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

Also Present: Director Nancy Levin, Deputy Director Kim DeNero-Ackroyd, Fiscal Officer Deborah Herrmann, members of the Administrative Services Team; Sue Janssen from the Foundation, Kathy Levine from Staff Association,

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

Mr. Turkahia arrived at 6:31 p.m.

APPROVAL OF MINUTES
Minutes from the October 21, 2019 Regular Meeting were forwarded to board members for review. Mr. Roosa moved to approve the minutes. Ms. Iwamoto seconded. The minutes were approved by unanimous consent.

OPERATIONS COMMITTEE – MR. ROOSA

FINANCIAL REPORT
Ms. Herrmann reported taxes for the year will be approximately $180,000 less than what was certified by the county but overall revenue is $76,000 higher than this time last year. Total revenue is 97% of the annual estimate and expenditure are 71% of the estimate as of the end of October.

APPROVAL OF FINANCIAL & INVESTMENT REPORTS – OCTOBER
Mr. Roosa moved. Mr. Mentrek seconded to approve the financial and investment reports for the month of October. The motion was 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 48-2019
APPROVAL TO PURCHASE AUTOMATED MATERIAL HANDLING MACHINE (BOOK SORTER) – B & R FUND

WHEREAS; staff of the Cleveland Hts.-University Hts. Library has been investigating the use and benefits of an Automated Material Handling System (AMH), by visiting libraries with such systems and attending trade shows at library conferences; and

WHEREAS; staff have determined a system will allow quicker check-in of patron materials, sort the returned books into bins for easier placement on reshelving carts, and apply stickers on books that have a hold placed on them;
NOW THEREFORE BE IT RESOLVED: that based upon the staff recommendation the Cleveland Hts.-University Hts. Public Library Board of Trustees approves the purchase of an AMH from techLogic at a cost of $299,633 which reflects a five percent discount from OhioNET.

Ty Emerson, circulation manager presented information on the sorter, including a drawing of where it would be located in the circulation workroom and showed a video of a system in operation. He said the latest improvement to the sorter is it will now attach a post-it sticker for any book that is on hold.

Ms. Fluellen asked what the return on investment would be for the machine. Mr. Roosa said it would be hard to define a quantitative improvement. Ms. Levin said the advantage of the sorter for patrons is their materials are discharged from their library card as soon as the book goes through the sorter.

Mr. Mentrek moved. Mr. Roosa seconded. Resolution 48-2019 was approved by a unanimous roll call vote.

RESOLUTION 49-2019
APPROVAL TO PURCHASE HVAC CHILLER – LEE ROAD – B & R FUND

WHEREAS: the Cleveland Hts.-University Hts. Library has had a water cooled chiller, installed at the Lee Road branch in 2006, fail and a replacement is needed before the summer of 2020;

NOW THEREFORE BE IT RESOLVED: that the Cleveland Hts.-University Hts. Library Board of Trustees approves the purchase and installation from Johnson Controls, a York Water Cooled Scroll Chiller that is compatible with the building’s existing system, at a cost of $146,283 under a State of Ohio contract.

Ms. Levin said winter is the ideal time to replace the chiller when air conditioning is not needed. She said the library has 2 quotes from vendors in purchasing consortiums and Johnson’s was the lower quote.

Mr. Roosa moved. Mr. Turakhia seconded. Resolution 49-2019 was approved by a unanimous roll call vote.

RESOLUTION 50-2019
APPROVAL TO PURCHASE AV EQUIPMENT FOR LEE ROAD MEETING ROOMS – B & R FUND

WHEREAS: the use of the Lee Road meeting rooms by library customers continues to increase and many customers request the use of a projector and screen for presentations and there is currently a projector only available in one meeting room;

NOW THEREFORE BE IT RESOLVED: that the Cleveland Hts.-University Hts. Library Board of Trustees approved the purchase from Atech Technologies, an audio visual system for meeting rooms A, B, Brody-Nelson and the Administrative Conference Room at the Lee Road branch that will include wall mounted screens, an audio system, microphones and projectors, at a cost of $47,272.

Matt Hoffman, IT Manager, said this will provide projectors, sound and additional monitors in the meeting rooms. Mr. Mentrek said with the increasing use of the meeting rooms by patrons the equipment in all 3 meeting rooms will be appreciated.

Mr. Mentrek moved. Ms. Fluellen seconded. Resolution 50-2019 was approved by a unanimous roll call vote.
RESOLUTION 51-2019
APPROVAL OF
AMENDMENT TO 2019 PERMANENT APPROPRIATION

BE IT RESOLVED: by the Board of Library Trustees of the Cleveland Heights–University Heights Public Library, Cuyahoga County, Ohio; that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2019, the following adjustments be made during said fiscal year.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Addition/Deletion</th>
<th>New Fund Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 General Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>$3,400,000</td>
<td>$14,862,851</td>
</tr>
<tr>
<td>206 Local Grants</td>
<td>($14,629)</td>
<td>$5,371</td>
</tr>
<tr>
<td>401 Building &amp; Repair Fund</td>
<td>$275,825</td>
<td>$990,825</td>
</tr>
</tbody>
</table>

Mr. Mentrek moved. Ms. Moskowitz seconded. Resolution 51-2019 was approved by a unanimous roll call vote.

RESOLUTION 52-2019
APPROVAL OF 2019 FUND TO FUND TRANSFERS

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

From: 101 - General Fund          -$4,000,000
      To: 401 - Building and Repair Fund $4,000,000

From: 299 – Washington Blvd.  -$25,000
      To: 101 – General Fund          $25,000

From: 206 – OAC Grant            -$5,371
      To: 001 – General Fund (Return of Advance) $5,371

Mr. Roosa moved. Mr. Mentrek seconded. Resolution 52-2019 was approved by a unanimous roll call vote.

RESOLUTION 53-2019
APPROVAL OF AMENDMENT TO INVESTMENT POLICY
BE IT RESOLVED: that the Investment Policy of the Library Board of 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 and the Library’s web site.

Ms. Iwamoto moved. Mr. Mentrek seconded. Resolution 53-2019 was approved by unanimous consent.

PERSONNEL COMMITTEE – MS. MOSKOWITZ

PERSONNEL REPORTS

Ms. Marotta reported:

Staffing

Two new vacancies this month and one filled vacancy. Security Services has rehired former employee Rodney Jackson. We are pleased to have him back. We are sorry to see a fairly new hire – Lyndsey Anderson go, but wish her well in her new full time position. And lastly, Raidene Hebert, Adult Services Librarian, will be retiring in December. Raidene has been with the Library since March 3, 1997. She has served on countless committees and is responsible for a large portion of the Non-Fiction collection. She has great reader’s advisory skills and is a natural leader. We wish her well.

Results of 2019 Compensation Study

The Library contracted with Petrus HR Solutions, LLC, in April of 2019 to conduct a market study for all library jobs. The purpose of the market study was to review our current pay structures to other comparable markets and make recommendations for salary range adjustments, including any adjustments to placement of jobs within the structure. The Library last updated its compensation structure in 2016.

For the study, the consultant gathered our job descriptions and market data from published, valid and reliable sources. Data sources used for the study included, Economic Research Institute’s Salary Assessor, American Library Association, and ERC. We are pleased with the results of the study, which included a 3% growth for all library pay ranges. A list of all of the recommended changes that the Library is recommending the Board approve are:

1. A 3% adjustment to all of the pay grades;
2. Move Circulation Assistant and Technology Assistant jobs to Grade 70 from Grade 60.

<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>Noble</td>
<td>*Adult Services Librarian</td>
<td>FT</td>
<td>12/20/2019</td>
<td>Retirement</td>
<td>R. Hebert</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Lee</td>
<td>Circulation Assistant</td>
<td>PT</td>
<td>10/11/2019</td>
<td>Resignation</td>
<td>J. Williams</td>
<td>Hold</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Technology Assistant</td>
<td>PT</td>
<td>11/22/2019</td>
<td>Resignation</td>
<td>L. Anderson</td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security Officer</td>
<td>Sundays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>

*New to the report this month
3. Move Shipping Assistant job to Grade 60 from Grade 70.
4. Remove Grade 80 from the table since we no longer have jobs in that Pay Grade.

The immediate cost for the recommended changes is an annual cost of $20,073. This is for wage adjustments for twenty (20) employees who will need to be brought up to the new minimum in Grade 60. The change would take place with an effective date of January 1, 2020 with the approval of the proposed 2020 Salary Table.

RESOLUTION 54-2019

APPROVAL OF 2020 SALARY TABLE

BE IT RESOLVED: that the Board of Library Trustees accepts the 2020 Salary Table to be effective retroactively to January 1, 2020, for the second pay of January 2020:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Min.</th>
<th>Mid.</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Finance Manager</td>
<td>$64,896</td>
<td>$81,120</td>
<td>$97,344</td>
</tr>
<tr>
<td></td>
<td>Deputy Director</td>
<td>$31.20</td>
<td>$39.00</td>
<td>$46.80</td>
</tr>
<tr>
<td></td>
<td>IT Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Communications Mgr</td>
<td>$51,085</td>
<td>$63,865</td>
<td>$76,648</td>
</tr>
<tr>
<td></td>
<td>Continuing Education Mgr</td>
<td>$24.56</td>
<td>$30.70</td>
<td>$36.85</td>
</tr>
<tr>
<td></td>
<td>Facilities Mgr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security Services Mgr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager Adult Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager Youth Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Branch Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Services Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Special Projects Manager</td>
<td>$45,344</td>
<td>$56,680</td>
<td>$68,016</td>
</tr>
<tr>
<td></td>
<td>Technical Services Supervisor</td>
<td>$21.80</td>
<td>$27.25</td>
<td>$32.70</td>
</tr>
<tr>
<td></td>
<td>Web Developer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Librarian</td>
<td>$40,352</td>
<td>$50,440</td>
<td>$60,528</td>
</tr>
<tr>
<td></td>
<td>Graphic Designer</td>
<td>$19.40</td>
<td>$24.25</td>
<td>$29.10</td>
</tr>
<tr>
<td></td>
<td>Assistant Finance Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant IT Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology Trainer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Associate</td>
<td>$32,926</td>
<td>$40,144</td>
<td>$47,362</td>
</tr>
<tr>
<td></td>
<td>Community Engagement Assoc</td>
<td>$15.83</td>
<td>$19.30</td>
<td>$22.77</td>
</tr>
<tr>
<td></td>
<td>Reference Substitutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>HR Assistant</td>
<td>$28,309</td>
<td>$34,528</td>
<td>$40,747</td>
</tr>
<tr>
<td></td>
<td>Maintenance Technician</td>
<td>$13.61</td>
<td>$16.60</td>
<td>$19.59</td>
</tr>
<tr>
<td></td>
<td>Accounting Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Services Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Circulation Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Security Officer</td>
<td>$24,960</td>
<td>$30,368</td>
<td>$35,880</td>
</tr>
<tr>
<td></td>
<td>Shipping Assistant</td>
<td>$12.00</td>
<td>$14.60</td>
<td>$17.25</td>
</tr>
<tr>
<td>90</td>
<td>Page</td>
<td>$9.00</td>
<td>$10.00</td>
<td>$11.00</td>
</tr>
</tbody>
</table>
Mr. Roosa asked if there was a report accompanying the recommendation and Ms. Marotta said there was and she could send it to board members. Mr. Mentrek said he appreciated the work that went into the recommended changes.

Mr. Roosa moved. Ms. Iwamoto seconded. Resolution 55-2019 was approved by a unanimous roll call vote.

**PLANNING & EXTERNAL RELATIONS COMMITTEE – MS. FLUELLEN**

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

**RESOLUTION 55-2019**

**APPROVAL OF TENANT LEASE – 2843 WASHINGTON BLVD.**

WHEREAS; Robin Van Lear has agreed to enter into a lease for space at the former Coventry School at 2843 Washington Blvd, for a monthly rent of $800; and

WHEREAS; said lease will be from November 1, 2019 to April 30, 2020;

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

Mr. Turakhia moved. Ms. Moskowitz seconded. Resolution 55-2019 was approved by a unanimous roll call vote.

**FRIENDS REPORT**

Ms. Janssen reported the Friends Mega-Sale will be December 5th to the 8th.

**PRESIDENT’S REPORT**

Mr. Mentrek reminded everyone the Mobile Food Pantry will be at Lee Rd on November 25th and he encouraged community members to apply for Board of Trustee positions.

**DIRECTOR’S REPORT**

Ms. Levin reported:

Applications for the Library Board of Trustees are due Nov. 25.
The Library will be closed on Thursday and Friday Nov. 28 and 29 for Thanksgiving.

Wonder Books from Playaway now available at all branches.

- One-touch power and reset buttons
• Easy-to-use play controls for kids
• Outside-facing speaker for the highest quality audio performance
• Headphone jack for independent listening
• Micro-USB charging port, the standard for Android devices
• Read-along and Learning Mode provide two Wonderbook experiences

Greater Cleveland Food Bank Mobile Pantry: The Mobile Pantry served 91 families during the first indoor event at the Lee Branch in October. Fifty-eight of the families were new to Heights Library’s Mobile Pantry and 205 total individuals were served. The Mobile Pantry will continue on the fourth Monday of the month at the Lee Road branch through the end of the year.

