

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
June 21, 2021

Virtual Access Information Livestreamed meeting: <https://tinyurl.com/SHPL-Board-06-21>

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Members Absent: Ms. Hirsch, Ms. Katz

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 6:33 p.m.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Approval of Minutes

2021-40 Mr. Cicarella moved and Dr. Rashid seconded the motion to approve the minutes of the May 17, 2021 Regular Board meeting as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Construction Update

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

Mr. Riachi noted that there are problems with the dry sprinkler system (fire suppression) and the elevators. The sprinkler and elevator companies are thoroughly assessing the systems and making recommendations for any necessary additional work.

Ms. Switzer discussed removing the chase walls on the second floor. Mr. Hill from Bialosky indicated it serves no structural purposes and creates a barrier for the "overlook" reading room. Mr. Riachi supported removing the wall.

2021-41 Dr. Rashid moved and Dr. Rogen seconded the motion to authorize the full removal of the chase walls in the future second floor overlook reading room, at a rough order of magnitude cost estimate of \$7,400. The final amount for the work will be ratified by the Board after it is approved by the Director.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

A. Change Order Ratification

Ms. Switzer presented five construction change orders for ratification by the Board of Trustees totaling \$23,262 and one owner addition totaling \$4,200.

PCO #17 Existing Mechanical System Demolition - Cost: \$2,708

Ductwork changes at the lower level due to existing conditions.

PCO #43 Reconnect exhaust fans, add dampers, exhaust fans, & controls - Cost: \$13,275

The current crawl space ventilation system does not meet code. The work includes providing a new exhaust fan, re-attaching the existing motor-operated dampers, providing two humidity sensors, and the associated electrical work.

PCO #49 Door Frame 133 and Drywall Surroundings - Cost: \$2,898

More drywall refinishing was required than what was originally anticipated and designed.

PCO #61 Extend Ceilings Down for new MEP Coordination - Cost: \$1,710

The ceilings and soffits were designed based upon the VAV boxes in the basis-of-design in the Construction Documents. A different VAV box manufacturer was used, which increased the size of the VAV box. As a result, in rooms 44, 46, 61 and 63, the ceiling and soffits had to be extended down.

PCO #68 IT Rm 223A Add exhaust fan - Cost: \$2,671

Because there is an IT rack in the room 223A, a means of heat removal is required. Therefore, an exhaust fan and exhaust duct terminating above the adjacent corridor ceiling were added.

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. Because the cost is already in the GMP there are no additional markups for insurance, fees, etc. needed.

The cumulative buyout savings to date is \$22,247. The remaining buyout savings after these costs are deducted is (\$1,015). Turner Construction allocated \$87,000 of the remaining \$203,793 construction contingency for owner-initiated work or unforeseen circumstances. There is \$202,778 of construction contingency remaining after these PCOs, including \$78,225 for owner work.

Installation of glass panels in the café stainless steel railings, at a cost of \$4,200, was also approved. However, RFC Contracting solicited the subcontractor fabricating and installing the panels for significant cost savings on the work. As a result, the library is issuing a separate purchase order and paying the glass contractor directly.

2021-42 Mr. Cicarella moved and Mr. Meinhard seconded the motion to ratify the Potential Change Orders and the owner addition as submitted.

PCO #17 Existing Mechanical System Demolition

\$2,708

PCO #43 Reconnect exhaust fans, add dampers, exhaust fans, & controls	\$13,275
PCO #49 Door Frame 133 and Drywall Surroundings	\$2,898
PCO #61 Extend Ceilings Down for new MEP Coordination	\$1,710
PCO #68 IT Rm 223A Add exhaust fan	\$2,671
	Subtotal
	\$23,262
<u>Installation of glass panels in café stainless steel railing</u>	<u>\$4,200</u>
	Grand total
	\$27,462

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

B. Furniture Expenditures

Ms. Switzer said that the wire shelving units ordered for Local History only included four shelves, but five shelf units were needed. An additional shelf for each unit with installation costs an additional \$1,340. This increases the total for Ohio Desk to \$272,098.

Since additional small purchases may be necessary, Ms. Switzer requested approval for a \$5,000 allowance to be used for either e4b or Ohio Desk as needed. This will allow additional orders to be placed without waiting for a board meeting for approval. Any additional expenditures against this allowance will be reported at the following board meeting.

Ms. Switzer said the appropriations budget approved in March includes the full FF&E costs for the project, including a contingency allocation. These additional expenditures will come from the FF&E contingency and do not increase the overall budget.

2021-43 Mr. Meinhard moved and Dr. Rashid seconded the motion to authorize purchasing 20 wire shelves from Ohio Desk for Local History for \$1,340, for a total of \$272,098 from Ohio Desk and to authorize an additional \$5,000 allowance to be spent at either Ohio Desk or e4b at the Director's discretion, with the additional expenditures to be reported at the following board meeting.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

Forward Together Update

Mr. Zannoni from Project Management Consultants (PMC) provided an update on joint facilities planning.

President’s Report

Mr. Bertsch reported that his regular meetings with the Vice Mayor and the President of the School Board continue. He commended Ms. Switzer, Ms. Brodar, and Ms. Cullers their handling of mask requirements for staff when the state health orders were lifted on June 2, 2021.

Diversity, equity, and Inclusion Committee Report

Dr. Rashid reported that library staff are reviewing the Mission, Vision, and Values and will be bringing a draft document to the DEI Committee, for discussion. Ms. Switzer said a staff committee has been formed with Adult Services Manager Cindy Maxey as the chair.

Fiscal Officer’s Report

A. PLF Report

Ms. Switzer reported that the May 2021 PLF distribution was 4.9% less than in the final budget and 43.6% higher than May 2020. Year-to-date the library has received \$36,734 more than in the final appropriation budget.

B. Financial Statements – May 2021

Ms. Ritchey reviewed the May 2021 financial statements.

General Fund through May 2021

Total 2021 Operating Revenue	\$ 3,146,914.93
Total 2021 Operating Expenditures	\$ 2,117,894.47

All Funds through May 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 3,815,562.81
2021 Expenditures	\$ 5,481,528.74
<hr/> Unexpended Balance	<hr/> \$13,035,834.65
Encumbrances	\$ 5,594,151.52
<hr/> Unencumbered Balance	<hr/> \$ 7,441,683.13

2021-44 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the May 31, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

C. 2022 Alternative Tax Budget - Revised

Ms. Ritchey requested approval of the 2022 Revised Alternative Tax Budget.

2021-45 Dr. Rashid moved and Mr. Meinhard seconded the motion to accept the 2022 Alternative Tax Budget as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report. She noted that the Main Library will resume regular Sunday hours on July 11. In order to resume the remaining regular operating hours staff need to be hired. Ms. Switzer said the library is in the process of recruiting for open positions.

Ms. Switzer said that without action by the Ohio Legislature, the ability to hold public meetings virtually ends June 30. The Finance and DEI Committee meetings will be held at the Bertram Woods Branch while the Main Library is undergoing renovation. She is working to secure a location for the regular Board meetings through November.

B. Policies: Meeting Room Policy.

Ms. Brodar reviewed the changes to the policy presented.

2021-46 Dr. Rogen moved and Mr. Cicarella seconded the motion to accept the revised Meeting Room policy as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried

New Business

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

General Fund (101-6510)		
Jacobson Multimedia, LLC		\$50
Frances Belman Fund (210-6110)		
Elliott Winicki		
In honor of Barbara Winicki		\$100
Marilyn Kammer Memorial Fund (209-6510)		
Karl Kammer		
In memory of Bob Bruder		\$50
Randy Kammer		
In memory of Jean Caplan		\$50
Karl, Randy and Bobbie Kammer		
In memory of Marcia Kammer		\$25
Randy Kammer		
In memory of Joanne Clark		\$25

2021-47 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

B. Personnel Action

No Activity

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Cicarella seconded the motion to adjourn the virtual regular board meeting at 8:18 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, July 19, 2021 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary