SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 18, 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 Main Library Room F.

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

Approval of Minutes

2019-10  Mr. Meinhard moved and Ms. Williams seconded the motion to approve the January 28, 2019 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.

President’s Report

Mr. Gleisser appointed Mr. Bertsch and Mr. Cicarella to review the Bylaws and present recommendations for change (if any) at least ten days prior to the meeting at which such action is proposed to be taken.

Director’s Report

A. Renovation Update

Ms. Switzer presented an overview of the renovation timeline including financing, design, construction, and community engagement. The Library anticipates hiring an architect in April and a Construction Manager at Risk (CMR) in May. The rest of the year will be spent designing the Main Library renovation, with construction expected to start in 2020. Design for the Bertram Woods Branch is expected to begin in 2021, with construction to begin after the Main Library renovation is complete. Ms. Switzer noted that there will be a community forum led by the architect early in the design planning process for each building.

The Library’s Owner’s Representative, Mr. Riachi, of RFC Contracting, presented a more detailed design and construction timeline for the Main Library, discussed the process with the Board, and answered their questions. RFC Contracting will help
develop the schedules for the project and report regularly to the Board as the project progresses.

Mr. Gleisser, Ms. Katz, Mr. Riachi, and Ms. Switzer will be on the interview team for both the architect and the CMR. Ms. Brodar will join the interview team for the architect, while Ms. Ritchey will join the interview team for the CMR.

Ms. Katz asked Ms. Switzer to find out if the city or schools use Project Labor Agreements (PLA) or suggested percentages for Minority-, Women- or Veteran-owned business enterprises on their construction projects. Ms. Garrett said it’s important that we choose the approach that’s right for the library, and that it is not necessary to follow the practice of the city and schools just for the sake of being aligned with them. Mr. Riachi noted that the law requires paying prevailing wage for renovation of both buildings. He said that using a PLA can reduce competition by Minority-, Women- or Veteran-owned business enterprises.

B. Written Report

Ms. Switzer reviewed her written report.

C. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

Fiscal Officer’s Report

A. PLF Update

The January 2019 Public Library Fund (PLF) distribution is 1.86% less than the Ohio Department of Taxation estimate for the month. However, this month’s distribution is 1.18% more than the January 2018 distribution. The Library’s distribution of $123,488 is $1,442 more than the Library received in 2018.

B. Financial Statements - December 31, 2018

Ms. Ritchey noted that during the month of December an account was added to the accounting system, but not manually added to the Summary of Expenditures report, as the software requires. This caused the encumbrances to be understated by $1,500. All the expenses were recorded and posted to the appropriate accounts and the December Fund Report was accurate. The Summary of Expenditures report has been revised to include the new account. Ms. Ritchey asked for approval of the revised financial statements for December 2018.

2019-11 Mr. Cicarella 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.
C. Financial Statements - January 31, 2019

During the month of January, the first advance of Property Tax revenue was received and the first month of PLF was received. The first half of the Homestead monies are not due until April. The Library has received 10.3% of the budgeted general fund revenues, with 8.33% of the year complete.

In January, 6.2% of the expenditures budget was spent. January expenses are typically below the average monthly expenditures due to the timing delay for closing the prior year and opening 2019.

**General Fund through January 2019**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Total 2019 Operating Revenue</td>
<td>$ 642,997.50</td>
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<tr>
<td>Total 2019 Operating Expenditures</td>
<td>$ 303,776.14</td>
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**All Funds through January 2019**

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<thead>
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<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$ 2,703,452.98</td>
</tr>
<tr>
<td>2019 Receipts</td>
<td>$ 647,643.86</td>
</tr>
<tr>
<td>2019 Expenditures</td>
<td>$ 304,348.31</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>$ 3,046,748.53</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>$ 1,228,187.38</td>
</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$ 1,818,561.15</td>
</tr>
</tbody>
</table>

2019-12 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the January 31, 2019 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.

D. Certificates of Participation

Sudsina & Associates LLC, the Library’s Municipal Advisor, has suggested the Library use Certificates of Participation (COPs) to finance the renovation of library facilities.

Ms. Switzer said that using COPs to finance the Main Library renovation allows the Library to finance the entire renovation of both buildings, rather than needing to finance part of the project and delay and phase other aspects until enough cash is saved. This means the renovation of both buildings can be completed more quickly, lessening the Library’s exposure to the impact of inflation over time and the possibility of rising interest rates. The renovated facilities will be able to benefit the community sooner. Additionally, based on the information available at the current time, with the use of COPs, the Library anticipates being able to stay off the ballot for a longer period of time than with the alternative.

With the Board’s approval to use COPs for financing the Main Library renovation, library staff will pursue the administrative approvals required by the lease with the
city, as well as exercise the option to extend the library lease for the final two ten-year terms (through 2053).

Bond counsel will begin work on the official resolutions and other legal documents required for the issuance of COPs, with approval planned for the March Board meeting.

The municipal advisor will then work with bond counsel, Ms. Ritchey, and the underwriters to arrange the sale of COPs, with receipt of the funds in May.

2019-13  Mr. Meinhard moved and Ms. Williams seconded the motion to approve using Certificates of Participation to finance the Main Library renovation, subject to administrative approval by the City of Shaker Heights for matters pertaining to the library lease.

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

New Business

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

General Fund (101-6510)

Donna Flynn $25
Milijana Sretenovic $25
Peggy Shumate $25

In memory of baby Dominic Tayek

2019-14  Mr. Bertsch moved and Ms. Garrett 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:

Oluwanike (Nike) Akintoye, Youth Services Associate, half-time, level 109, effective 1/22/19
Erin Drushel, Administrative Services Associate, full-time, level 109, effective 1/7/19
Nyeshja Malone, Library Assistant, part-time, level 106, effective 1/10/19

Promotion/Status Change:

MeShelle Barclay, from half-time Circulation Services Assistant to full-time Circulation Services Assistant, level 106, effective 1/20/19
Announcements

The League of Women Voters has scheduled a moderated forum with the three Shaker Heights taxing authorities on April 30, 2019.

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 8:05 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, March 25, 2019 at 6:30 p.m. in the Main Library Room F.

________________________________________________________________________
Brian Gleisser, President

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Susan Ritchey, Fiscal Officer

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Troy Meinhard, Secretary