SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
January 28, 2019

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Staff Present: Ms. Brodar, Ms. Ritchey, Ms. Switzer, Implementation Team

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Bertram Woods Branch Dietz Community Room.

Roll Call: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Approval of Minutes

2019-01 Mr. Meinhard moved and Ms. Katz seconded the motion to approve the December 17, 2018 Regular Board Meeting Minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

2019-02 Mr. Meinhard moved and Ms. Katz seconded the motion to approve the December 17, 2018 Organizational Board Meeting Minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Fiscal Officer’s Report

A. Financial Statements

The Library closed 2018 with a favorable balance in both revenues and expenses including a transfer of funds from the General Fund to the Building and Technology Funds.

The Friends of Shaker Library has reimbursed the library the $25,716 for the new library van.

General Fund through December 2018
Total 2018 Operating Revenue $ 4,882,201.71
Total 2018 Operating Expenditures $ 4,584,834.07
All Funds through December 2018

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$2,266,597.36</td>
</tr>
<tr>
<td>2018 Receipts</td>
<td>$5,091,984.10</td>
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<tr>
<td>2018 Expenditures</td>
<td>$4,655,128.48</td>
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<tr>
<td>Unexpended Balance</td>
<td>$2,703,452.98</td>
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<tr>
<td>Encumbrances</td>
<td>$95,312.54</td>
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<tr>
<td>Unencumbered Balance</td>
<td>$2,608,140.44</td>
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</table>

2019-03 Mr. Meinhard moved and Ms. Garrett seconded the motion to accept the December 31, 2018 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. Contracts and Purchases over $50,000

The following providers are used regularly for purchases by the library. This will authorize the library staff to use these providers during 2019 for purchases in excess of $50,000 within the approved budget.

- Anthem (Employee Benefits)
- Brodart (Library Materials)
- CDW Government (Technology)
- Cleveland Public Library (CLEVNET)
- Cuyahoga County Treasurer (Property Tax Collection Fees)
- Gardiner (Facility Maintenance)
- Ingram (Library Materials)
- Midwest Tape (Library Materials)
- OPERS (Employee Retirement)
- OverDrive, Inc. (Library Materials)
- The Illuminating Company (Utilities)

2019-04 Ms. Williams moved and Ms. Garrett seconded the motion to authorize the renewal of annual expenditures over $50,000 per year as listed above and within the approved budget as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.
C. Accounting Software

Staff investigated new accounting software from four vendors. Staff evaluated the software based on its ability to meet operational needs, in addition to meeting the reporting needs of the Board of Trustees.

Ms. Ritchey recommended the purchase of BS&A Software. The software costs for 2019, including training and travel, will be approximately $40,000, with an annual maintenance fee of $3,020 starting in 2020. A server costing approximately $10,000 must also be purchased to support the new software. Migration to the new software should take approximately 7-12 months after Board approval to implement.

2019-05  Mr. Meinhard moved and Ms. Garrett seconded the motion to approve the purchase of new accounting software and a server, at a cost not to exceed $50,000 as submitted.

Roll Call:  Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

D. Credit Card Policy

HB 312, which requires public libraries, schools, and other political subdivisions to adopt a Board policy if using credit cards, became effective on November 2, 2018. Libraries have until February 2, 2019 to make changes to their policies to meet the requirements outlined in the new law.

Under the new law, use of credit card accounts will fall under a Custody and Control Model or a Compliance Officer Model. The Custody and Control Model assumes that the credit cards will be held by the Fiscal Officer and checked out only as needed. Shaker Library has been using a Custody and Control model for many years and will continue to do so. The Library’s revised policy is based on Ohio Library Council’s Custody and Control sample policy, which was developed with its legal counsel at Vorys, Sater, Seymour and Pease LLP.

2019-06  Mr. Bertsch moved and Ms. Katz seconded the motion to accept the credit card policy as submitted.

Roll Call:  Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

E. Certificates of Participation Update

Ms. Switzer reported that staff have engaged in preliminary discussions with the City about the possibility of using Certificates of Participation (COPs) as a vehicle to finance the Main Library renovation.
The library lease will need to be extended to ensure the Library has exclusive rights of occupancy that cover the term of the financing structure, regardless of what that structure is. The current lease extends through 2033, with the option to extend for two more ten-year terms.

F. Underwriter Update

Requests for Proposals for an underwriter to assist with a bond issuance during 2019 were issued on December 5, 2018 with proposals due on December 20, 2018. These proposals have been reviewed by both the fiscal officer and the municipal advisors.

Stifel, Nicolaus & Co (Stifel), the top ranked firm, has worked extensively with public libraries and has experience with issuing Public Library Fund bonds. Ms. Ritchey recommended hiring Stifel as the underwriter for the renovation financing.

2019-07 Mr. Meinhard moved and Ms. Katz seconded the motion to approve hiring Stifel, Nicolaus & Co as the underwriter for the renovation financing as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Director’s Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Owner’s Representative Services

An RFP was issued for Owner’s Representative (OR) Services on November 28, 2018. There were four respondents. Mr. Gleisser, Ms. Katz, Ms. Ritchey, and Ms. Switzer reviewed and ranked the proposals. All proposals were evaluated based on project understanding and approach, experience, past work and proposed fee. Based on the initial review, the team interviewed JMC Owner’s Rep services (JMC), RFC Contracting (RFC), and The Ruhlinc Company (Ruhlin).

<table>
<thead>
<tr>
<th>Firm</th>
<th>Score</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>RFC</td>
<td>55</td>
<td>$225,000</td>
</tr>
<tr>
<td>JMC</td>
<td>43</td>
<td>$151,000</td>
</tr>
<tr>
<td>Ruhlin</td>
<td>42</td>
<td>$266,286</td>
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The team unanimously recommended entering into a contract with RFC Contracting in the amount of $225,000. This fee includes all reimbursables. Should the scope of service or duration of the project change, it will affect the total cost for their services.
2019-08  Ms. Katz moved and Ms. Williams seconded the motion to approve hiring RFC Contracting to provide Owner's Representative Services for the Main Library renovation at a cost of $225,000 as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

C. Joint Facilities Task Force

The City of Shaker Heights, Shaker Heights City School District and Shaker Heights Public Library issued a Request for Proposals (RFP) seeking a facilitator to assist in a coordinated facilities planning process. Phase 1 of the project, the vision plan, prioritizes facilitation aimed toward consensus building and identifying project direction.

Four proposals were received and were evaluated based on project understanding and approach, experience, past work, and proposed fee.

At its January 17, 2019 meeting, the Joint Facilities Task Force agreed to enter into a contract with Planning NEXT, with a not-to-exceed amount of $52,780.

A memorandum of understanding between the three sponsor organizations has been signed. The agreement is that the three organizations will pay for Phase 1 of the project in equal amounts. The Library's share will be $17,593. The consultant contract will be held by the City of Shaker Heights, who will invoice the Schools and the Library for their share. A formal interagency agreement will be signed once the consultant contract is signed.

Future meetings of the Task Force will be published on the websites of each organization. These meetings will be open to the public, though there will not be an opportunity for public comment at the meetings. The vision process is intended to solicit participation and input from as much of the community as possible.

D. Quarterly Usage Report

The usage report summarizes statistics related to circulation, visits to the library, programs, and usage of public computers and the Library's wireless network during the fourth quarter of 2018 and year to date. Physical circulation continues to be higher than last year as a result of the CLEVNET-wide implementation of automatic renewal for physical materials. Use of electronic media, which is not automatically renewed, also continues to grow, both in raw numbers and as a percentage of total circulation.

In addition to these traditional statistics, staff has begun to record customer outcomes as a result of library services.
E. Purchasing Policy Discussion

Ms. Garrett suggested that the Library consider adding a Supplier Diversity Procurement Statement to its Purchasing Policy. Such a statement would indicate that the Library will provide an opportunity for diverse suppliers to compete for business of procuring goods and services. She recommends that the supplier diversity perspective include minority business enterprises, veteran-owned business enterprises, and women business enterprises.

Board members agreed with this suggestion, with the understanding that cost effectiveness will remain a top purchasing priority, while supplier diversity will also be important. This policy is scheduled for review in March and staff will begin work on the necessary policy revision.

F. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

A. Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)
The Rebecca and George Dent Fund $300
Brian Gleisser $200
Megan Jones
   In Honor of Patricia Jones $50
Diane Vogtsberger
   In Honor of Kathy Hannan $25

Bertram Woods Fund (208-6510)
The Rebecca and George Dent Fund $300

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
   In Memory of Steve Goodman $25

2019-09

Mr. Bertsch moved and Mr. Cicarella seconded the motion to accept and appropriate the above gifts.

Roll Call:
Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

B. Personnel Action

Hired:
Aaron Hendon, Library Assistant, level 106, half-time, effective 12/14/2018
End of Employment:
John Carlson, Maintenance Manager, level 113, full-time, effective 12/31/2018
Patrick Fagan, Library Assistant, level 106, half-time, effective 12/7/2018
Patricia Golden, Circulation Services Assistant, level 106, full-time, effective 12/31/2018

Announcements

The League of Women Voters is working on scheduling a forum with the three Shaker Heights taxing authorities in April.

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Ms. Garrett seconded the motion to adjourn the regular board meeting at 8:11 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, February 18, 2019 at 6:30 p.m. in the Main Library Room F.

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Brian Gleisser, President

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Susan Ritchey, Fiscal Officer

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Troy Meinhard, Secretary