FFHL Honor Roll Dinner
70 people attended the third annual Honor Roll Dinner held at Acacia on Nov. 10. Thank you to Sheryl Banks and Victor Cimperman who assisted with publicity and the printed programs. Doreen Bamaya-Mifigiri nominated one of our winners Charniece Holmes and did a lovely job of introducing her. Pat Gray introduced Mary Finley outlining her many contributions that were over and beyond the duties of our landscaper extraordinaire. Thank you to the Library Trustees and Staff who attended.

Refugee Services Committee
The library continues to facilitate meetings of the City, the Bhutanese Community, Refugee Response, and US Together on a monthly basis. Librarian Stephen Sanders organizes the meetings to address community issues. Last month’s discussions centered around planning a summit in February and a survey organized by US Together to help identify refugee needs. Other topics were water sources for community gardens, problems with illegal gambling, and Federal DACA hearings held in November. The library is working on computer classes and translation services.

Groundwater Training
84 staff attended Racial Equity & Inclusion Groundwater Training. The training was presented by the Racial Equity Institute (REI), who has partnered with ThirdSpace Action Lab in Cleveland to bring Racial Equity & Inclusion Groundwater and Phase I workshops to the Cleveland area.

In Groundwater Training, REI organizers used stories and data to present a perspective that racism is fundamentally structural in nature. By examining characteristics of modern-day racial inequity, the presentation introduced participants to an analysis that most found immediately helpful and relevant. The library managers and Board of Trustees will participate in two days of training in December.

Small Business Saturday
On November 30 the Lee Road and Coventry branches will offer refreshments to shoppers. On Saturday and Sunday (12/1), shoppers can show receipts of $10 or more to be entered into a raffle for prizes from local businesses. This will be a Lee Road and Coventry only. Noble and University Heights will not participate this year due to low response last year.

400 Years of Inequity Summit sponsored by the YWCA Cleveland
Nancy Levin attended a two day summit focused on the 400th anniversary of slavery in the United States joining people from all over the country. Trustee Annette Iwamoto was a volunteer at the event. The CH-UH Schools also had a large contingency in attendance.

Author Isabel Wilkerson spoke about the Great Migration and its continued impact on the country. John A. Powell, Director of the Haas Institute for a Fair and Inclusive Society, University of California, Berkeley
spoke about othering and belonging and Harriet Washington award-winning medical writer spoke of the history of experimentation on Black Americans from colonial times to the present. Breakout sessions included practical advice for putting equity plans into action.

Coventry Waterproofing
Coventry Branch waterproofing project has begun but may be interrupted by winter weather. An article in Cleveland.com reflected a library press release regarding the felling of two large oak trees on the property to make way for equipment during the project.

Communications Report
October 2019 Highlights

The Check Us Out Winter Program Guide was edited, layed out, and sent to print. This will be the last issue at the 7 x 9 inch size. The spring issue will feature a new, refreshed design and larger format, 8.5 x 11. The communications department was able to work with our vendor, Vedda Printing, throughout October to increase the size without increasing cost. The decision to increase the format is the result of research that indicates Check Us Out remains one of our best communications vehicles, and we should continue to invest in it.

The communications department surveyed customers about the “What’s Happening at Heights Libraries” e-newsletter and is using the data gathered to rethink our e-newsletters. Preliminary ideas are to segment our audiences more with age/audience-specific communications. We hope to launch new enewsletters in late 2019/early 2020.

Graphic designer Victor Cimperman attended an all-day graphics conference put on by the professional design association AIGA, INtrospective: A One-Day Conference for In-House Creatives. Cimperman returned with fresh ideas for Check Us out and other design projects.

Web Developer Colin Tomele continued to create staff videos for the “Here for you wherever you are” campaign, highlighting the diversity of our staff and our services. Tomele also created a very popular video to promote the Dino Madness contest in the Lee Road children’s area which proved very popular on social media.

Community Engagement Associate Isabelle Rew continued to earn us new fans with her popular, creative BookFace Friday postings. These deceptively simple images have, and achieve, an important mission of increasing our social media presence and increasing the loyalty of both our Facebook and Instagram fans. As a result, our audience is more engaged when we use these platforms to communicate about issues like eBook publishers limitation of sales to public libraries.

GOVERNMENT REPORT

Ms. Levin reported:

Library election results from November 5, 2019

In the 2019 election year, American Libraries, in partnership with the Public Library Association, tracked more than 100 library referenda across 24 states. A large selection of them appears here and will appear in our January/February 2020 issue. While this year’s referenda crop appears less bountiful than last (in 2018
we featured 146 across 33 states), the rate of success is higher: Nearly 90% of this year’s votes ended in the library’s favor (as compared with last year’s rate of nearly 80%).

In terms of the number of referenda approved, Ohio and New York were the front-runners; each boasted 20 or more victories. Colorado, too, had a big year, with at least eight measures passed.

**OHIO**

Statewide, 28 of 30 library levies passed, including two new levies. The average approval rating was 72%, according to the Ohio Library Council. A year ago, voters approved 35 library levies statewide.

Ada voters approved a five-year, 1-mill levy for Ada Public Library, passing it with 62.7% of the vote.

Ashtabula County voters rejected a 0.25-mill continuous levy that would have helped fund technology and improvements for Ashtabula County District Library. The vote found 4,401 in opposition, 4,357 in favor. In the same county, a vote to renew a five-year, 1.5-mill levy for current expenses of Rock Creek Public Library passed with a vote of 467 to 157.

Bellevue Public Library had its 1-mill tax levy renewed by a large margin in four different counties. The levy was approved 666 to 244 in Sandusky County. It was approved by similar margins in the other counties—Erie, Huron, and Seneca.

Canton saw the approval of a 2-mill, eight-year property tax levy in May that will generate an additional $3.2 million annually for Stark County District Library, allowing it to provide extra services and materials, as well as maintain and upgrade buildings.

Champaign County and Madison County saw a levy for Mechanicsburg Public Library approved, with 65% of voters in favor. The money generated by the levy represents about a quarter of the library’s operating funds.

In Delaware County, a five-year, 1-mill renewal levy to generate about $820,000 annually for the Community Library of Sunbury was approved with 70% of the vote.

Harris-Elmore Library in Elmore saw the renewal of a five-year, 1.1-mill levy for current expenses passed by a vote of 2,116 to 802.

The Forest-Jackson Public Library in Forest will benefit from a 0.7-mill, five-year levy for operating expenses, which was passed 891 to 298.

In Granville, voters have approved a five-year renewal of the public library’s existing 1-mill levy. About 80% of voters favored the renewal.

In Lake County, a 1-mill levy to benefit Willoughby-Eastlake Public Library was renewed with a 1-mill increase, thanks to a vote of 65% in favor. The increase will yield an additional $1.5 million per year for seven years.

London Public Library’s renewal levy has passed with 76% of the vote; the $480,000 a year it is expected to generate represents 45% of the library’s budget. The levy will cost residents about $41 a year per $100,000 of property value.
In May, voters approved the renewal of a five-year, 1.91-mill levy for the North Ridgeville branch of Lorain Public Library. The vote saw 2,938 in favor, 976 opposing.

**Oberlin** Public Library will benefit from a five-year, 1.5-mill levy, thanks to a May vote of approximately 90% in favor.

Voters moved to increase by 0.6 mills **Orrville** Public Library’s eight-year, 0.75-mill levy. The levy passed 1,074 to 401.

In **Portsmouth**, a 1-mill renewal levy for the public library system passed 6,922 to 3,194.

A tax levy of 1.75 mills was renewed in **Richland County** to support Marvin Memorial Library, thanks to a vote of 2,382 in favor, 1,806 against.

Just over half (51%) of **Stark County** voters approved a 1-mill renewal to benefit Louisville Public Library.

The Public Library of **Steubenville** and Jefferson County has seen the renewal of a five-year, 1-mill levy via a vote of 9,727 to 4,028. The levy is expected to generate about $1.4 million a year (about a third of the library’s budget).

**Tuscarawas County** voters have renewed a 1-mill levy for Gnadenhutten Public Library, with 71% in favor.

In **Warren**, Warren–Trumbull County Public Library will receive $985,172 annually for materials, technology, and infrastructure updates, and expanded space for children and teen programming and community meetings, thanks to the passage of the library’s 0.4-mill continuing tax levy. The levy passed by a vote of 59% to 41%, per unofficial results.

In **West Jefferson**, Hurt-Battelle Memorial Library will benefit from a levy that will cost residents about $38 annually per $100,000 of assessed property value and generate about 44% of the library’s budget revenue. The levy passed with 72% of the vote.

In **West Milton**, voters renewed a 0.7-mill levy that provides nearly a third of Milton-Union Public Library’s annual budget. The levy passed with 75% of the vote.

In **Williams County**, a five-year, 1-mill levy for the public library passed with 77% of the vote.

A five-year, 2.4-mill renewal levy to benefit Public Library of **Youngstown** and **Mahoning County** has passed with 66% of the vote. The levy provides more than half of the library’s budget.

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**PUBLIC SERVICE REPORT**

Ms. DeNero-Ackroyd reported:

- **Adult Services** - “Treasures of the Cuyahoga County Archives” was presented on Oct. 29th by County Archivist Dr. Judith Cetina. The program examined holdings of the archives that can assist in documenting the history of a home, or other significant structures in the area. She also demonstrated how the history of a home is integral to understanding family history.

- **Circulation Services** - We accepted 56 passport applications and took 65 photos, collecting $2,935.00. Our cancellation rate for October was 24%.
Continuing Education Department / Lee Road - There were 95 Individual Tutorials (Reserve a Tech Expert). The department continues to see an increase in requests for one-on-one tech help. This month, Tech Trainers handled 95 individual tutorials, including:

- Helping a local business owner better understand Facebook business pages and his website
- Assisting two separate local organizations with maintaining their WordPress-based websites
- Accommodating patrons who are unable to attend classes due to work schedules, including reviewing Computer Basics and downloading Russian audiobooks through Libby

Coventry Village Branch - Adult Services Librarian Ben Gulyas scheduled and organized performances by nationally known Deaf Comedian and performer Dack Virnig. Virnig made three appearances, one for Heights High school students, one for area Deaf elementary students, and one for the public. Each event was well attended (a total of about 860 people) and drew significant attention from and to the Deaf community. Virnig’s beautiful storytelling shares some of the challenges, adventures, and joys of growing up Deaf in a Deaf family and a hearing culture.

Noble - Youth Services Librarian Mary Looby attended two Preschool Community Care Team meetings conducted by Reaching Heights. The school district is attempting to increase family engagement by creating Parent Action Teams at each school and for preschool classes. Staff from Starting Point spoke at one of the meetings Mary attended. Mary regularly provides outreach to the district’s preschools and hopes to become more involved when the plan is in place.

Special Projects - Say Yes to Education: The Library has been invited to participate on the Postsecondary Planning Task Force through Say Yes to Education for the CH-UH school district. This is an online platform which brings together parents, teachers, students, and wrap around services to prepare all children in the district for postsecondary education. The Library will act as community partner and support the district with planning and implementation.

University Heights Branch - October was full of creative programming for youth, including Zombie Barbie Makeover. Youth Services Librarian Hannah Van Jura got old Barbies and other fashion dolls donated, and children turned them into spooky creatures by painting them and combining appendages. After the program, the attendees were so thrilled by their creations that they showed them off throughout the library!

Youth Services - University Heights Youth Librarian Hannah Van Jura organized our first Drag Queen Storytime. Over 100 people came to hear Sassy Sascha read stories and sing songs. Many children and adults stayed after the storytime to have their picture taken with Sassy and to do a craft. The program was a big success and we hope to host another one soon.

UNFINISHED BUSINESS

None.

NEW BUSINESS

RESOLUTION 56-2019
APPROVAL OF CARPETING – NOBLE CHILDREN’S ROOMS
WHEREAS: carpeting in the lower level of the Noble Road Branch was damaged due to a sewer back-up;

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees authorizes the expenditure of $11,450, from General Fund, to Messina Floor Covering for the replacement of the basement carpet.

Ms. Levin said the carpeting will be ordered but not installed until the new reference desk is ready to install. Mr. Mentrek asked if it will be carpet squares. Ms. Levin said yes.

Mr. Roosa moved. Mr. Mentrek seconded. Resolution 56-2019 was approved by a unanimous roll call vote.

Ms. Levin said everyone is anxiously awaiting the final circulation numbers for 2019 as it is possible the library could exceed 2,000,000 items circulated, a new high.

**ADJOURNMENT**

Ms. Moskowitz moved. Ms. Fluellen seconded to adjourn the meeting at 7:49 p.m. The motion was approved by unanimous consent.