Present: Ms. Iwamoto, Mr. Mentrek, Ms. Moskowitz, Mr. Roosa, Mr. Tirakhia. Ms. Fluellen and Mr. Gerboc 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 Debbie Herrmann, Human Resources Manager Laurie Marotta; members of the Administrative Services Team; Betsey Tracy from the League of Women Voters, Amy Marshalek representing Staff Association and Marco Ciccarelli from StudioTECHNE.

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 June 3, 2019 Special Meeting and June 17, 2019 Regular Meeting were forwarded to board members to review. Ms. Moskowitz moved to approve the minutes. Mr. Turakhia seconded. The minutes were approved by unanimous consent.

OPERATIONS COMMITTEE – MR. ROOSA

FINANCIAL REPORT
Ms. Herrmann reported revenues and expenditures are trending as expected with year to date revenue at 54% of estimates and expenditures at 40% of estimates. She said of the $15 million in cash the library has $14.5 million invested.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – JUNE
Ms. Moskowitz moved. Mr. Turakhia 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 28-2019
APPROVAL OF SERVICE & ADMINISTRATION POLICY

BE IT RESOLVED that the Service and Administration Policies of the Board of Library Trustees of the Cleveland Heights – University Heights Public Library be approved as amended for 2019 and that a corrected copy be attached to the Minutes of this meeting, to the Library’s web site, and to all copies of the Policy Notebook of the Board of Library Trustees.

Ms. Levin noted some of the changes included: clarifications to the meeting room use policy, vaping is prohibited in all buildings and permission must be granted by anyone having their photograph taken.

Mr. Roosa moved. Ms. Iwamoto seconded. Resolution 28-2019 was approved by unanimous consent.

RESOLUTION 29-2019
APPROVAL OF CHILLER RENTAL – LEE ROAD BRANCH BUILDING & REPAIR FUND

WHEREAS, the chilling system at the Lee Road branch provides 175 tons of cooling when fully operational but due to age issues only 125 tons of cooling is currently operational; and

WHEREAS, the library is currently seeking quotes to replace the chiller and for work on the cooling tower, this work cannot be started until autumn when outdoor temperatures cool down; and

WHEREAS, in order to maintain a comfortable air temperature during the heat of the summer the Director and Facilities Director are recommending the rental of a supplemental chiller until repairs can begin;

NOW THEREFORE BE IT RESOLVED that Cleveland Heights – University Heights Library Board of Trustees approves the rental from Johnson Controls of 50 ton chiller from August 1, for a 12 week period at a cost of $35,589.

Ms. Levin said the chiller is reserved for 12 weeks and a large part of the cost is for labor as water and electric lines need to be installed for the equipment. Mr. Mentrek said the library has worked with Johnson for a while and Ms. Levin added they have been helpful in showing maintenance staff how to adjust the systems.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 29-2019 was approved by a unanimous roll call vote.

RESOLUTION 30-2019
APPROVAL OF TECHNOLOGY FUND PURCHASE -

BE IT RESOLVED: that the Board of Library Trustees grants permission for the Fiscal Officer to purchase needed items in an amount not to exceed $24,152.58, a 402-Technology Fund purchase, for a server.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment/Software</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dell EMC Unity 300 Storage Area Network (SAN) Device</td>
<td>Network storage for VMware server virtualization and other storage uses</td>
<td>24,152.58</td>
<td>24,152.58</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>24,152.58</td>
</tr>
</tbody>
</table>

Mr. Hoffman said the server is for storage of library data and this is the most expensive piece of technology equipment the library has. He said the current server is 2 ½ years old and will become a back-up server when the new one is installed. He also added this purchase is part of the five year technology plan the board recently approved.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 30-2019 was approved by a unanimous roll call vote.

RESOLUTION 31-2019
BUILDING & REPAIR FUND
PARKING LOT IMPROVEMENTS

WHEREAS, the Facilities Manager of the Cleveland Hts. – University Hts. Library has obtained quotes for parking lot crack sealing, commercial sealcoating and line striping;

NOW THEREFORE BE IT RESOLVED: that Cleveland Heights – University Heights Library Board of Trustees authorizes the Fiscal Officer to enter into contracts with Pavement Maintenance Specialties for the above mentioned repairs:

- Lee Road Branch | $6,650
- Noble Road Branch | $2,660
- University Heights Branch | $2,225
- Total | $11,535

Mr. Mentrek moved. Mr. Turakhia seconded. Resolution 31-2019 was approved by a unanimous roll call vote.

RESOLUTION 32-2019
APPROVAL OF LEASE/PURCHASE AGREEMENT
FOR COPIERS WITH COMDOC

WHEREAS; the Director and Fiscal Officer recommend entering into a 5 year lease with ComDoc for the purchase of 15 copiers (replacing the same number of copiers) under a bid and contract awarded by the Sourcing Alliance, a Cleveland area purchasing consortium; and

WHEREAS; the agreement will also cover the maintenance of all printers at the library;

NOW THEREFORE BE IT RESOLVED that that Cleveland Heights – University Heights Library Board of Trustees approves entering into an agreement with ComDoc, at a monthly cost of $2,484.
Mr. Roosa requested the monthly amount of the lease be added to the resolution. Ms. Herrmann said she would and it is in red type at the end of the resolution.

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 32-2019 was approved by a unanimous roll call vote.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORT

Ms. Marotta reported:

Staffing

Below is a chart of open positions. We are currently working on filling two part-time Technology Assistant positions and two Youth Services Associate positions.

<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</td>
<td>Technology Asst</td>
<td>PT</td>
<td>7/19/2019</td>
<td>Resignation</td>
<td>S. Soltis</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Technology Asst</td>
<td>PT</td>
<td>7/8/2019</td>
<td>Resignation</td>
<td>E. Johns</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Security Officer</td>
<td>PT</td>
<td>0219/19</td>
<td>Resignation</td>
<td>E. Simpkins</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Security Officer</td>
<td>PT</td>
<td>6/10/2019</td>
<td>Resignation</td>
<td>A. Miller</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td>U.H. Branch</td>
<td>Associate YSD</td>
<td>PT</td>
<td>5/29/2019</td>
<td>Resignation</td>
<td>M. Meaney</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Noble Branch</td>
<td>Associate YSD</td>
<td>PT</td>
<td>5/29/19</td>
<td>Resignation</td>
<td>A. Karapandzich</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

*New to the report this month

Benefits – health insurance enrollment

Medical insurance coverage with United Healthcare began on July 1, 2019. So far the transition has gone smoothly. Employees have received their new ID cards and Summary Plan Descriptions in the mail.

Compensation

The Library has hired, Amy Petrus, Human Resources Consultant, to conduct a salary survey and evaluation of our salary structure. The salary survey will focus on jobs in comparable industries with comparable revenue streams. We project that the study will be done by September with a plan to make any structure and wage adjustments effective January 1, 2020.

Human Resources Policies

We are currently reviewing and updating the policies of our HR Manual. Policy updates and revision will be effective January 1, 2020.
Members of the Planning & External Relations Committee have met, discussed and reviewed the following items and recommend approval by the Library Board of Trustees:

RESOLUTION 32-2019
APPROVAL OF TENANT LEASE – 2843 WASHINGTON BLVD.

WHEREAS; the Cleveland Hts. – University Hts. Teachers Union has agreed to enter into a lease for space at the former Coventry School at 2843 Washington Blvd, for 912 square feet at a cost of $6 per square foot; and

WHEREAS; said lease will be from July 1, 2019 to July 20, 2020;

NOW THEREFORE BE IT RESOLVED: Cleveland Heights – University Heights Library Board of Trustees authorizes the Director to approve the lease.

Ms. Levin said this tenant is paying a straight lease of $6 a square foot and is not contributing to the reserve.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 32-2019 was approved by a unanimous roll call vote.

FRIENDS REPORT

Ms. Banks said the Friends e-Bay sales continue to be strong and they hope to have their new website up soon. She also said the Friends are seeking new board members.

PRESIDENT’S REPORT

Mr. Mentrek said he wanted to commend the staff on mobilizing the food pantry at the Coventry Branch.

DIRECTOR’S REPORT

Ms. Levin reported:
Summer Reading numbers soar!

As of this writing, youth summer reading numbers are up 79% and adult summer reading numbers are up 24% with three more weeks to go! The program designed to engage readers for entertainment will continue until August 9.

Sports equipment available for Coventry PEACE Park

Soccer balls, Frisbees, Wiffle ball and bat, kickballs, footballs, bases and cones are now available to check out for 3 hours to use in the Coventry PEACE Park. The Coventry Village Branch staff say we now have no excuses. Get out there and PLAY. Special thanks to our Technical Services department for figuring out how to catalog these items.

Pekar Park Comic Fest marks 5th year

On July 20, the Pekar Park Comic Book Fest will return to Coventry Village for its fifth year. Since 2015, this free festival has honored the legacy of late Cleveland Heights resident and graphic novelist Harvey Pekar by offering a wide range of arts and comics-themed activities for visitors of all ages!

The Coventry Village branch and Pekar Park will host workshops, panels, and hands-on activities to inspire community members to engage with comics in their own ways. Activities will vary from spotlights on local comic book and graphic novel writers and illustrators to movie screenings and hands-on crafts and performances. Lake Erie Ink will be there from 1-4pm at Pekar Park for “Characters in your Community,” an awesome Zine making activity!
New Podcast available: Your History in Your Words Oral History Podcast

Living in the Heights is a monthly podcast that features interviews with local groups and individuals who have stories to share about our local community that are of historical interest. We will also bring you up to date on what’s new at the library in terms of local history programs and our Ohio Memory archive. Some tips and tricks on great local history resources will also be shared, all of them free to use with your library card! Thanks to Jessica Robinson and the Communications Department for launching this new podcast and creating a logo for it. People may access the podcast on Google Play and the iTunes store.

State Librarian visits Heights Library

The Heights Library hosted the State Librarian Beverly Cain, Director of OPLIN Don Yarman and newly appointed Executive Director of OLC Michelle Francis along with approximately 20 Directors of midsized libraries throughout the state on July 12.

Joint board meeting to include Library in September

The Library Trustees have been invited to meet with Mayors Roe and Brennan as well as the School Board.

FFHL seeking nominations

The Fund for the Future of Heights Libraries (FFHL) is currently seeking nominations for its 2019 FFHL Honor Roll. Winners will be chosen by the FFHL board and will be celebrated at the Honor Roll Dinner on Sunday, Nov. 10, at the Acacia Clubhouse at Acacia Reservation, 26899 Cedar Road, in Lyndhurst.

The honor is a “lifetime achievement” award, recognizing those who have made a sustained, outstanding contribution to the Cleveland Heights/University Heights community by promoting literacy, or by educating through literacy.

Modeled after Heights Libraries’ mission of “Opening Doors, Opening Minds,” the award recognizes both, “door openers”—those who provide access to education, literature, and opportunity through literacy—and “mind openers”—those who stimulate the minds of community members through literature and thoughtful discussion, or through connections with thought-provoking ideas or individuals.
Nominations will be accepted through Friday, Aug. 2, and should be sent via e-mail to heightschase@gmail.com.

Each nomination must include the name and contact information for both the nominee and the nominator. It must also include a description of the nominee’s relevant background, and a statement as to why she or he should be chosen.

**Communications report:**

**New book bike rolls all over town**

Book Bike attended the first Coventry event of the Summer on Sunday, June 2, the Coventry Market, where Community Engagement Associate Isabelle Rew passed out books and information about the Library and our Summer Reading program. The Book Bike also made appearances at the Gumbo Fest/Coventry Sidewalk Sale on June 22 and the matinee of “Singin’ in the Rain” at Cain Park on June 26. So far this summer the Book Bike has encountered roughly 250 customers, with more events to come.

**Welcome Brochure updated**

The Communication Department updated the Welcome Brochure and sent it to a new printer. It arrived and looks great! Contains new fine-free info, passport info, the PEACE Campus, and other updates.

“A Conversation with U.S. Supreme Court Justice Sonia Sotomayor.”

Last month I attended the American Library Association Annual meeting in Washington DC. Hearing Justice Sonia Sotomayor was a highlight. While walking through the large convention center auditorium and shaking hands, the Justice talked about the importance of reading. The Secret Service was on alert in the room but that didn’t stop Sotomayor from working the crowd.

After she reached the height of the legal profession in America, Justice Sotomayor wrote a number of children’s book and an autobiography. She shared that she decided to become a lawyer after reading *Lord of the Flies* when she was ten years old. She was a frequent visitor to her public library where she went to escape the sadness at home following her father’s death at an early age.

Her books include a biography and a children’s book about being differently abled called “Just Ask!” As a child, Sotomayor was diagnosed with diabetes and she had to give herself insulin injections. One day, after
giving herself her shot in a restaurant bathroom, she overheard a customer call her a drug addict. She wished the woman had just asked her why she needed to have the injection. The book explores many discriminatory experiences children with disabilities face.

Sotomayor said that writing popular books has made her opinion writing much more concise! Her speech concluded with the thousands in attendance singing Happy Birthday to the Justice who was celebrating her 65th birthday.

GOVERNMENT REPORT

Ms. Levin reported:

**Ensuring Everyone Counts and is Counted in the 2020 Census**

Starting now, people across the U.S. need to be informed about the census — how they can participate, what happens with their information and how that information affects their communities, and the entire nation, for the next decade. The data collected influences the amount of money spent on roads, where hospitals are built, how many new schools open and even who represents them in government.

But 2020 marks the first time the U.S. Census Bureau is trying to collect the majority of its data online. This raises questions about access as well as data security. And the Trump administration’s proposal to include a question about citizenship in the 2020 Census — spurring multiple lawsuits that likely will be decided by the Supreme Court — is another major story that needs to be closely followed.

At American Library Association Convention in June, Nancy Levin attended a program on the 2020 Census. It included the State Librarian of Montana and the County of Arlington Virginia’s Community Engagement Chief to describe the need for counting every citizen in very different demographic areas. Along with voting, being counted in the census can be the most patriotic activity we can do. Funding and political representation depend on a full count. Flo Gutierrez from Annie E. Casey Foundation explained that the last census in 2010 undercounted children under 5 years old by 10%!

Burt Reist from the US Census Bureau clarified the timeline and process saying that Libraries are critical to getting undercounted people to participate. There will be trust issues because of the current administration’s hostility to immigrants and the “citizenship question.” While currently the Supreme Court has ruled that the question will not show up on the census, the Trump administration is still trying to have it included. **People can skip that question and still be counted.**

**Kim DeNero-Ackroyd and Heather Howiler** will be leading our efforts to welcome people to the library to be counted.

**ALA statement on SCOTUS ruling on Census**

On June 27, the Supreme Court issued a 5–4 ruling in *Department of Commerce v. New York*, temporarily blocking the US Commerce Department from adding a citizenship question to the 2020 Census. In response, American Library Association (ALA) President Wanda Brown made the following statement:

“The American Library Association agrees that there is a ‘substantial mismatch’ between the Commerce Secretary’s decision and the rationale he provided for adding a citizenship question to the 2020 Census. We welcome the Supreme Court’s decision to at least temporarily block the addition of the question. ALA has
consistently opposed the addition of the question on the 2020 census form, as most recently argued in ALA’s brief in this case.

“ALA will continue to work in coalition with civil and human rights organizations to carefully review the implications of the case and actively advocate for a fair, accurate, and inclusive census.”

Updated and expanded information about libraries and the census, including ALA’s free *Libraries’ Guide to the 2020 Census*, is available at ala.org/census.

PUBLIC SERVICE REPORT

Ms. DeNero-Ackroyd reported:

- **Adult Services** - Living in the Heights is a new monthly podcast, hosted by Local History Librarian Jessica Robinson, features oral histories of past and present Heights residents. Any individual or local group can share stories about our community that are of historical interest. Interviews are conducted the first Tuesday of each month, and anyone interested in participating can contact Jessica at localhistory@heightslibrary.org or 216-932-3600 ext. 1248. Each episode also includes information on upcoming local history programs, tips on researching local history and a look at new additions to our Ohio Memory digital archive.

- **Circulation Services** - In 2019, through May, we have had returned to us $71,693 in material, as reported by Unique. Last year at the end of May we retrieved $88,891, and the year before we went FF our retrieval amount was $39,717.

- **Continuing Education** - Tech Trainer Alyse Giannotti led two *Tech for Kids Sphero Bolt Workshops* this month. The workshops are an intensive and deeper dive into the Sphero coding software than offered through the regular Tech for Kids class. In the first half of the class students and their adult guardian work together to code a square that the Sphero will draw. Once they can successfully create a square each pair is given the opportunity to try to create a more complex shape. The second coding project is to create a code that allows the students to toss the Sphero in the air and learn how fast it moved.

- **Coventry Branch** - Steve Eigsti planned and facilitated a program featuring amphibians and reptiles from the Shaker Lakes Nature Center. A great combination of entertainment and education, the program drew 71 people and sparked an excellent question and answer session. The star of the program was a large box turtle that the audience could touch and observe at close range.

- **Noble Branch** - Families came out on a very rainy night to celebrate the Summer Solstice with games, dancing, crafts, and a scavenger hunt. Forty people participated. For the third year Noble is hosting week long children’s summer “camps” that have been popular and well attended. This month’s Maker Lab Camp included creating loose parts portraits, bubbles making, and making plant seed balls, outdoor marble runs, and erupting volcanoes!

- **Special Projects** - Heights Libraries Summer Lunch Program through the Greater Cleveland Food Bank kicked off Jun 3 and will run through Aug 9. YSD staff is providing programming and projects twice a week. HKIC staff is teaching coding and technology related programming once a week. In the month of June, Heights Libraries served 502 lunches to 309 individual children.

- **University Heights Branch** - Youth Services staff Hannah Van Jura and Angie George did Touch A Truck at Purvis Park on Friday, June 21. This was our 6th year doing the program and approximately 150 community
members joined us for a storytime, activities, and of course, the opportunity to meet various vehicles from University Heights!

- Youth Services - Our summer reading program “The Great Outdoors” got under way on June 1st. We added a special outreach version of the program where daycares and preschools track daily reading and are eligible for a book prize at the end. To kick off summer reading, Outback Ray entertained a group of 250 children and parents with a variety of exotic animals

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION 33-2019
APPROVAL OF ADVERTISEMENT OF BIDS FOR COVENTRY LIBRARY BRANCH BASEMENT WATERPROOFING – BUILDING & REPAIR FUND

WHEREAS; the Cleveland Hts.-University Hts. Library Board of Trustees has previously approved hiring StudioTECHNE to prepare bid specifications for waterproofing of the Coventry Library Branch building and basement; and

WHEREAS; StudioTECHNE has completed bid documents estimating a Base Bid of $278,285.70; Alternate 1 waterproof the front entry, $63,473; Alternate 2 waterproof the back near the vegetable garden $26,320;

NOW THEREFORE BE IT RESOLVED: that the Cleveland Hts.-University Hts. Library Board of Trustees authorizes the advertisement of the base bid and two alternates for the waterproofing of the Coventry Library Branch.

Ms. Levin said all the drains have been cameraed and there are blockages where the downspouts connect to piping, leading to water in the building. She said she just received the specification details last week and emailed them to board members on Friday for consideration at this meeting. Mr. Roosa said he thought this would be considered at a special meeting next week. Ms. Levin said since the information was available she asked Mr. Ciccarelli to attend this meeting to discuss the plan and present it to the board for adoption.

Mr. Ciccarelli from StudioTECHNE reviewed the work which will encompass: removal of plantings, installation of a new trench drain, waterproofing the perimeter, and backfill. He said two alternates/additional quotes will be sought for removal of the front steps to waterproof that wall and waterproofing in the back near the vegetable garden. He said it is a labor intensive project as much of the digging will be done by hand. Mr. Ciccarelli said this is a 100 year old building with tree roots pushing against the building and this project is an 80 year solution to the water problem in the building.

Mr. Roosa said items of this type are usually considered first in committee meetings and he was concerned that two board members were not present and he would like their input on the project. He said he was not in favor of considering it tonight. Ms. Moskowitz asked for clarification that this resolution is not the authorization to spend money and Ms. Herrmann said this resolution is to approve bidding the project and
the board will have to opportunity to review the bids and can reject or accept the proposed bids, or modify the proposal; it is not a resolution to award a bid. Mr. Mentrek said based upon previous discussions and the information presented he was comfortable voting on the resolution now and there are multiple ways to make changes if needed.

Mr. Roosa moved to table the resolution. Ms. Moskowitz seconded. A roll call vote was taken. Aye: Mr. Roosa. Nay: Ms. Iwamoto, Mr. Mentrek, Ms. Moskowitz, Mr. Turakhia. The motion failed.

Mr. Mentrek moved to approve the resolution. Ms. Iwamoto seconded. Roll Call - Aye: Ms. Iwamoto, Mr. Mentrek, Ms. Moskowitz, Mr. Turakhia. Nay: Mr. Roosa. Resolution 33-2019 was approved by 4-1 roll call vote.

ADJOURNMENT

Mr. Mentrek moved. Mr. Turakhia seconded to adjourn the meeting at 7:46 p.m.