lifelong Learning surveys were completed and respondents either agreed or strongly agreed that they benefited from the program:
  - 100% learned something that was helpful
  - 100% felt more confident about what they learned
  - 100% intend to apply what they learned
  - 100% were more aware of resources and services provided by the library

- Funded by a LSTA Mental Health First Aid grant from the State Library of Ohio, this month’s training represents the first time the Library has offered MHFA to the general public. This grant also covers Gatekeeper (QPR) Suicide Prevention Training, which the Library will offer to the public on Wednesday, May 8 & Friday, May 17.

- Coventry Village Branch - Working with Bill Morgan of Cleveland Hearing and Speech, Ben Gulyas has begun another series of ASL classes for the public. These classes are the only free ASL classes in the area and allow many people to learn to communicate with Deaf family members or clients.

- Noble - Future Heights presented a Youth Engagement Workshop in the Teen Room. An urban planner led small group discussions on the Noble Corridor Project. Teens talked about what they would like to see in the community including bike lanes, playgrounds, retail establishments, recreational venues, and places to eat. Each group was given a map of the area to fill in, then shared their ideas with the other groups.
• Special Projects - ULead @ Heights Libraries: Congratulations to Danielle Maynard, Youth Services Associate at Noble, for submitting the winning ULead idea, My First Library Card: Early Lit Kits for WIC. My First Library Card team members are Isabelle Rew, Leslie Swaim-Fox, and Suzanne Wilkins, with mentorship provided by Constance Dickerson. The team will attend a one day workshop on May 20, and will use Design Centered Thinking to bring the project to life! ULead is a way to gather ideas for future Library projects, encourage cross departmental relationships, and to develop leaders in the organization.

• University Heights Branch - Youth Services Associate Angie George collaborated with Tech Trainer Alyse Gianotti to present a Coding for Kids program. Attendees explored a variety of coding toys and learned how to use the Cosmo robot, coding on the iPad, and other fun, educational coding options.

• Youth Services - In March, Youth Services staff visited 8 preschools, daycares and schools, reading stories to 323 children. As Picture Book Madness wrapped up, Associate Chris Fries reported that we received 1,162 total votes this year. That’s 443 more votes more than in 2018. *Chicka Chicka Boom Boom* beat out *Brown Bear, Brown Bear, What Do You See?* as this year’s favorite children’s book in the Heights!

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION 22-2019
APPROVAL OF
LEASE AMMENDMENT - FAMILY CONNECTIONS

WHEREAS: Family Connections is a tenant at Washington Boulevard and it signed a one year lease that terminates on June 30, 2019; and

WHEREAS: Family Connections wishes to renew their lease for another year with a term ending on June 30, 2020 commensurate with all of the other tenants; and under the same terms as those who signed two year leases;

NOW THEREFORE BE IT RESOLVED that the Board of Library Trustees approves and authorizes the Director to enter into the agreement with Family Connections outlined in the Lease Amendment.

Ms. Levin said this is a one year extension of their lease.

Mr. Roosa moved. Mr. Mentrek seconded. Resolution 22-2019 was approved by a unanimous roll call vote.

ADJOURNMENT

Mr. Mentrek moved. Mr. Gerboc seconded to adjourn the meeting at 7:45 p.m. The motion was approved by unanimous consent.