

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Finance Committee Meeting
April 17, 2017

Attendance

Members Present: Mr. Cicarella, Mr. Meinhard, Ms. Williams
Other Members Present: Mr. Gleisser
Staff Present: Ms. Beaver, Ms. Brodar, Ms. Brown, Ms. Switzer, Ms. Titas

Call to Order

Ms. Williams called the regular meeting of the Shaker Heights Public Library Board of Trustees Finance Committee to order at 6:37 p.m. in the Main Library Boardroom.

Roll Call: Mr. Cicarella, Ms. Williams

Mr. Meinhard arrived at 6:39 p.m.

Minutes

The March 27, 2017 Finance Committee meeting minutes were noted for the record.

Financial Statements

Ms. Beaver reviewed the March 2017 financial statements.

The March 31, 2017 financial statements were approved for vote by the full Board.

Purchasing Policy

Ms. Switzer said there is currently a Purchasing Policy and an Awarding of Contracts policy, however, the Purchasing Policy is unclear, while the Awarding of Contracts policy simply repeats the law regarding bidding requirements for construction over \$50,000. She presented a revised draft Purchasing Policy that eliminates redundancy and instructs when legal requirements apply and recommended making the Awarding of Contracts policy obsolete. Mr. Cicarella and Mr. Meinhard recommended some minor wording changes to the draft policy.

The Purchasing Policy as amended and eliminating the Awarding of Contracts policy were approved for vote by the full Board.

Investment Policy

Ms. Beaver presented the revised Investment Policy for review. ORC 135 provides legislation regarding the types of investments permitted for public libraries. The revised policy has been updated to include all types of investments permitted by law. Mr. Cicarella questioned whether the library would ever choose certain of these investment types. He suggested that if the library would not choose a certain investment it be excluded from the policy. The Committee requested more information before recommending approval by the full board.

HBM Architects

At its March meeting, the Board of Trustees requested that HBM Architects provide a cap on the costs for Part II of their proposal. Part I is not to exceed \$12,500. The revised proposal was \$2,500 per item of educational support documentation and \$2,400 for three public meetings at \$800 per meeting.

2018 Alternative Tax Budget

The 2018 Alternative Tax Budget must be adopted by the School Board and presented to the County before July 15. This is the annual demonstration to the taxing authority for the need to levy a tax.

The 2018 Alternative Tax Budget was approved for vote by the full Board.

Public Library Fund Update

Ms. Switzer reported that April Public Library Fund revenue is 13% below projections and year-to-date revenue is 5% below projections. April receipts are 4.6% below what we received in April 2016 and year-to-date our receipts are 0.33% below last year.

R Strategy Group Proposal

R Strategy Group will present the final communication plan at the April 24 Board of Trustees meeting. They have presented two proposals to assist the library in implementing the recommendations of the plan. Ms. Switzer presented these options and recommended a six-month extension at the lower cost of \$3,500 for 25 hours per month. Mr. Cicarella questioned whether unused hours would carry over to the next month. Ms. Switzer agreed to discuss the proposal further with R Strategy Group.

Mr. Gleisser reminded attendees that Saturday April 22 is the 80th birthday celebration of the independent Shaker Heights Public Library and encouraged trustees to attend.

Adjournment

Since there was no further business to discuss, committee unanimously agreed to adjourn the finance committee meeting at 8:27 p.m. The next finance committee meeting of the Shaker Heights Public Library Board of Trustees will be Monday May 15, 2016 at 6:30 p.m. in the Main Library Boardroom.