

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting (Virtual)  
May 17, 2021

Virtual Access Information Livestreamed meeting: <https://tinyurl.com/SHPL-Board-05-21>

Attendance

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

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 6:31 p.m.

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

Approval of Minutes

2021-32 Mr. Cicarella moved and Dr. Rashid seconded the motion to approve the minutes of the April 19, 2021 Regular Board meeting as submitted.

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

Nays: None. Motion carried.

Construction Update

Mr. Kellogg from Turner Construction provided the monthly construction update. He noted that after substantial completion on October 27 there will be one week for punch list review and two weeks for punch list completion before owner move in.

Ms. Switzer said that the library will need to close for the final move, although dates have not been set yet.

Forward Together Update

Ms. Switzer introduced Steven Zannoni from Project Management Consultants (PMC), who has been hired by Forward Together as the Project Manager for the Joint Facilities Master Plan. Mayor Weiss and School Board President Heather Weingart joined them for a progress report on the joint master facilities planning process.

Forward Together Inter-Agency Agreement

Ms. Switzer presented the interagency agreement approved on May 16, 2021 by the school board for approval. Ms. Switzer said the agreement will be presented to the City Council for approval on May 18, 2021.

2021-33 Ms. Katz moved and Dr. Rashid seconded the motion to approve the Inter-Agency Agreement as submitted.

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

Nays: None. Motion carried

President’s Report

A. Board Bylaws

Mr. Bertsch and Mr. Cicarella reviewed the bylaws and recommended no changes at this time.

B. Sprint/T-Mobile Update

Mr. Bertsch said that T-Mobile has issued a purchase order for the chimney repair work to be completed. RFC Contracting will coordinate the work since T-Mobile does not work with subcontractors.

Fiscal Officer’s Report

A. PLF Report

Ms. Switzer reported that the April 2021 PLF distribution was 9.2% higher than in the final budget and 19.5% higher than April 2020. Year-to-date the library has received \$44,722 more than in the final appropriation budget.

B. Financial Statements – April 2021

Ms. Ritchey reviewed the April 2021 financial statements.

**General Fund through April 2021**

Total 2021 Operating Revenue	\$ 2,989,317.11
Total 2021 Operating Expenditures	\$ 1,861,739.26

**All Funds through April 2021**

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 3,657,507.41
2021 Expenditures	\$ 4,378,724.42
Unexpended Balance	\$13,980,583.57
Encumbrances	\$ 6,042,091.96
Unencumbered Balance	\$ 7,938,491.61

2021-34 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the April 30, 2021 financial statements as submitted.

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

Nays: None. Motion carried.

C. Revised Financial Statements

Ms. Ritchey presented revisions to the February and March financials representing the correction to the Facility Fund (404) budget and the March General Fund budgeted transfers.

2021-35 Dr. Rashid moved and Dr. Rogen seconded the motion to accept the revised financial statements as submitted.

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

Nays: None. Motion carried.

D. Facilities Fund (404) Budget Increase

The library received \$1,228.15 in interest in Fund 404 through February 2021. The March 2021 final budget appropriated \$1,228.15 in expenditures and \$1,500 in interest revenue. In March and April an additional \$833.59 in interest was received, bringing the year-to-date interest to \$2,061.74.

In order to spend the entire amount of interest received, the budget must be amended to appropriate the revenue and expenditures. Ms. Ritchey requested approval for the following changes to the Fund 404 budget:

- Increase the revenue budget by \$561.74 to \$2,061.74
- Increase the expenditure budget by \$833.59 to \$7,242,094.65

2021-36 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the Facility Fund budget increase as submitted.

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

Nays: None. Motion carried

E. 2022 Alternative Tax Budget

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

2021-37 Mr. Meinhard moved and Ms. Katz seconded the motion to accept the 2022 Alternative Tax Budget as submitted.

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

Nays: None. Motion carried

F. Cleveland Foundation Endowment Fund 2021 First Quarter Statement

Ms. Ritchey said the Shaker Heights Public Library Fund at the Cleveland Foundation started the year with a balance of \$179,198.25. As of March 31, 2021 the balance is \$185,760.94. The net increase to assets for the year is \$6,562.69.

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. Policies: Records Retention and Disposal, Confidentiality of customer Records and Protection of Personal Information, Credit Card, and Investment.

Ms. Brodar reviewed the changes to the policies presented.

2021-38 Dr. Rogen moved and Mr. Cicarella seconded the motion to accept the revised policies as submitted.

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

Nays: None. Motion carried

Diversity, Equity and Inclusion Committee Update

Dr. Rashid shared the charge of the committee to guide their work:

The Diversity, Equity, and Inclusion Committee will develop and lead implementation of the Shaker Heights Public Library strategic initiative to identify and eliminate the barriers to being a fully equitable and inclusive organization.

The next virtual meeting of the committee will be Tuesday May 25, 2021.

New Business

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

General Fund (101-6510)		
John Davies		\$500
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Donald Kaye		\$25
In honor of the marriage of Joe Stewart & John Shaffner		\$25

2021-39 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, Ms. Katz, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

B. Personnel Action

End of Employment:

Aaron Hendon, Technology Assistant, half-time, level 14, effective 4/28/21

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Mr. Meinhard seconded the motion to adjourn the virtual regular board meeting at 7:50 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, June 21, 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