

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
June 18, 2018

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams
Member Absent: Ms. Garrett, Ms. Katz, Mr. Meinhard
Staff Present: Ms. Beaver, Ms. Brodar, Ms. Cullers, Ms. Switzer, Implementation Team

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:44 p.m. in the Bertram Woods Branch Dietz Community Room.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Approval of Minutes

2018-30 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the May 21, 2018 Regular Board Meeting Minutes.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Nays: None. Motion carried.

Community Comments

None

President's Report

A. Director/Fiscal Officer Compensation

In March, the Board approved a payment to staff employed as of December 31, 2017 equal to the amount of a 2% raise off the midpoint, contingent on the levy passing. This will be paid in July and December based on hours worked in the preceding six months. This money was appropriated as part of the 2018 budget.

Because the Board sets the compensation for the Director and Fiscal Officer, lump sum payments for those staff would need to be approved separately by the Board.

2018-31 Mr. Bertsch moved and Mr. Cicarella seconded the motion to approve a lump sum payment of 2% to the Director and the Fiscal Officer to be issued in conjunction with the lump sum payments for staff during 2018.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Nays: None. Motion carried.

Fiscal Officer’s Report

A. PLF Update

The state budget picture for the current fiscal year (FY) is positive, with total tax receipts to date coming in 2.2% above the projections for FY18. Overall, state tax revenues for the month of April came in about 7% above estimates. The May PLF distribution is 6.76% more than the ODT’s estimate for the month.

B. Financial Statements

During the month of May, the library received the first advance for the second half of the property taxes paid. Fines and fees are lower than originally budgeted. All other revenues are on or above target.

The various expenditure categories approved are all on target. There are several line items that are above the average at this time of the year due to timing issues, but none that are concerning at this time. The total combined expenditures are at 39.5% which is still under the 41.67% of the total year.

General Fund

Total 2018 Operating Revenue	\$2,566,613.06
Total 2018 Operating Expenditures	\$1,866,883.30

All Funds

Beginning Year balance	\$2,266,597.36
2018 Receipts	\$2,573,240.14
2018 Expenditures	\$1,891,610.50
Unexpended Balance	\$2,948,227.00
Encumbrances	\$750,567.21
Unencumbered Balance	\$2,197,659.79

2018-32 Mr. Cicarella moved and Ms. Williams seconded the motion to accept the May 31, 2018 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Nays: None. Motion carried.

C. Purchasing and Petty Cash Policies

Ms. Beaver reported that the requirements for Ohio Public Libraries to get quotations for price is outlined in ORC 3375.41 and ORC 153.65-153.71. Libraries are not required by law to get quotations for price for other purchases. The policy has been revised to reflect legal requirements and to indicate that when not required by law, quotations for price are recommended where practical in order to make purchases at the lowest responsible cost.

Ms. Beaver indicated that the library does not pay sales tax, so the policy has been updated to indicate this is the case even with petty cash.

2018-33 Mr. Bertsch moved and Ms. Williams seconded the motion to approve the policies as modified.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of David Korsh \$100

In memory of Jacob Rosenbaum \$100

In memory of Steven Schreibman \$50

2018-34 Ms. Williams moved and Mr. Cicarella seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Williams

Nays: None. Motion carried

B. Personnel Action

Alfred Hammett, Custodian, Half-time, Level 105, effective 5/8/18

Anne Watson, Technical Services Assistant, Half-time, Level 106, effective 5/29/18

Breanna Knight, Half-time, Level 106, promoted from Substitute to Circulation Services Assistant, effective 5/27/18

Announcements

Ms. Williams reminded the board of the "Come Play Fest" on June 23 from noon to 6:00 pm. Mr. Bertsch thanked everyone for their participation in the Memorial Day Parade. He shared comments from the community that the Book Cart Brigade was the highlight of the parade.

Adjournment

Since there was no further business to discuss, Ms. Williams moved and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 7:10 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, August 20, 2018 at 6:30 p.m. in the Main Library Room B.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Michael Bertsch, Vice President