

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
October 21, 2019

Attendance

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

Members Absent: Mr. Meinhard

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 6:34 p.m. in the Main Library Room F.

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

Approval of Minutes

2019-61 Mr. Bertsch moved and Ms. Katz seconded the motion to approve the September 16, 2019 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. PLF Update

Ms. Switzer reported that the September 2019 Public Library Fund distribution is 5.6% more than the state estimates for the month. The 2019 year-to-date PLF total is 4.4% (\$48,503) more than 2018 YTD.

Dr. Rashid arrived 6:41.

B. Financial Statements – September, 2019

Ms. Ritchey reviewed the September 2019 financial statements.

General Fund through September 2019	
Total 2019 Operating Revenue	\$6,041,407.28
Total 2019 Operating Expenditures	\$3,506,251.45
All Funds through September 2019	
Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$17,550,729.77
<u>2019 Expenditures</u>	<u>\$ 3,977,314.36</u>
Unexpended Balance	\$16,276,868.39
<u>Encumbrances</u>	<u>\$ 975,455.51</u>
Unencumbered Balance	\$15,301,412.88

2019-62 Mr. Cicarella moved and Ms. Katz seconded the motion to accept the September 2019 financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Renovation Update

Bialosky Cleveland submitted schematic design (SD) documents for pricing to Turner Construction on October 9. Ms. Switzer said she anticipates the first cost estimate on October 30. Bialosky submitted SD documents to the Library on October 15.

Ms. Switzer, Ms. Brodar, Mr. Taphous, Mr. Gleisser, Ms. Katz, and Mr. Riachi will meet October 28 for a preliminary discussion about the schematic design prior to the full Building Committee meeting that includes the design team to discuss their review on November 7.

The initial cost estimates will also have an effect on design. This first cost estimate will help us understand if everything proposed in the schematic design can actually be done within the project budget.

Bialosky Cleveland will attend the November board meeting to discuss the schematic design submission with the Board.

C. Health Insurance Plan

Ms. Cullers reported that the Library is recommending enrollment in the insurance plans offered by the Stark County Council of Governments.

The Stark County Schools' Council of Governments (COG) is a consortium that serves 152 member schools, libraries, colleges, and related agencies. The council's main ventures are in the areas of insurance, workers' compensation and cooperative purchasing.

The health and dental insurance carrier offered by the COG is Medical Mutual of Ohio. The large pool of enrollees provides stability and increased bargaining power to obtain a significantly higher level of benefits at a comparable cost to the Library's current health insurance. Ms. Cullers noted that the deductible for single coverage will decrease from \$2,500 per year to \$250. Likewise, the out of pocket maximum will decrease from \$4,800 to \$750.

The dental insurance also offers a higher level of benefits. The total annual benefit period maximum will increase from \$1,500 to \$2,500, and the plan will now cover orthodontia.

For further savings, the COG offers a "buy-in" option, which would give the Library two premium-free months per year. The buy-in amount is a one-time upfront payment of 30% of the total annual premium, which is approximately \$107,000. If the Library does not choose to "buy-in," it would need to accumulate that same amount in premium paid minus claims paid before becoming eligible for the premium holidays. This typically takes two to four years, depending upon the type and amount of claims incurred by the Library. Ms. Cullers recommended paying the buy-in amount, which gives the Library a predictable expense. The two premium-free months would save approximately \$51,000 per year so the cost of the buy-in would be recovered in just over two years.

Ms. Ritchey said the Library is under budget in Salaries and Benefits and therefore the funds to pay for the buy-in are available this year.

After extensive discussions regarding the insurance plans and the buy-in, the Board of Trustees agreed that joining the COG would provide significant benefit to staff and financial stability in health insurance costs for the Library.

2019-63 Mr. Bertsch moved and Dr. Rashid seconded the motion to approve moving the Library's health insurance benefits to the Stark County Council of Governments effective January 1, 2020 and to make the buy-in payment of approximately \$107,000 to get the annual premium-free holidays.

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

D. 2020 Holiday Schedule

Ms. Switzer presented the 2020 Holiday Schedule for approval.

2019-64 Mr. Cicarella moved and Ms. Katz seconded the motion to approve the 2020 Holiday Schedule.

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

E. Outreach Services and Interagency Relationships Policy, Special Services Policy

The Outreach Services and Interagency Relationships Policy has been updated to reflect the Library's current circulation policy. Since we no longer charge overdue fines, standard circulation rules apply to material circulated through outreach programs.

The Special Services Policy has been updated to reflect the availability of faxing, scanning, and color printing in both buildings.

2019-65 Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the revised Outreach Services and Interagency Relationships Policy and Special Services Policy as submitted.

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

F. Resolution Accepting and Supporting the Forward Together Vision Plan

Ms. Switzer reported that the Forward Together Task Force approved the Forward Together Vision Plan at its October 17, 2019 meeting. The Task Force recommends that the City, Schools, and Library each formally accept and support the vision plan.

Mr. Bertsch, who is a member of the Task Force, noted that this is a non-binding resolution showing the support of the Task Force and the vision. It is the first step in working to implement the vision plan.

WHEREAS, the Forward Together Vision Plan was prepared by the Joint Facilities Task Force, with assistance from consultant Planning NEXT, through a collaborative process including four public meetings, participation by nearly 800 people, and over 4,250 individual comments and ideas; and

WHEREAS, this process involved staff from the City of Shaker Heights, Shaker Heights City Schools and the Library, members of the Joint Facilities Task Force, public officials, representatives from neighborhood organizations, private schools and religious institutions, residents, and other community stakeholders; and

WHEREAS, goals of the Forward Together Vision Plan are to:

- Gather People. Places and programming that bring the entire community together and strengthen bonds through recreation, fun, fitness, educational and social opportunities;
- Connect Places. A network of safe and easily accessible routes that connect community facilities to one another and to the neighborhoods they serve, as well as the infrastructure that supports virtual connections within the community;
- Utilize Assets. A well-maintained network of buildings and facilities that are adaptable, multi-functional, efficient and utilized to their full potential; and
- Collaborate Broadly. A collaborative spirit and intent between the taxing authorities (School, Library, City), private entities (private schools, religious organizations, non-profits) and regional partners is at the root of all planning and investing, leading to maximum efficiency with respects to costs and the environment; and

WHEREAS, key elements of the Forward Together Vision Plan include:

- An overview of existing facilities and connections;
- Key initiatives – a collection of projects, processes or programs suggested by the community that seek to advance the future of Shaker Heights facilities; and
- Next steps to be taken by the Joint Facilities Task Force to continue this collaborative effort beyond the Vision Plan; and

WHEREAS, the Forward Together Vision Plan was published online for public review and discussed at multiple Joint Facilities Task Force meetings, and the Joint Facilities Task Force recommended acceptance of the Plan to the Board at its meeting on October 17, 2019.

NOW THEREFORE, BE IT RESOLVED that the Shaker Heights Public Library Board of Trustees accepts and supports the Forward Together Vision Plan approved by the Joint Facilities Task Force on October 17, 2019.

2019-66 Mr. Bertsch moved and Dr. Rashid seconded the motion accepting and supporting the Forward Together Vision Plan, "A Vision for Community Facilities," in partnership with the City of Shaker Heights and the Shaker Heights City Schools, to develop a forward-looking strategy for current and future community facilities in Shaker Heights.

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

Nays: None. Motion carried.

G. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

Ms. Garrett arrived at 7:30.

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

Bertram Woods Fund (208-6510)

Arlene & Donald Doyle

In memory of Beatrice Kay Wyse \$50

Lois Davis

In memory of Beatrice Kay Wyse \$25

2019-67 Mr. Cicarella moved and Ms. Katz seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Amanda Evans, Circulation Services Assistant half-time, level 106, effective 9/30/19

End of Employment:

Nyeshja Malone, Library Assistant- Computer Center, part-time, level 106, effective 9/24/19

Announcements

Ms. Katz voiced strong support for the schools' work implementing their recently approved equity policy. She suggested that the Library also provide training for staff on equity.

Dr. Rashid stated that all staff should have training regarding the equity issues in the community, but especially the front line staff.

Ms. Switzer reported that the Library has done some staff training around equity, including at the April 2019 staff professional day. The Diversity Center of Cleveland presented a session on "Privilege & Systemic Inequities" for all staff. She said that Ms. Brodar is attending a Public Library Association conference on "Social Justice and Public Libraries: Equity Starts with Us" in December. She noted that the perhaps the consultant hired by the schools could train staff at the Library's 2020 staff professional day. Ms. Cullers will investigate the feasibility of this training for staff day.

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Ms. Garrett seconded the motion to adjourn the regular board meeting at 7:45 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, November 18, 2019 at 6:30 p.m. in the Bertram Woods Library Dietz Community Room.

Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary