Attendance

Members Present: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

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

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

Roll Call: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Approval of Minutes

2022-40 Ms. Katz moved, and Dr. Barnard seconded the motion to approve the minutes of the June 27, 2022 Regular Board meeting.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

President’s Report

Mr. Bertsch attended the Finance Committee meeting on Monday July 11, 2022.

Presentation: Shannon Titas, Summer Reading Program

Ms. Titas presented information regarding the 2022 Summer Reading Program.

Fiscal Officer’s Report:

A. PLF (Public Library Fund)

Ms. Switzer reported the June 2022 Public Library Fund (PLF) distribution was 5.4% more than budgeted.

B. Financial Statements – June 30, 2022

Ms. Ritchey reviewed the June 2022 financial statements.

General Fund through June 2022

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 2022 Operating Revenue</td>
<td>$3,614,003.70</td>
</tr>
<tr>
<td>Total 2022 Operating Expenditures</td>
<td>$2,853,011.66</td>
</tr>
</tbody>
</table>
All Funds through June 2022

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$ 9,992,021.31</td>
</tr>
<tr>
<td>2022 Receipts</td>
<td>$ 7,471,554.62</td>
</tr>
<tr>
<td>2022 Expenditures</td>
<td>$ 4,654,165.65</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>$12,809,410.28</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>$ 1,328,630.71</td>
</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$11,480,779.57</td>
</tr>
</tbody>
</table>

2022-41 Mr. Cicarella moved, and Dr. Rashid seconded the motion to accept the June 30, 2022 financial statements as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Circulation of Library Materials Policy

Ms. Brodar presented the updates to the Circulation of Library Materials Policy. The requirements and borrowing privileges for a Temporary Card have changed to allow individuals who do not have a permanent address to borrow a limited number of physical library materials at a time, as well as digital materials. When the pandemic began the library suspended the use of a collection service for accounts with long-overdue material or excessive unpaid account balances. The library will resume use of the collection service on September 1, 2022. Because of the rising price of materials and in consideration of the impact of collection on community members, the library plans to resume the $50 threshold.

2022-42 Dr. Rogen moved, and Ms. Kaus seconded the motion to approve the Circulation of Library Materials Policy as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. Authorizing the Contracts for the Elevator Modernization and Maintenance/Service Project with Gable Elevator

At their June 2022 meeting the Board waived competitive bidding for the Shaker Heights Public Library Elevator Modernization & Maintenance/Service Program Project based upon the urgent necessity exception in ORC Section 3375.41 as the work for the Project is critical for the elevators to be operational and maintain building accessibility and the library’s current elevator maintenance/service agreement will expire August 31, 2022.
After that meeting the library requested proposals for the elevator modernization project and proposals for the maintenance/service program. Three vendors submitted proposals and Gable Elevator provided the lowest pricing of $164,130 for the elevator modernization and $340 per month for 24 months ($4,080) for the elevator maintenance/service program.

<table>
<thead>
<tr>
<th>Company</th>
<th>Modernization Proposal</th>
<th>Maintenance/Service Program (monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gable</td>
<td>$164,130</td>
<td>$340</td>
</tr>
<tr>
<td>TK Elevator</td>
<td>$175,215</td>
<td>$350</td>
</tr>
<tr>
<td>Otis Elevator Company</td>
<td>$198,784</td>
<td>$350</td>
</tr>
</tbody>
</table>

Ms. Switzer recommended authorizing the Contracts for the Elevator Modernization and Maintenance/Service Project with Gable Elevator, as well as an Owner Contingency of 10% ($16,413).

2022-43 Ms. Katz moved, and Dr. Rogen seconded the motion to authorize the Contracts for the Elevator Modernization & Maintenance/Service Project with Gable Elevator.

The Shaker Heights Public Library Board of Trustees resolves as follows:

1. The Board authorizes the Director to proceed with the Shaker Heights Public Library Elevator Modernization & Maintenance/Service Program Project based upon the proposal submitted by Gable Elevator and to work with Mr. Riachi and legal counsel to negotiate and execute a contract and related documents with Gable Elevator in an amount not to exceed $164,130 for the Elevator Modernization portion of the work and to negotiate and execute a separate contract with Gable Elevator for the maintenance/service program in an amount not to exceed $340 per month for 24 months ($4,080).

2. The Board authorizes an Owner Contingency of $16,413 and further authorizes the Director to approve and sign Modifications related to the Project which, cumulatively, do not exceed the Owner Contingency. Should a Modification exceed this amount, it will be brought to the Board for approval.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

D. Quarterly Usage Report

Ms. Brodar shared the second quarter usage report.

New Business

A. Gifts to be accepted and appropriated to the designated funds
General Fund (101-6510)

  Jacobson Multimedia, LLC $25

Frances Belman Large Print Fund (210-6110)

  Max Gardner
  In honor of the occasion of Michael and Marilyn Gardner's 42nd wedding anniversary on behalf of their loving children $75
  Heritage Lake Farm, LLC
  In memory of Frances Belman's birthday $25

Marilyn Kammer Memorial Fund (101-6510)

  Karl Kammer
  In memory of Laura Geuder $75
  Randy Kammer & Jeff Wollitz
  In memory of Nancy Herbkersman $25
  Randy Kammer
  In memory of LaRue Kipper $25
  In memory of Bryant Rollins $25

2022-44 Dr. Barnard moved, and Ms. Katz seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen

  Nays: None. Motion carried.

B. Personnel Action

  Hired:
  Katie Shirilla, Summer Tutor, part-time, level 18, effective 6/3/2022

  End of Employment:
  Amanda Thompson, Circulation Services Assistant, half-time, level 14, effective 6/30/2022
  Asia Wilson, Youth Services Associate, half-time, level 18, effective 6/12/2022

C. Other New Business

  None
Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Dr. Rashid seconded the motion to adjourn the regular board meeting at 7:36 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, August 15, 2022 at 6:30 p.m.

__________________________
Michael Bertsch, President

__________________________
Susan Ritchey, Fiscal Officer

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Doreen Katz, Secretary