

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
August 19, 2019

Attendance

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

Members Absent: Mr. Cicarella, Ms. Garrett

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 6:36 p.m. in the Main Library Room F.

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

Approval of Minutes

2019-47 Mr. Bertsch moved and Mr. Meinhard seconded the motion to approve the July 15, 2019 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

President's Report

Mr. Gleisser deferred comments to the renovation update.

Fiscal Officer's Report

A. PLF Update

Ms. Switzer reported that the July 2019 Public Library Fund distribution is 0.8% more than the December state estimates for the month and 6.2% higher than the June estimate for the month. The 2019 year-to-date PLF total is 4% more than state estimates and 4% (\$35,911) more than 2018 YTD.

In July the ODT posted its initial certifications for the PLF for calendar year 2020. The July certification for 2020 is 2% (\$32,085.51) higher than the June 2019 estimate for 2019. An updated certification for 2020 will be received in December.

B. Financial Statements – July, 2019

Ms. Ritchey reviewed the July 2019 financial statements.

General Fund through July 2019

Total 2019 Operating Revenue	\$ 4,601,250.31
Total 2019 Operating Expenditures	\$ 2,726,188.75

All Funds through July 2019

Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$16,068,228.35
2019 Expenditures	\$ 3,085,965.23
<hr/> Unexpended Balance	<hr/> \$15,685,716.10
Encumbrances	\$ 835,355.75
<hr/> Unencumbered Balance	<hr/> \$14,850,360.35

2019-48 Mr. Meinhard moved and Dr. Rashid seconded the motion to accept the July 2019 financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Renovation Update

Ms. Switzer reported that on August 14 the final contract with Turner Construction Company was signed.

Bialosky Cleveland and WJE completed the preliminary facility assessment in July. WJE recommended, and the Building Committee approved, some additional inspection of the building. The costs for these discretionary services were approved by the Board as part of the original contract.

The roof will be replaced as part of the project. WJE will do some roof test cuts to determine thickness in a few spots, as well as at a curb condition, to provide information for the demo drawings.

The facility assessment identified water infiltration adjacent to Sprint's equipment room in the basement and deteriorated mortar, cracked brick, spalls, and incipient spalls present at portions of the chimney. The water infiltration in the basement appears to be a result of the work done to create the equipment room for the lease.

Ms. Switzer, Mr. Riachi, and Mr. Taphous met with representatives from Sprint on August 8. They will be responsible for soil excavation at the foundation by their equipment room. Library representatives will be present while the work is being done. Sprint's team will be involved with the additional chimney inspection and then the Library and Sprint will determine next steps.

Bialosky Cleveland submitted their programming summary report on August 15. This report includes space programs and narrative as well as an overview of community engagement to date. A survey was done in July. There were 896 survey responses.

Open houses were held at the Main Library on Wednesday August 7 and Saturday August 10. There were 183 attendees at the staffed sessions and the boards are up in the Main Library through August 18, so those who couldn't attend a session can participate.

Ms. Switzer noted that she is working with the schools to schedule teen open houses at the high school and middle school in September. Ms. Katz suggested having other community outreach events. Mr. Hill of Bialosky Cleveland noted that the feedback they have received to date is helpful and meets their current needs, although there will be micro-engagement opportunities in coming months. He said much of the feedback validated what the community said they wanted in the 2014 World Cafés. Dr. Rashid said she would like the opportunity to meet with community members to listen to their input and answer questions. Other board members agreed. Ms. Switzer will schedule such an event for later in the fall. After further discussion, the Board agreed that it was important to share a formal update on the renovation project with both City Council and the Board of Education. Ms. Switzer will contact both organizations and ask for time on their agendas to share information about the library project.

C. Personnel Policy

Ms. Switzer noted that most changes are minor. The most significant change is the addition of a Recording in the Workplace policy. This policy prohibits the recording of others without their knowledge or consent, and clarifies the employee's right to refuse to be recorded. The policy is not intended to prevent staff from making recordings for concerted activity purposes or as otherwise protected by law.

2019-49 Mr. Bertsch moved and Ms. Katz seconded the motion to accept the updated Personnel Policy.

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

Nays: None. Motion carried.

D. Circulation of Library Materials Policy

Ms. Brodar noted that the Circulation of Library Materials Policy is being updated to reflect the elimination of overdue fines. Mr. Meinhard asked why the revised policy included overdue fines for Wi-Fi hotspots. Ms. Brodar noted that there is a significant amount of work involved in managing hotspots that haven't been returned and that the overdue fines for hotspots are considerably higher. Mr. Meinhard noted that he voted to eliminate all overdue fines and didn't think there should be any exceptions. Other board members agreed and directed that all overdue fines be eliminated.

Ms. Brodar said that the following changes are being made to encourage the timely return of materials:

- An item that has not been returned within 21 days of the due date will go into "lost" status and the replacement cost of the item will be charged to the cardholder's account.
- Cards will be blocked from further checkouts when the account balance equals \$10 or more or when there are 10 or more overdue items on the account.
- An account with total charges of \$25 or more that is 42 days past due will be sent to collections.

In addition to the policy changes, Ms. Brodar recommended clearing the current overdue fines on library material owned by Shaker Library. She noted that since the library is eliminating overdue fines in the future, it is difficult to justify keeping the fines currently in existence. Customers would be confused and unhappy at having old fines on their card when the library is no longer charging fines. Clearing old fines will allow the Library to provide a "clean slate" and welcome everyone back to the Library for a fresh start.

2019-50 Mr. Meinhard moved and Dr. Rashid seconded the motion to accept the updated Circulation Policy as modified.

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

Nays: None. Motion carried.

2019-51 Ms. Katz moved and Mr. Bertsch seconded the motion to clear all existing fines on Shaker Library material effective October 1, 2019.

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

Nays: None. Motion carried.

E. 2nd Quarter Usage Report

Ms. Brodar shared the 2nd quarter usage report.

F. 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 Sandra Fox Zappini \$25

In memory of Mary Anne Langius Delaney \$25

2019-52 Mr. Bertsch moved and Ms. Katz seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Michael Driscala, Circulation Services Assistant, half-time, level 106, effective 7/30/19

Sherrita Major, Custodian, substitute, level 105, effective 7/3/19

Promoted:

Sherrita Major, from Substitute to Custodian, half-time, level 105, effective 7/28/19

Larry Simmons, from Custodian to Maintenance Specialist, full-time, level 107, effective 7/16/19

End of Employment:

Nike Akintoye, Youth Services Associate, half-time, level 109, effective 7/01/19

Kourtney Horn, Library Assistant, full-time, level 106, effective 7/29/19

C. Executive Session

2019-53 Ms. Katz moved and Mr. Bertsch seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:26 p.m.

Trustees returned to regular session at 8:47 p.m.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:48 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, September 16, 2019 at 6:30 p.m. in the Main Library Room F.

Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary