Present: Mr. Gerboc, Ms. Iwamoto, Ms. Moskowitz, Mr. Roosa. Ms. Fluellen, Mr. Mentrek, Mr. Tirakhia and 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; Khaliah Fisher Grace from the League of Women Voters, Ketti Finneran from the Friends, Sue Janssen from the Foundation, Kath Levine from Staff Association, Jane Daroff, Dara Adkison, Joanna Levin, Tracey Messer, Karen Schneiderman, Phyllis Harris.

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

APPROVAL OF MINUTES
Minutes from the May 20, 2019 Regular Meeting were forwarded to board members to review. Mr. Gerboc moved to approve the minutes. Ms. Moskowitz seconded. The minutes were approved by unanimous consent.

OPERATIONS COMMITTEE – MR. ROOSA
Ms. Fluellen arrived at 6:45 p.m.

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

RESOLUTION 24-2019
AFFIRMATION OF FREE SPEECH AND INCLUSION

WHEREAS, the month of June is widely recognized as “Pride Month,” which celebrates the LGBTQ community, and at its June 4, 2019, meeting, Cleveland Heights City Council passed a resolution officially recognizing June as LGBTQ Pride Month, and the city of University Heights began flying the LGBTQ Pride flag at City Hall on June 3 of this year; and

WHEREAS, the Licking County Library and Delaware County District Library systems were recently planning to host a number of LGBTQ-themed events in their libraries as part of Pride Month at the request of the citizens in their communities; and

WHEREAS, as a result of planning to host these events, both library systems fell subject to harassment, ranging from threats of physical violence by individuals to a public letter from Ohio State House of Representatives Speaker Larry Householder demanding the events be canceled. And while this hostility
came from a small minority of people, it did lead to the cancelation of the above-mentioned Pride-themed
events; and

WHEREAS, The American Library Association, the Library Bill of Rights, the Cleveland Heights-
University Heights Public Library, and public libraries in general all have a rich history steeped in traditions
of combating censorship, reflecting the values of our communities, and striving toward ever greater
diversity, equity, and inclusion; and

WHEREAS, The Cleveland Heights-University Heights Public Library, in its public Values Statement,
commits to lead for a culture of respect for all, and as part of its strategic plan desires to foster diversity,
equity, and inclusion;

NOW THEREFORE BE IT RESOLVED: That the Cleveland Heights-University Heights Public Library
reaffirms our commitment to challenging censorship in the fulfillment of our responsibility to provide
information and enlightenment. As an institution which values not merely freedom of speech but a
commitment to the truth, we strongly disapprove of the misrepresentations and spread of misinformation by
Speaker Householder, and we condemn those who would threaten any public library, physically, financially,
or otherwise, because of a personal disagreement with programming decisions; and

BE IT FURTHER RESOLVED: That the Cleveland Heights-University Heights Public Library, in our
commitment to reflect the diversity of origins, age, background, and views of our community, stand firmly
in solidarity with our LGBTQ neighbors; and

BE IT FURTHER RESOLVED: That the Cleveland Heights-University Heights Public Library remains
committed to creating a more equitable, diverse, and inclusive society, recognizing and acknowledging that
we cannot achieve this through passive tolerance, but by actively combating marginalization and
underrepresentation within the communities we serve.

Dara Adkison, president of the Cleveland Stonewall Democrats, appreciated the resolution and said libraries
should always be welcoming to all. Jane Daroff, a member of Parents and Friends of Lesbians and Gays
(PFLAG), and Karen Schneiderman, a Cleveland Heights resident, both spoke in support of the resolution.
Ms. Schneiderman said the comments made by Representative Householder are not reflective of the Cleveland
Heights community and it pained her to learn of them.

Mr. Gerboc moved. Mr. Roosa seconded. Resolution 24-2019 was approve by unanimous consent.

FINANCIAL REPORT

Ms. Herrmann reported no unusual fluctuations in revenue or expense had occurred.

APPROVAL OF
FINANCIAL & INVESTMENT REPORTS – MAY

Mr. Roosa moved. Ms. Moskowitz seconded. The financial and investment reports were approved by
unanimous consent.

RESOLUTION 25-2019
APPROVAL OF PLANNED SERVICE AGREEMENT –
WHEREAS, the heating and ventilation system at the University Heights branch is no longer covered under a warranty;

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees authorizes the fiscal officer to enter into a three year Planned Service Agreement with Johnson Controls for the University Heights branch at an initial cost of $8,160 per year.

Mr. Gerboc moved. Ms. Fluellen seconded. Resolution 25-2019 was approved by a unanimous roll call vote.

RESOLUTION 26-2019
APPROVAL OF TECHNOLOGY PLAN

BE IT RESOLVED: that the Library Board of Trustees approves the 2019-2022 Technology Plan as presented.

Matt Hoffman, IT Manager, said the plan was started 8 years ago as a document to bring all information related to computer/ttech services into 1 document. He said it details information on both hardware and software.

Mr. Gerboc moved. Ms. Moskowitz seconded. Resolution 26-2019 was approved by a unanimous roll call vote.

RESOLUTION 27-2019
APPROVAL OF AFTER THE FACT PURCHASE ORDER

WHEREAS, Ohio Revised Code 5705.41 requires the certification of fund availability for purchase orders and

WHEREAS, an invoice presented for payment that predates a purchase order requires a “Then and Now Certificate”; and

WHEREAS, 5705.41 (D) (1) requires approval of the governing board if the “Then and Now Certificate” is in excess of $3,000,

NOW THEREFORE BE IT RESOLVED that the Cleveland Hts.-University Hts. Library Board of Trustees approved the payment of $13,192.55 to Power Alarm, a purchase approved previously by the board on February 18, 2019, Resolution #10-2019.

Mr. Roosa moved. Ms. Moskowitz seconded. Resolution 27-2019 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT

Ms. Marotta reported:
Staffing

We are currently interviewing candidates to fill the two part-time youth services positions. Ryan Kelley, who was a Lee Road Circulation Page, was promoted into that department’s vacant part-time Circulation Assistant position. We have a security guard position open and on hold; we may consider filling the vacancy in late summer early fall for the 2019 school calendar year.

<table>
<thead>
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<th>Job Status</th>
<th>Vacancy Date</th>
<th>Vacancy Reason</th>
<th>Incumbent</th>
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<td>Resignation</td>
<td>A. Karapandzic</td>
<td>Open</td>
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*New to the report this month

2019 Compensation – Merit Increases & Adjustments

The Board of Library Trustees approved a wage increase for eligible employees. As outlined in the Library’s Human Resources Salary Administration policy, wage increase recommendations are based on a merit system that includes the following components: the Library’s budget, employee performance and the employee's position within the salary range.

Merit wage increases

Management used the following matrixes to calculate employee merit wage increases. An employee’s 2018 annual performance score and quartile position determined their new base wage. This year employees at the top of the 4th quartile or over the 4th quartile received a base increase as opposed to a lump sum increase. We have been using the method of issuing lump sum increases as opposed to base increases since 2009 for those employees who are at the top of their range or over.
Eligibility

Employees hired prior to October 1, 2018 are eligible for a merit (based on annual performance evaluation and merit matrix) increase. There were 126 employees eligible for the merit increase.

Other compensation adjustments:

1) Lump sum payments of $1,500.00 to the librarians who perform page supervisory work, prorated by months with the responsibility. The additional compensation is in recognition for their supervisory responsibilities. OPERS will be paid on all lump sum amounts.

2) Paid a 1.5% increase to staff not eligible for merit increase. This will help with wage compression as we hire through 2019.

3) Brought all Page staff up to at least $9.00 per hour.

Benefits – health insurance enrollment

Open enrollment meetings were held over June 4 to June 14, 2019 for eligible employees. United Healthcare representatives and our insurance agents met with employees to introduce and explain plan options. The Library is offering three plan design options. Enrollment forms are due to the Business Office by June 15, 2019. Medical insurance coverage with United Healthcare begins on July 1, 2019.

Staff Training

Emergency Response and First Aid Awareness Training (staff training)
Kevin Echols, Security Services Manager, presented mandatory Emergency Response and First Aid Awareness Training to employees this month. In this training, Kevin covered handling basic emergency situations; adults and teen crisis; making 911 calls; should staff assist in administering first aid; and reporting workplace injuries to supervisors.

Annual In Charge Training (staff training)
Kim DeNero-Ackroyd, Deputy Director, and Kevin Echols, Security Services Manager, presented annual In Charge Training to employees who are assigned In Charge duties in the system. The training reviewed procedures for dealing with building and tech-related issues; handling difficult customers; dealing with customer complains; resolving scheduling issues; and managing unexpected media inquiries.

