

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
September 16, 2019

Attendance

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

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

Approval of Minutes

2019-54 Mr. Meinhard moved and Mr. Bertsch seconded the motion to approve the August 19, 2019 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

Fiscal Officer's Report

Ms. Ritchey reminded the Board the required notice of ORC Section 121.22 has been complied with for this meeting.

A. PLF Update

Ms. Switzer reported that the August 2019 Public Library Fund distribution is 0.9% more than the state estimates for the month and 1.2% higher than the June estimate for the month. The 2019 year-to-date PLF total is 4.2% (\$42,481) more than 2018 YTD.

B. Financial Statements – August, 2019

Ms. Ritchey reviewed the August 2019 financial statements.

General Fund through August 2019

Total 2019 Operating Revenue	\$ 5,868,114.25
Total 2019 Operating Expenditures	\$ 3,153,001.63

All Funds through August 2019

Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$17,356,976.30

2019 Expenditures	\$ 3,618,076.80
Unexpended Balance	\$16,442,352.48
Encumbrances	\$ 1,048,307.77
Unencumbered Balance	\$15,394,044.71

2019-55 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the August 2019 financial statements as submitted.

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

Nays: None. Motion carried.

C. Cleveland Foundation Fund Statement

Ms. Switzer presented the January 1 through June 30, 2019 statement for the Shaker Heights Public Library Fund at the Cleveland Foundation. The fund started the year with a balance of \$134,705.81. As of June 30, 2019 the balance is \$150,267.72.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Renovation Update

Ms. Switzer reviewed the draft milestone schedule for the Main Library renovation. Currently the architects expect to complete schematic design by mid-October. She noted that building envelope work will likely begin before interior work does. Currently construction is expected to begin mid-year in 2020.

Bialosky Cleveland's contract states that the Main Library is Phase 1 of the project and the Bertram Woods Branch is Phase 2, which will take place only if the Board authorizes the architect to proceed with services for these improvements. At this time Bialosky is recommending that the Board authorize conceptual programming for the Bertram Woods Branch. This work will allow them to create a conceptual cost estimate for the branch and verify that the proportion of total project budget allocated to each building is appropriate.

Bialosky's overall fee for the work at Woods is \$222,425. They would bill \$20,825 of that fee this year for that work. Because this work is for Woods, this portion of the fee will need to be paid from the Building Fund.

2019-56 Mr. Cicarella moved and Ms. Katz seconded the motion to authorize Bialosky Cleveland to perform the assessment and programming on the Bertram Woods Branch in order to accurately produce a scope of work document and cost estimate, for a fee of \$20,825, to be paid from the Building Fund.

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

Nays: None. Motion carried.

C. Resolution Asking Macmillan to Reverse Library eBook Embargo

Ms. Switzer said that on July 25, Macmillan Publishers announced it would become the only major (Big 5) publisher to limit eBook lending for U.S. libraries. Under its new licensing model, scheduled to begin November 1, 2019, a library may purchase one copy upon release of a new title in eBook format, after which the publisher will impose an eight-week embargo on additional copies of that title sold to libraries. Ms. Switzer asked that the Library join The American Library Association, Ohio Library Council, and libraries across the country in asking MacMillan Publishers to cancel the library eBook embargo.

WHEREAS Shaker Heights Public Library provides free and equal access to a wide range of resources that meet the diverse needs of our community; and

WHEREAS Shaker Heights Public Library values intellectual freedom and equal access; and

WHEREAS, Macmillan Publishers' new model for library eBook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all; and

WHEREAS Access to digital content in libraries is more than a financial issue: it is an equity issue; therefore

BE IT RESOLVED, That we, the members of the Shaker Heights Public Library Board of Trustees, call for Macmillan Publishers to cancel the library eBook embargo and restore full access to its complete eBook catalog upon release to the public; and

BE IT FURTHER RESOLVED, That this Board affirms the principles that:

- All published works must be available for libraries to purchase and lend to library users.
- Access to and use of eBooks must equitably balance the rights and privileges of readers, authors and publishers.
- Digital content must be accessible to all people, regardless of physical or reading disability.
- Library patrons must be able to access digital content on the device of their choosing.
- Reading records must remain private in the digital age.

2019-57 Mr. Bertsch moved and Dr. Rashid seconded the motion to call for Macmillan Publishers to cancel the library eBook embargo and restore full access to its complete eBook catalog upon release to the public; and affirm the principles of access.

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

Abstain: Ms. Katz

Nays: None. Motion carried.

D. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

Bertram Woods Fund (208-6510)

Leslie & Chip Edelsberg

In memory of Beatrice Kay Wyse

\$180

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In honor of Judge Larry Turner

\$25

2019-58

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

Roll Call:

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Anna Marshall, Youth Services Associate, level 109, half-time, effective 8/5/19

Promoted:

Karen Setser, from Page II to Youth Services Associate, level 109, half-time, effective 8/23/19

End of Employment:

Kenyatta Abrams, Circulation Services Assistant, level 106, half-time, effective 8/23/19

Heidi Reis, Youth Services Associate, level 109, half-time, effective 8/15/19

C. Approval of Director's Contract

Mr. Gleisser said that the current employment contract with Library Director Amy Switzer expires October 9, 2019 and the Library Board of Trustees wishes to enter into a new employment contract with Ms. Switzer.

2019-59

Ms. Katz moved and Dr. Rashid seconded the motion to reappoint Amy Switzer as Director for the period commencing October 10, 2019

through December 31, 2022 and authorize the Board President to enter into a new thirty-nine month employment contract with Ms. Switzer, the terms of which shall be consistent in all material respects with the terms of the currently existing employment contract.

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

Nays: None. Motion carried.

D. Executive Session

2019-60 Mr. Bertsch moved and Ms. Katz 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. Cicarella, Mr. Gleisser, Ms. Katz, Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

Trustees entered executive session at 7:57 p.m.

Trustees returned to regular session at 8:18 p.m.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:19 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, October 21, 2019 at 6:30 p.m. in the Main Library Room F.

Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary