

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting (Virtual)  
March 15, 2021

Virtual Access Information Livestreamed meeting: <https://tinyurl.com/SHPL-Board-03-2021>

Attendance

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

Members Absent: Ms. Hirsch

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m.

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

Approval of Minutes

2021-18 Mr. Cicarella moved and Dr. Rashid seconded the motion to approve the minutes of the February 15, 2021 Regular Board meeting as submitted.

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

Nays: None. Motion carried.

Construction Update

Mr. Kellogg from Turner Construction provided the monthly construction update.

A. Potential Change Order Ratification

Ms. Switzer presented three change orders for ratification by the Board of Trustees totaling \$9,338.

PCO #36 Modify Existing Millwork to Accommodate New Layout with Printers

The existing millwork was longer than shown in the drawings and thus had to be modified to provide room for two printers/copiers. Cost: \$803

PCO #44 Demolish Existing Corridor Wall at Room 218 & 220

The existing conditions required additional demolition. The walls and ceilings in this area were fully demolished and new framing and ceilings were placed back. Cost: \$6,551

PCO #64 Add Crawl Space and Jelly Light and Outlet

Lighting and an outlet needed to be added to the crawlspace where the mechanical equipment is located. Cost: \$1,984

The costs for these PCOs will be deducted from the buyout savings the library has accumulated as contingency, so the cost does not change the GMP. The cumulative buyout savings to date is \$30,956. The remaining buyout savings after these costs are deducted is \$21,618.

2021-19 Mr. Gleisser moved and Ms. Katz seconded the motion to ratify the Potential Change Orders as submitted.

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

Nays: None. Motion carried.

B. Extension of RFC Contracting Owner's Representative Contract

In January 2019, the Board approved hiring RFC Contracting to provide Owner's Representative Services for \$225,000 for the Main Library renovation. The twenty-six month contract was executed in February 2019 and ends in April 2021. The substantial completion date for the Main Library renovation is October 27, 2021.

After discussion with Mr. Riachi and the Building Committee, Ms. Switzer requested approval to extend the RFC contract as follows:

- Six months of construction administration (through the end of October) at the current rate of \$9,375 a month, for a total of \$56,250.
- Up to three months of post-construction support on a month-to-month basis at \$5,500 a month, not to exceed \$16,500.

2021-20 Mr. Cicarella moved and Ms. Katz seconded the motion to approve extending the contract with RFC Contracting for Owner's Representative Services through October 31, 2021 for \$56,250 and up to three months of post-construction support on a month-to-month basis at \$5,500 a month, for a total not-to-exceed amount of \$72,750.

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

Nays: None. Motion carried.

Forward Together Update

Ms. Switzer, Mayor David Weiss, and Dr. David Glasner, Superintendent of Shaker Schools provided an update on the Forward Together joint facilities master planning process. Ms. Switzer said that the Forward Together Leadership Team asked that the Board of Trustees delay beginning the Bertram Woods Branch project for six months until the interim options report is received in December 2021.

Ms. Switzer noted that the library, schools, and city acknowledge that the library is committed to providing a neighborhood-based library branch and/or library services at or near the Bertram Woods Branch location.

After discussion by the library board Mr. Cicarella asked Mr. Riachi about the impact the delay would have on the contracts the library signed with Bialosky Cleveland and Turner Construction, as well as the amount of the project budget needed for maintenance of the facility and the amount needed for improving the customer experience. Mr. Cicarella said that information was necessary to inform the decision to delay the project and the other board members agreed.

Mr. Bertsch suggested a special meeting before the first week in April so the library board could review the information and decide about delaying the Bertram Woods project before the facility master plan consultant team begins work. Ms. Switzer will schedule the special meeting.

