

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 20, 2019

Attendance

Members Present: Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Members Absent: Mr. Bertsch

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

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:35 p.m. in the Main Library Room F.

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

Approval of Minutes

2019-26 Mr. Meinhard moved and Ms. Katz seconded the motion to approve the April 15, 2019 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

President's Report

A. Board of Trustee Bylaws

On May 10, 2019, Mr. Bertsch and Mr. Cicarella presented written recommendations for changes to Article X Indemnification, to the Board for review. Ms. Switzer noted that the proposed changes were reviewed by Brendan Doyle of the Cuyahoga County Prosecutor's office. He said the changes were thorough and appropriate.

2019-27 Ms. Katz moved and Dr. Rashid seconded the motion to approve the revised Board of Trustee Bylaws.

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

Nays: None. Motion carried.

B. Resolution of Commendation for Audrey Jacobs

Ms. Switzer asked for approval of the Resolution of Commendation for Audrey Jacobs for her 15 years of dedicated service as a Teen Librarian.

2019-28 Ms. Katz moved and Dr. Rashid seconded the motion to approve the Resolution of Commendation for Audrey Jacobs.

Roll Call: Ayes: Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid  
 Nays: None. Motion carried.

Fiscal Officer’s Report

A. PLF Update

The April 2019 PLF distribution was 4.58% more than the Ohio Department of Taxation (ODT) estimated for the month. This month's distribution was 2.75% more than the April 2018 distribution.

B. Financial Statements – April 30, 2019

Ms. Ritchey reviewed the April 2019 financial statements.

**General Fund through April 2019**

Total 2019 Operating Revenue	\$ 2,994,930.40
Total 2019 Operating Expenditures	\$ 1,426,034.06

**All Funds through April 2019**

Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$ 3,004,583.20
2019 Expenditures	\$ 1,473,760.03
<hr/> Unexpended Balance	<hr/> \$ 4,234,276.15
Encumbrances	\$ 1,142,856.60
<hr/> Unencumbered Balance	<hr/> \$ 3,091,419.55

2019-29 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the April 30, 2019 financial statements as submitted.

Roll Call: Ayes: Mr. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid  
 Nays: None. Motion carried.

C. Creation of LSTA Grant Special Fund

Shaker Heights Public Library received a Library Services and Technology Act (LSTA) grant for \$15,000 to create an Early Literacy Outreach Collection. This grant will reimburse the Library for \$11,250 while the Library matches with \$3,750.

Ms. Ritchey asked the Board to approve creation of the LSTA Grant special fund to manage grant receipts and expenditures from a special fund.

2019-30 Ms. Katz moved and Mr. Meinhard seconded the motion to create the LSTA Grant Special Fund.

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

Nays: None. Motion carried.

Ms. Garrett arrived 6:47.

#### D. Modification of Appropriations and Transfer of Funds

Ms. Ritchey requested a modification of the appropriation budget and transfer of Funds to:

- Transfer \$3,750 from the General Fund to the LSTA Grant Fund
- Transfer \$250,000 from the General Fund to the Building Fund
- Advance \$11,250 from the General Fund to the LSTA Grant Fund and from the LSTA Grant Fund back to the General Fund when reimbursed

2019-31 Ms. Garrett moved and Mr. Cicarella seconded the motion to approve the modified appropriations budget as submitted, approve the transfer of \$3,750 from the General Fund to the LSTA Grant Fund and \$250,000 from the General Fund to the Building Fund, and approve the advance of \$11,250 from the General Fund to the LSTA Grand Fund and from the LSTA Grant Fund back to the General Fund when reimbursed.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

#### E. 2020 Alternative Tax Budget

The annual alternative tax budget must be adopted by May 31 of each year by Library Board resolution for the following fiscal year.

This budget must be filed with the school district's board of education by June 1. The school board must adopt the budget before July 15 and it must be filed with the Budget Commission by July 20.

2019-32 Ms. Katz moved and Dr. Rashid seconded the motion to approve the 2020 Alternative Tax Budget.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

#### F. Renovation Financing Update

The rating meeting with Moody's Investors Service was on May 17. The Certificates of Participation will be priced on Tuesday June 4, which will result in a signed purchase agreement with the underwriter, Stifel. The closing is planned for June 25. Ms. Ritchey said she plans to have an updated five-year forecast for the July meeting.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. 1<sup>st</sup> Quarter Usage Report

Ms. Brodar presented the 1<sup>st</sup> quarter statistics for review.

C. Architect Contract

Ms. Switzer said that Sylvia Gillis, the Library's construction attorney from Bricker and Eckler, and owner's representative Roger Riachi negotiated the design services contract with Bialosky Cleveland. Ms. Katz asked if the amount of omissions and errors insurance carried by the firm was sufficient. Mr. Cicarella requested the word "additional" be added in the first sentence of section 11.7.

2019-33 Mr. Cicarella moved and Ms. Garrett seconded the motion to approve the contract for design services with Bialosky Cleveland, with the word "additional" added in the first sentence of section 11.7 and pending Ms. Gillis's, Mr. Riachi's and Ms. Katz's approval of the amount of errors and omissions insurance carried by the firm.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

D. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

E. Annual Report

Ms. Switzer shared the Annual Report.

New Business

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

General Fund (101-6510)	
Anonymous	\$10

2019-34 Mr. Cicarella moved and Ms. Katz seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

B. Personnel Action

Hired: Alexander Staeven, Circulation Services Assistant, half-time, level 106, effective 4/10/19.

End of Employment: Kevin O'Connor, Adult Services Associate, half-time, level 109, effective 4/11/19.

Announcements

Ms. Katz encouraged attendance at an author panel on June 12, 2019 to benefit the Adoption Network Cleveland.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:16 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, June 17, 2019 at 6:30 p.m. in the Dietz Community Room at the Bertram Woods Branch.

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Brian Gleisser, President

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Susan Ritchey, Fiscal Officer

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Troy Meinhard, Secretary