

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
October 18, 2021

Attendance

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

Members Absent: Mr. Meinhard, Dr. Rashid

Staff Present: Ms. Brodar, 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. in the Stephanie Tubbs Jones Community Building.

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

Approval of Minutes

2021-70 Mr. Cicarella moved and Dr. Rogen seconded the motion to approve the minutes of the September 20, 2021 Regular Board meeting and the September 30, 2021 Special Board meeting as submitted.

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

Nays: None. Motion carried.

Community Comments

Susan Rotatori shared information about Shaker Heights Arts Council.

Ms. Hirsch arrived at 6:37 p.m.

Forward Together Update

Mr. Myers and Dr. Taylor provided an update on Forward Together and the community engagement phase of the project.

Construction Update

Mr. Kellogg from Turner Construction and Mr. Immorlica of RFC Contracting reviewed the monthly construction update.

A. Construction Contingency Usage

Turner Construction requested \$8,566 from their remaining \$75,851 Construction Manager Contingency for the following items:

PCO 100 Modify ceilings at the second-floor meeting rooms, Cost: \$788

The existing ceiling grid in Meeting Rooms 241, 243, and 244 did not match what was shown on the construction documents. Modification to the ceiling grid was

required to match the construction documents and allow for proper install of the light fixtures.

PCO 121.1 Apply coating on east side of handrail at the main entry, Cost: \$1,620

Additional patching and coating were needed on the main entry stairs to the east and west of the newly installed handrail.

PCO 122.1 Add metal plates to the attic floor, Cost: \$3,808

During construction it was found that the existing concrete topping of the attic floor had multiple areas of deteriorated concrete, holes, or cracks. These areas will be covered with metal plates to prevent any further damage.

PCO 145 Remove deteriorated material at door 40 and replace it with sealant, Cost: \$512

At the lower-level staff entrance, there were gaps and deterioration in the existing material between the cast stone opening surrounds and the brick masonry. The deteriorated material was removed and replaced with new sealant between the cast stone and brick masonry.

PCO 146 Add F-mold in Children's Room to accommodate the lowered ceiling, Cost: \$1,158

During removal of an existing soffit in the children's area, it was found that the bottom of the existing beam was below the proposed ceiling height for that area. The design team's solution was to lower the ceiling by 1" - 2" to allow for the ceiling grid to continue under the beam. Lowering the ceiling required that an F-mold be installed at the edge of the ceiling grid to make up for the difference in height between the new ceiling and the existing window soffits.

PCO 148: Rebuild soffit in Room 257 – RFI 202, Cost: \$680

After demo of the existing operable partition between Rooms 255 and 257 it was found that there was an existing steel I-beam which would not fit above the ceiling planned for that space. The design team proposed building around the existing steel beam with metal framing and gypsum board to enclose the beam.

Mr. Riachi carefully reviewed the scope and cost of the work and recommended approval of Turner's request. Ms. Switzer also reviewed the request and approved it. There is \$67,285 remaining of Turner's share of the construction contingency after these items are deducted.

B. Change Order Ratification

Ms. Switzer presented one construction change order for ratification by the Board of Trustees with a cost of \$6,850.

PCO 135 Replace non-functional window blinds, Cost: \$6,850

During the reinstallation of the phase 1 existing window blinds, it was found that multiple blinds were not functioning properly, missing components, or had bent/broken slats. The project budget includes replacing twenty-five window blinds. The assessment of phase 1 and 2 existing blinds revealed that an additional 48 window blinds need to be replaced.

There is \$94,526 of total construction contingency remaining after these PCOs, including \$27,241 for owner work.

2021-71 Ms. Katz moved, and Dr. Rogen seconded the motion to ratify the Director's approval of PCO #135 Replace Non-Functional Window Blinds for \$6,850

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that he continues to meet bi-weekly with the Vice Mayor Tres Roeder and School Board President Heather Weingart. They will be meeting with Mr. Zannoni to discuss the Forward Together project.

Diversity, Equity, and Inclusion Committee Report

Ms. Brodar reported that the library will work with the Diversity Center of Northeast Ohio's SHIFT Consulting service to conduct a Diversity Climate Survey. Analysis of the data obtained through that survey will be used to consider what further services may be appropriate.

The Collection Development work group has reviewed and created suggested revisions to the Collection Development policy. The collection diversity audit has been completed by library vendor Ingram. The group is working to determine appropriate benchmarks for the collection in the various areas, to build the collection as needed.

The Programs and Classes work group is re-examining community needs and how library programming can or should meet those needs

Ms. Cullers reported that the library's DEI statement has been added to the "Job Openings" section of the website. The DEI statement and a link to the library's Mission, Vision and Values is now included in each job posting. The library has become an institutional member of the Black Caucus of the American Library Association. Membership will enable the library to post job openings on their Career Center page.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the September 2021 Public Library Fund distribution was 10.2% more than budgeted.

B. Financial Statements – September 2021

Ms. Switzer reviewed the September 2021 financial statements.

General Fund through September 2021

Total 2021 Operating Revenue	\$ 6,074,638.55
Total 2021 Operating Expenditures	\$ 3,438,397.98

All Funds through September 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 6,750,037.72
2021 Expenditures	\$ 9,183,844.26
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Unexpended Balance	\$12,267,994.04
Encumbrances	\$ 3,685,274.33
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Unencumbered Balance	\$ 8,582,719.71

2021-72 Ms. Hirsch moved, and Mr. Cicarella seconded the motion to accept the September 30, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen
Nays: None. Motion carried

C. Creation of ARPA Grant Special Fund

The library has been selected to receive an American Rescue Plan Act (ARPA) grant through the State Library of Ohio for \$39,000. This Community Connections Grant will fund a nine-month arts series entitled Arts for Resilience in Our Community (AROC). The project will run from November 1, 2021 through June 30, 2022.

Ms. Switzer requested that the Board approve the creation of an ARPA Community Connections Grant Special Fund.

2021-73 Dr. Rogen moved, and Ms. Katz seconded the motion to approve the creation of the ARPA Community Connections Grant Special Fund.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen
Nays: None. Motion carried

D. Special Grant Funds Budget Adjustment

Ms. Switzer requested approval for the revenue and expenditure budgets for the LSTA Grant and the ARPA Community Connections Grant.

2021-74 Ms. Katz moved, and Dr. Rogen seconded the motion to approve the revenue and expenditure budgets of the two grant funds as shown below.

	Revenue	Expenditures
214 - LSTA Grant	\$3,600	\$1,700
Community Connections Grant	\$6,000	\$6,000

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Third Quarter Usage Report

Ms. Brodar shared the third quarter usage report.

C. Personnel Policy, 744 Drug and Alcohol-Free Workplace

The library recently was awarded an American Rescue Plan Act (ARPA) grant and a Library Services and Technology Act (LSTA) grant through the State Library of Ohio. A condition of these awards is compliance with federal requirements for a drug-free workplace. The Drug and Alcohol-Free Workplace policy has been created to comply with the federal Drug Free Workplace Act.

2021-75 Mr. Cicarella moved and Dr. Rogen seconded the motion to approve the Drug and Alcohol-Free workplace policy (with revisions to section 744.2 shared on October 18, 2021.)

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

Nays: None. Motion carried

D. Personnel Policies, First Review

Ms. Switzer noted that the DEI committee is just beginning work related to personnel and staffing. Therefore, the policy revisions presented do not include a complete review through a diversity, equity, and inclusion lens, although some DEI-related changes have been made.

Key recommended changes to the personnel policy include:

- Permitting new hires whose most recent employer was a political subdivision in the state of Ohio to bring up to 120 hours of sick leave from the previous employer to the library.
- Expanding the amount of sick leave employees may use to care for family members, including the use of family sick leave for six weeks of parental leave for non-birthing parents. Current policy only permits five days of sick leave for the non-birthing parent and ETO must be used for any other leave.
- Permitting a birthing parent to use all accrued sick leave before using ETO for up to 12 weeks of leave for the birth of a child. Current policy only permits employees to use sick leave for the time authorized by the employee's health care provider (commonly 6 weeks), followed by ETO for the remaining time.
- Changing the floating holiday for Columbus Day to a paid holiday the day after Thanksgiving. The library would be closed in observance of this holiday. This

change aligns with a recent change in holiday observance by the City of Shaker Heights.

Mr. Cicarella, Mr. Bertsch, and Dr. Rogen asked to hear more information next month about other libraries' policies on allowing new hires to bring sick leave from previous employers.

The Personnel Policies will be reviewed a second time in November.

New Business

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

General Fund (101-6510)

Jacobson Multimedia, LLC \$25

2021-76 Ms. Katz moved, and Ms. Hirsch seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Mary Giffin, Circulation Services Assistant, half-time, level 14, effective 9/29/2021

Sam Weiss, Circulation Services Assistant, half-time, level 14, effective 9/27/2021

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Dr. Rogen seconded the motion to adjourn the regular board meeting at 8:02 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, November 15, 2021 at 6:30 p.m. in the Main Library Café.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary