SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
April 15, 2019

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Members Absent: Ms. Garrett

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 6:38 p.m. in the Bertram Woods Branch Dietz Community Room.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Oath of Office – Timeka L. Rashid

Jeffrey Isaacs, Board of Education President administered the Oath of Office to Dr. Rashid. Dr. Rashid will serve through March 31, 2026.

Approval of Minutes

2019-21 Mr. Bertsch moved and Ms. Katz seconded the motion to approve the March 25, 2019 Regular Board Meeting Minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

Community Comments

None.

Presentation: Ms. Titas, Minding the Gap: Supporting Achievement for All of Our Kids

Youth Services Manager Ms. Titas discussed how the Library helps to address the achievement gap.

President’s Report

Mr. Gleisser shared the Trustee Roster and requested any revisions or updates be returned to Ms. Switzer as soon as possible.

Fiscal Officer’s Report

A. PLF Update

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The March 2019 Public Library Fund (PLF) distribution is 0.55% less than the Ohio Department of Taxation estimated for the month. However, this month’s distribution is 1.14% more than the March 2018 distribution. For the first three months of 2019, the total PLF was 1.65% less than ODT projections. Year-to-date the Library has received $925 (-0.25%) less than in 2018.

B. Financial Statements – March 31, 2019

Ms. Ritchey presented the March financials for review.

<table>
<thead>
<tr>
<th>General Fund through March 2019</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total 2019 Operating Revenue</td>
<td>$ 2,670,435.53</td>
</tr>
<tr>
<td>Total 2019 Operating Expenditures</td>
<td>$ 1,073,180.93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Funds through March 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$ 2,703,452.98</td>
</tr>
<tr>
<td>2019 Receipts</td>
<td>$ 2,678,655.55</td>
</tr>
<tr>
<td>2019 Expenditures</td>
<td>$ 1,120,836.81</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>$ 4,261,271.72</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>$ 1,163,770.52</td>
</tr>
<tr>
<td>Uncumbered Balance</td>
<td>$ 3,097,501.20</td>
</tr>
</tbody>
</table>

2019-22  Mr. Meinhard moved and Dr. Rashid seconded the motion to accept the March 31, 2019 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

Director’s Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Architect Selection for Library Renovation and Repair Project

Nine architectural firms submitted qualifications on March 22, 2019 for the Main Library renovation and repair project. The firms were:

- Bialosky Cleveland
- Bostwick Design Partnership
- BSHM Architects, Inc.
- CBLH Design
- DS Architecture
- HBM Architects
- GPD Group
- Moody Nolan
- Stantec
The interview team met with the short-listed firms, which were Bialosky Cleveland, Bostwick Design Partnership, and HBM Architects on April 11, 2019. All three firms were highly qualified, with significant library design experience. The interview team was impressed with the skills and qualifications of the three firms.

After careful review, the interview team unanimously ranked the firms as follows:

1. Bialosky Cleveland
2. HBM Architects
3. Bostwick Design Partnership

Mr. Riachi noted that because of the repairs needed to the building, particularly the building envelope, the project is not a typical library renovation. It is essential to ensure that the team providing services for mechanical, electrical, and plumbing (MEP), structural, civil, and building envelope services are highly qualified and experienced in similar projects. Bialosky has significant in-house MEP expertise and will be using Wiss, Janney, Elstner Associates for building envelope services. The team agreed that the qualifications of the engineering team helped make Bialosky the first choice for the project.

2019-23 Ms. Katz moved and Dr. Rashid seconded the motion to authorize the Director to negotiate a contract with Bialosky Architects for the renovation and repair of the Main Library, with an option to include the Bertram Woods Branch at a later date at the Library's discretion.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.


Ms. Brodar reviewed the proposed policy changes. The policy on recording in the workplace is being tabled until further research is completed.

2019-24 Mr. Bertsch moved and Ms. Katz seconded the motion to approve the Gifts and Donations, Disposal of Surplus Material and Equipment, Confidentiality of Customer Records, Crisis Communication, Library Programs and Classes, Purchasing, and Media Relations policy revisions as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.
D. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

E. Forward Together Vision Exercise

On April 11, 2019, Forward Together held two Future of Facilities Vision Workshops. There was a morning session at the Library and an evening session at the Stephanie Tubbs Jones Community Building. Just over 100 community members attended the events.

City planning staff presented an abbreviated version of the vision workshops for City Council at their April 8 meeting. Ms. Switzer shared the same presentation and exercise at the Board meeting so Board members who were unable to attend the vision workshops had the opportunity to share their ideas.

New Business

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Ruth Levenson Fund (219-6110)</td>
<td>$2,000</td>
<td></td>
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<tr>
<td>Allison &amp; Aaron Williams</td>
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<td></td>
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<tr>
<td>Marilyn Kammer Memorial Fund (209-6510)</td>
<td>$25</td>
<td>In memory of Robbie Hill</td>
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<tr>
<td>Randy Kammer</td>
<td></td>
<td></td>
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<tr>
<td>General Fund (101-6510)</td>
<td>$50</td>
<td>In memory of George Miller</td>
</tr>
<tr>
<td>James and Jill Strainic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anonymous</td>
<td>$50</td>
<td></td>
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<tr>
<td>Anonymous</td>
<td>$15</td>
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2019-25 Ms. Katz moved and Mr. Bertsch seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

B. Personnel Action

Hired:
Jacqueline Lee, Circulation Services Assistant, level 106, half-time, effective 3/11/19
Laura O’Connor, Circulation Services Assistant, level 106, half-time, effective 3/11/19

Resigned:
Telisha LeFloria-Smith, Tutoring Coordinator, level 109, part-time, effective 3/21/19
Adjournment

Since there was no further business to discuss, Ms. Katz moved and Mr. Cicarella seconded the motion to adjourn the regular board meeting at 8:30 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, May 20, 2019 at 6:30 p.m. in the Main Library Room F.

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Brian Gleissner, President

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Susan Ritchey, Fiscal Officer

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Troy Meinhard, Secretary