PLANNING & EXTERNAL RELATIONS COMMITTEE – MS. FLUELLEN

FRIENDS REPORT

Ms. Finneran reported sales for June’s First Friday Sale was 25% higher than last June’s sale. She said they are running sales with 2 for the price of 1 pricing every month on different categories of books. June is religion and spirituality books. Ms. Finneran said that they received large donation of history and art books and have earned $3,000 from book sales on e-Bay this year.

PRESIDENT’S REPORT
Ms. Levin reported:

**Trees donated to Library**
Bill Hanovan of Scarborough Road is a modern day Johnny Appleseed! He donated two trees to the Lee Road Library this month and may also provide more. We are so appreciative of this wonderful community member.

**University Heights Memorial Day Parade**
Sara Philips, Angie George, Nancy Zelman, Sheryl Banks and I along with community members marched with the Heights Library Van on Memorial Day in University Heights. We continued a long tradition of Library participation in the parade and had a great time.

**New Book Bike revealed**
Speaking of the parade… the new Book Bike has arrived and participated in the parade along with a number of other events this month. Isabelle Rue and Sheryl Banks are primarily the book bike wranglers and they have bright new uniforms to show off their library roots.

**Food Pantry at Coventry**
May 20 was the first night of the Greater Cleveland Food Bank Produce Pantry at Coventry Library. We will have our second one on June 24. Tons of fresh vegetables and fruits will be available for anyone over 18 who can vouch for their eligibility.

**Coventry tenants hold fundraiser, weekend of events**
The Coventry Peace Campus held a very well attended fundraiser on May 31 featuring Danger Ranger from Burning Man. The following day volunteers held the Peace Park Clean-Up and on that Sunday the Coventry Market was held in the Park. The book bike ridden by Isabelle Rue visited the Market and distributed free books.

**Copy and Printing Contract**
A new contract for copying and printing is being negotiated with Com Doc, a Xerox affiliate located in Broadview Heights. The board will be asked to consider the contract next month.

**Meeting with City and First Energy about Power Outages held Tuesday May 21**
At least 7 power outages have affected the Lee Road Branch Library since July of 2018. One outage on Dec. 16 was caused by a squirrel who ate through power lines on the pole and took out power for a number of days in the HKIC building.

**Small Business Development Center Monte Ahuja College of Business located in HKIC**

**Annual statistics**
Report of Activity from Katie Van Dyke

<table>
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<th></th>
<th>FY 2018</th>
<th>FY 2019 (8 months in, 4 to go):</th>
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<tr>
<td>Total Clients:</td>
<td>215</td>
<td>149</td>
</tr>
<tr>
<td>Counseling Hours:</td>
<td>950</td>
<td>714</td>
</tr>
<tr>
<td>Capital Infusion:</td>
<td>$2.85 mil</td>
<td>$1.99mil</td>
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</table>
American Library Association Annual Conference
Ben Gulyas, Ty Emerson, Kim DeNero-Ackroyd and Nancy Levin will be attending the ALA conference in Washington DC commencing on June 20.

Communications Report

May 2019 Highlights

The New Book Bike made its debut in May at two events: The We Are Noble weekend and the University Heights Memorial Day Parade! It was well received at both events. The new Outreach van was also in the parade, proudly showcasing our slogan “Here for you, wherever you are.”

Communications team members represented the Library at the Heights-Hillcrest Chamber of Commerce Business Expo, sharing with roughly 100 local vendors, small business owners, and entrepreneurs information about beneficial Library services and resources (meeting rooms, online databases, free tech assistance, computer classes, etc.).

Team members worked with our local history librarian to create graphics and a webpage for the new “Living in the Heights” podcast, scheduled to go live in June.

The team welcomed Laurel High School seniors Julia and Katie, who took over the Library’s social media channels for the week of May 20 as part of their senior project. Their posts garnered lots of positive reactions, and they taught the staff a few things!

The team supported Summer Reading in a variety of ways: Creating graphics, forms, and fliers for 4 different ages groups (Preschool, school-age, teen, and adults), created and submitted Summer Reading ads to the Heights Observer and Today’s Family magazine, created and posted a web page and web graphics, and made Summer Reading a semi-permanent part of our enewsletter through August.

GOVERNMENT REPORT

Ms. Levin reported:

Libraries face down opponents of free speech, Pride events
Libraries from Spokane Washington to Waterville New York, supported LGBTQIA Pride month by hosting events, drawing the ire of some opponents. They also saw an outpouring of support from groups espousing free speech protection from the US Constitution. In Ohio, Speaker of the House Larry Householder wrote a letter to the Ohio Library Council objecting to the use of public funds for such programs. OLC responded with a statement. Coverage from local news sources followed the story.

On June 11, the Ohio Senate introduced its version of the Fiscal Year (FY) 20-21 state budget bill, which included an increase in the Public Library Fund (PLF) from the current level of 1.68% to 1.7% of the state's General Revenue Fund (GRF). The substitute bill includes more than 2,000 amendments (including the PLF amendments), and additional tax reform changes. The bill itself is 2,927 pages in length and the comparison document from the Legislative Services Commission is over 600 pages.

The Senate Leadership utilized the Office of Budget and Management (OBM)'s revenue estimates in creating their budget and is expecting overall increases in state revenues. Based on their estimates, setting the PLF at 1.7% will generate the following in each year of the biennium:

- FY 20: $422.3 million
- FY 21: $430.0 million

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

- Adult Services - We had two programs in our popular local history series this month. On May 22nd, Christopher Whipple, author of the forthcoming book Cleveland’s Colorful Characters, presented a lecture on how F. Scott Fitzgerald used the Cleveland Van Sweringen family and their friends as the basis for the classic novel The Great Gatsby. To commemorate Preservation Month, Michael Fleenor, director of preservation services at the Cleveland Restoration Society, gave an overview of Cleveland’s most significant sacred landmarks, the challenges faced by their congregations, and the creativity involved in restoration.

- Circulation Services - Pages Rose Levitansky and Severia Herrington, Circulation Assistants Shandra Jackson, Molly Garfield and Jessica Adler and Manager Ty Emerson took part in the Census 2020 webinar.

- Continuing Education - Gatekeeper (QPR) Suicide Prevention Training (public program) 28 people (21 customers & 7 employees) attended Gatekeeper (QPR) Suicide Prevention Training. Two sessions were offered. People trained in QPR (Questions, Persuade, Refer) learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. 26 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
  - 88% felt more confident about what they learned
  - 88% 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, along with April’s Mental Health First Aid Training, represents the first time this type of programming has been offered to the general public.
Coventry Branch - The May 2019 Cedar Coventry Author Series filled the meeting room for author Varley O’Connor, who read from her new book, *The Welsh Fasting Girl*. This historical fiction explores the story of the most famous of the late-19th Century girls who fasted and sometimes died under the eyes of family, doctors, and priests. The Step Out of Time series drew 25 people for Chair Yoga, a series of modified Yoga stretches and practices appropriate for those with limited mobility, including those in wheelchairs.

Noble Branch - In celebration of the annual We Are Noble weekend, Danielle Maynard rode the Book Bike to Noblefest on Friday evening and gave free books to children. On Saturday, Steve Sanders took the outreach van to Denison Park and gave away free books there. Inside the branch, free books were available all weekend. All of the giveaway books were generously provided by the Friends of Heights Libraries. On Saturday the library hosted a Bhutanese/Nepali Cultural Celebration with a poetry reading and Nepali food and live music.

Special Projects - Greater Cleveland Food Bank Mobile Pantry at Coventry: The first delivery and distribution of produce occurred on Monday, May 20 and will continue on the fourth Monday of each month going forward. This collaboration is great for both organizations -- The Food Bank can accomplish their mission of ensuring everyone in the community has the nutritious food they need, while the library can provide the space and access to resources on culinary literacy, nutrition, and healthy living. Any person or family in need can access the Mobile Pantry. The person picking up the produce just needs to be at least 18 years old, be able to provide a photo ID, and sign a statement that they meet the Food Bank’s income threshold.

University Heights Branch - UH Staff members Sara Phillips, Nancy Zelman, Angie George, Sheryl Banks, and Nancy Levin participated in the University Heights Memorial Day Parade on Monday, May 27. We purchased a whopping 54 pounds of candy and did not run out this year! Prior to the parade, Sheryl, Angie and Sara were on hand to help young residents decorate their bikes. Two of the youth participants rode their bikes alongside Sheryl in the parade.

Youth Services - Ninety two people attended the Great Outdoors Puppet Show, put on by Librarians Sarah Biscuso and Charlotte Blasier. The two puppet shows promoted our summer reading program. Youth Services staff visited 17 preschools, daycares and schools to read stories and promote summer reading to 1780 children. Sarah Rosenberger and Associate Kareemah Hairston also visited the Heights High for TigerLaB to promote summer reading to the teens.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Herrmann asked board members if they would like the Affirmation of Free Speech resolution sent to state legislators and board members said they would.

ADJOURNMENT

Mr. Gerboc moved. Mr. Roosa seconded to adjourn the meeting at 7:24 p.m.