### President's Report

#### A. Diversity, Equity and Inclusion Committee Report

Dr. Rashid reported that the committee held its first meeting on March 1. Dr. Rashid is chairing the committee. Mr. Bertsch, Ms. Hirsch, Ms. Switzer, Ms. Brodar, and Ms. Cullers are committee members. Dr. Rashid said the committee is currently drafting the charge for the committee. The committee will meet regularly. The next meeting is scheduled for April 20, 2021.

#### B. Resolution of Appreciation for Brian Gleisser

Mr. Bertsch read the resolution of appreciation for Mr. Gleisser.

Whereas one of the greatest resources of the library is the generous contribution of the Library Board's knowledge, skill, and leadership to chart the library's course; and

Whereas Brian Gleisser began his term on the Board of Trustees on April 14, 2014, and

Whereas Brian Gleisser served as Board Secretary in 2016, and Board President in 2017, 2018 and 2019, and

Whereas during Brian Gleisser's Board presidency, Shaker Library placed a 1.9 mil operating levy on the ballot, and he worked diligently for its successful passage, which increased Sunday hours at Main Library and generated funds to renovate both library buildings, and

Whereas during Brian Gleisser's term, the Board began work on the Main Library renovation and hired RFP as owner's rep, selected Bialosky Cleveland as architects, and Turner Construction as construction manager, and held three planning sessions

with the architects and the community to gather information on how the community uses the library, and

Whereas during Brian Gleisser’s term, the library unveiled the Main Library design plan and work was begun and completed on schedule during Phase One of the renovation, and

Whereas during Brian Gleisser’s term the library closed for six months due to the COVID-19 pandemic when staff worked remotely to deliver library services, and reopened with shortened hours and safety protocols in place while continuing work on the renovation, and

Whereas Brian Gleisser has served the Shaker Heights Public Library most ably and in a variety of capacities and has unselfishly proffered his expertise for the benefit of the Shaker Library and the greater Shaker Heights community, now

Therefore, be it resolved that Brian Gleisser receive the commendation, gratitude, and appreciation of the staff and Board of Trustees of the Shaker Heights Public Library for his seven years of service on the Shaker Heights Public Library Board of Trustees on this fifteenth day of March in the year two thousand twenty-one.

The other board members and administration present expressed their appreciation for the contributions Mr. Gleisser has made to the library.

C. Board Bylaws

Mr. Bertsch said he and Mr. Cicarella will review the Board of Trustee bylaws prior to the April meeting and present any recommended changes to the full Board for discussion and approval.

Dr. Rashid left the meeting at 8:16.

Fiscal Officer’s Report

A. PLF Report

Ms. Switzer reported that the February 2021 PLF distribution was 18.7% higher than the estimate and 0.6% higher than February 2020. The library has received \$42,787 more than budgeted.

B. Financial Statements – February 28, 2021

Ms. Ritchey reviewed the February 28, 2021 financial statements.

**General Fund through February 2021**

Total 2021 Operating Revenue	\$ 2,230,834.80
Total 2021 Operating Expenditures	\$ 602,416.78

**All Funds through February 2021**

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 2,232,182.89
2021 Expenditures	\$ 1,904,530.22

Unexpended Balance	\$15,029,453.25
Encumbrances	\$ 7,264,423.45
Unencumbered Balance	\$ 7,765,029.80

2021-21 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the February 28, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard  
 Nays: None. Motion carried.

C. Star Plus Bank Account Update

Ms. Ritchey reported that the State of Ohio Treasurer’s office will no longer endorse the Star Plus program since there are several other comparable options. The funds will be rolled into the Star Ohio Account May 31, 2021. No action is required by the library.

D. Transfer Proceeds from Truck Sale to Building and Vehicle Fund

Included in the items approved for sale at the February Board of Trustees meeting was the library truck with plow attachment. The Disposal of Surplus Material and Equipment policy specifies any proceeds for such sale will be deposited to the General Fund of the library.

As this item is specific to the Building and Vehicle Fund, Ms. Ritchey recommended transferring the monies to this fund to support future vehicle purchases.

2021-22 Mr. Meinhard moved and Ms. Katz seconded the motion to transfer the proceeds to the Building and Vehicle Fund as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard  
 Nays: None. Motion carried.

E. 5-Year Forecast

Ms. Ritchey presented the five-year forecast.

F. Final Appropriations Budget

Ms. Ritchey reviewed the 2021 Final Appropriations.

**2021 FINAL APPROPRIATION  
 GENERAL FUND**

		2021 Temporary Appropriations	2021 Approp Adjustment	2021 Final Appropriation
<b>Revenue</b>				
	PLF	1,436,870	178,283	1,615,153
	Property Taxes	4,072,500	23,308	4,095,808

	2021 Temporary Appropriations	2021 Approp Adjustment	2021 Final Appropriation
HERB	390,500		390,500
Fines and Fees	31,855		31,855
Interest Earnings	18,000		18,000
Donations	100		100
Miscellaneous	2,760		2,760
<b>Total Revenue</b>	<b>\$ 5,952,585</b>	<b>\$ 201,591</b>	<b>\$ 6,154,176</b>
<b>Advance In</b>			
<b>Total Revenue &amp; Transfer In</b>	<b>\$ 5,952,585</b>	<b>\$ 201,591</b>	<b>\$ 6,154,176</b>
<b>Expenditures</b>			
Salaries and Benefits	3,039,823		3,039,823
Supplies	74,235		74,235
Purchased Services	823,121	12,000	835,121
Materials	553,055		553,055
Capital	14,055	3,500	17,555
Other	34,805		34,805
<b>Total Expenditures</b>	<b>\$ 4,539,094</b>	<b>\$ 15,500</b>	<b>\$ 4,554,594</b>
<b>Transfers to Capital Funds</b>	<b>300,000</b>	<b>3,000</b>	<b>303,000</b>
<b>Transfers for Security Repayment</b>	<b>802,450</b>	<b>(4,052)</b>	<b>798,398</b>
<b>Advance Out</b>			-
<b>Expenditures &amp; Transfers</b>	<b>\$ 5,641,544</b>	<b>\$ 14,448</b>	<b>\$ 5,655,992</b>
<b>Surplus/(Deficit)</b>	<b>\$ 311,041</b>	<b>\$ 187,143</b>	<b>\$ 498,184</b>

**2021 FINAL APPROPRIATION  
SPECIAL FUNDS**

	2021 Temporary Appropriation	2021 Approp Adjustment	2021 Final Appropriation
<b>Revenue</b>			
204 - Walter N. Lawson Trust Fund	-		-
205 - Elaine Boots Fisher Trust	-		-
206 - Sheldon Skip Baumoel Trust	-		-
207 - Barbara Luton Art Fund	-		-
208 - Bertram Woods Branch Fund	-		-
209 - Marilyn Kammer Fund	-		-
210 - Frances Bellman Fund	-		-
211 - Friends of Shaker Library	-		-
212 - MyCom - OST Grant	-		-
214 - LSTA Grant	-		-
219 - Ruth Levenson Fund	-		-
221 - Vending	-		-
401 - Building & Vehicle Fund	100,000	10,000	110,000
403 - Technology Fund	200,000		200,000
404 - Facility Fund	-	1,500	1,500
405 - Facility Financing Fund	802,450	(4,052)	798,398

		2021 Temporary Appropriation	2021 Approp Adjustment	2021 Final Appropriation
<b>2021 Beginning Cash Balance</b>	<b>Total Revenue</b>	<b>\$ 1,102,450</b>	<b>\$ 7,448</b>	<b>\$ 1,109,898</b>
	<b>Expenditures</b>			
12,459.82	204 - Walter N. Lawson Trust Fund	3,500		3,500
1,716.56	205 - Elaine Boots Fisher Trust	500		500
882.90	206 - Sheldon Skip Baumel Trust	500		500
25,363.93	207 - Barbara Luton Art Fund	-		-
12,644.03	208 - Bertram Woods Branch Fund	2,500		2,500
1,701.43	209 - Marilyn Kammer Fund	1,000		1,000
732.31	210 - Frances Bellman Fund	260		260
8,258.21	211 - Friends of Shaker Library	5,000		5,000
10,962.68	212 - MyCom - OST Grant	8,700		8,700
-	214 - LSTA Grant	-		-
7,559.71	219 - Ruth Levenson Fund	500		500
3,226.78	221 - Vending	1,000		1,000
996,185.04	401 - Building & Vehicle Fund	350,000	55,000	405,000
783,016.20	403 - Technology Fund	447,442	(176,000)	271,442
8,018,619.09	404 - Facility Fund	7,252,009	(10,747.94)	7,241,261.06
4,052.22	405 - Facility Financing Fund	802,450		802,450
<b>\$9,887,380.91</b>	<b>Total Expenditures</b>	<b>\$8,875,361</b>	<b>\$ (131,748)</b>	<b>\$8,743,613</b>

2021-23 Mr. Cicarella moved and Mr. Gleisser seconded the motion to accept the 2021 Final Appropriations as submitted.

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

Nays: None. Motion carried.

G. Approve Transfer to Facility Financing Fund (405)

The 2021 budget approval included approving transferring funds into the Facility Financing Fund to repay the Certificates of Participation. The Fund currently has \$4,052.37 due to interest earned in 2020. Ms. Ritchey asked to transfer \$658,398 to cover the 2021 payments for the Main Library renovation.

2021-24 Mr. Meinhard moved and Ms. Katz seconded the motion to transfer the funds as submitted.

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

Nays: None. Motion carried.

H. Cleveland Foundation Endowment Fund Report

Ms. Ritchey reviewed the Fourth Quarter 2020 Cleveland Foundation Fund Statement. The fund started the year with a balance of \$156,957.67. As of December

31, 2020 the balance is \$179,198.25. The net increase to assets for the year is \$22,240.58. In 2021 \$49,678.91 is available for distribution to the library from the fund.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Approval of Lease with Shaker Heights Board of Education for Shaker Schools Welcome Center at Main Library

Ms. Switzer said that in 2019, as a result of Forward Together discussions, the library and the schools agreed that a Shaker Schools Welcome Center would be located on the second floor of the renovated Main Library. The Welcome Center will house the school's Family and Community Engagement services as well as provide registration services for families.

The initial term of the lease shall commence December 1, 2021 and shall expire on June 30, 2023. For the first ten years the annual rent is \$6,000. This is intended to compensate the library for the construction cost of the rented space. After that the annual rent is \$1. Both the schools and the library can terminate the lease with at least 180 days written notice to the other party.

2021-25 Mr. Cicarella moved and Ms. Katz seconded the motion to approve the lease with Shaker Heights Board of Education for the Shaker Schools Welcome Center at Main Library as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard  
Nays: None. Motion carried.

C. Policies: Senior Person Responsibilities, Exhibits, Recruitment, and Use of Volunteers

Ms. Brodar presented revisions to the policies for review and approval.

2021-26 Mr. Gleisser moved and Mr. Meinhard seconded the motion to approve the revised policies as presented.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard  
Nays: None. Motion carried.

New Business

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

Frances Belman Fund (210-6110)		
Thomas & Wendie Forman		
In honor of Barbara Winicki's birthday		\$35
Marilyn & Michael Gardner		
In honor of Barbara Winicki's birthday		\$25



Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Anna Elinoff

\$25

2021-27 Mr. Cicarella moved and Ms. Katz seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

None

C. Other New Business

None

Adjournment

Since there was no further business to discuss, Mr. Gleisser moved and Ms. Katz seconded the motion to adjourn the virtual regular board meeting at 8:47 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 19, 2021 at 6:30 p.m.

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Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

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Melissa Hirsch, Secretary