

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

Attendance

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

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 6:56 p.m. in the Main Library Room F.

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

Approval of Minutes

2019-82 Mr. Meinhard moved and Mr. Bertsch seconded the motion to approve the November 18, 2019 Regular Board Meeting Minutes as revised.

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

Nays: None. Motion carried.

Community Comments

None.

President's Report

Mr. Gleisser thanked the staff for their continued efforts on behalf of the community and the Library and thanked the Board for supporting the staff and for all that they do. He noted during his time as president the Library passed the 2018 levy, financed the renovation using Certificates of Participation, and hired a design and construction team.

Fiscal Officer's Report

A. PLF Update

Ms. Switzer reported that in 2019 the Library received 4.2% (\$64,271) more than in 2018. The 2019 distribution is the highest it has been in ten years.

B. Financial Statements – November, 2019

Ms. Ritchey reviewed the November 2019 financial statements.

2019-83 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the November 2019 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2019 Year-End Projection Report

Ms. Ritchey reviewed the year-end projections, which were calculated based on known activity as of November 30, 2019.

D. 2019 Final Appropriation Budget and Transfer to Special Funds

Ms. Ritchey reported that the General Fund Revenues exceeded the budget and the year-end expenditures will be under budget. The net 2019 budget surplus positions the Library well to make the technology purchases needed for the renovation, as well as address possible additional facility needs from the Building & Vehicle Fund.

Ms. Ritchey requested an additional transfer of \$200,000 from the General Fund to the Building and Vehicle Fund and \$300,000 from the General Fund to the Technology Fund.

| | 2019 Appropriation | Current 2019 Projections | December Modification | Revised 2019 Projections | 2019 Final Appropriation |
|---|-------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| General Fund Budget | | | | | |
| Revenue | \$6,212,801 | \$6,515,369 | | \$6,515,369 | \$6,212,801 |
| Expenditures & Transfers | \$5,253,266 | \$5,108,783 | \$500,000 | 5,608,783 | \$5,753,266 |
| Surplus/(Deficit) | \$959,535 | \$1,406,586 | | \$906,586 | \$459,535 |
| Building & Vehicle Fund Budget | | | | | |
| Revenue & Transfers | \$330,000 | \$330,000 | \$200,000 | 530,000 | \$530,000 |
| Expenditures | \$270,000 | \$45,106 | | \$45,106 | \$270,000 |
| Technology Fund Budget | | | | | |
| Revenue & Transfers | \$120,000 | \$120,000 | \$300,000 | \$420,000 | \$420,000 |
| Expenditures | \$136,400 | \$136,400 | | \$136,400 | \$136,400 |
| All Other Special Funds | | | | | |
| Revenue | \$11,311,392 | \$11,303,932 | | \$11,303,932 | \$11,311,392 |
| Expenditures | \$1,429,808 | \$818,593 | | \$818,593 | \$1,429,808 |
| All Funds Total Final Budget | | | | | |
| Revenue & Transfers/Adv. | \$17,974,193 | \$18,269,301 | \$500,000 | \$18,769,301 | \$18,474,193 |
| Expenditures | \$7,089,474 | \$6,108,882 | \$500,000 | \$6,608,882 | \$7,589,474 |

2019-84 Ms. Katz moved and Dr. Rashid seconded the motion to accept the 2019 Final Appropriation Budget and the additional transfers to Special Funds as submitted.

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

Nays: None. Motion carried

E. 5 Year Financial Forecast

Ms. Ritchey reviewed the 5 Year Financial Forecast.

F. 2020 Temporary Appropriations and 2020 staff raises

The temporary appropriation budget must be adopted by the Board to cover the operation of library business until the final appropriation budget for both the general and special funds are approved. By law, the final appropriation budget must be approved and submitted to the County Budget Commission by March 31, 2020.

Ms. Ritchey reviewed the 2020 Temporary Appropriations Budget. The General Fund appropriations include a 2.5 percent raise for all staff effective with the second pay in January covering the dates December 22, 2019 through January 4, 2020.

| | Nov 2019 YTD Actual | 2019 Projected Year-End | 2020 Appropriation |
|--------------------------|------------------------|----------------------------|-----------------------|
| General Fund | | | |
| Revenue | \$6,352,391.48 | \$6,515,369 | \$6,239,818 |
| Expenditures & Transfers | \$4,204,650.52 | \$5,608,783 | \$5,860,329 |
| Special Funds | | | |
| Revenue & Transfers | \$11,546,277.58 | \$12,253,932 | \$1,168,800 |
| Expenditures & Transfers | \$694,068.46 | \$1,000,099 | \$6,625,603 |
| Total All Funds | | | |
| Revenue & Transfers | \$17,898,669.06 | \$18,769,301 | \$7,408,618 |
| Expenditures & Transfers | \$4,898,718.98 | \$6,608,882 | \$12,485,932 |

2019-85 Mr. Meinhard moved and Mr. Bertsch seconded the motion to accept the 2020 Temporary Appropriations Budget and the 2020 Staff Raises as submitted.

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

Nays: None. Motion carried.

G. Authorize renewal of contracts & services over \$50,000

Ms. Ritchey said that the following providers are used regularly for purchases by the Library. She requested authorization for the library staff to use these providers during 2020 for purchases in excess of \$50,000.

- Brodart (Library Materials)

- Cleveland Public Library (CLEVNET)
- Cuyahoga County Auditor (Property Tax Collection Fees)
- Ingram (Library Materials)
- Midwest Tape (Library Materials)
- OPERS (Employee Retirement)
- OverDrive, Inc. (Library Materials)
- Stark County Council of Governments (Employee Benefits)
- The Huntington National Bank (COPs Payment)
- The Illuminating Company (Utilities)

2019-86 Ms. Katz moved and Ms. Hirsch seconded the motion to authorize annual expenditures over \$50,000 per year as listed above and within the approved budget as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Ms. Hirsch, 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 the building committee met with Bialosky Cleveland and Turner Construction December 12, 2019 to review value engineering options to ensure the Main Library project is within budget. The building committee and project team agreed on recommended changes that can be made while meeting the project goals of repairing/maintaining the building and creating a 21st Century library with an improved customer experience.

Bialosky indicated that the value engineering process added approximately two weeks to the schedule. Submission of the design development (DD) package is due February 21. A new cost estimate will be done based on the DD submission.

C. Bialosky Additional Service

Ms. Switzer explained that as part of the value engineering process, the project team hopes to reuse existing building ductwork wherever possible. This could result in an estimated \$250,000 to \$300,000 savings in the construction cost. However, HVAC drawings for the area completed in the 1993 renovation are not available, despite extensive searching by staff and the project team. Therefore, an extensive survey of the HVAC system is necessary to design a system that will use existing ductwork.

This survey of the HVAC system by Bialosky Cleveland engineers, which is an additional service beyond what has already been approved, will take two

engineers approximately two weeks to complete, for a total fee not to exceed \$15,000. They plan to conduct the survey in early 2020.

2019-87 Ms. Katz moved and Ms. Hirsch seconded the motion to Authorize the additional services requested from Bialosky Cleveland Engineers as submitted.

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

Nays: None. Motion carried.

D. Stark County Schools Council of Governments Resolution

The Board approved joining the Stark County Council of Governments for health insurance benefits in October, and the Library has moved forward with enrolling staff in the new insurance. Staff were notified in December that the COG requires a Board resolution using specific language. There are no further documents to sign to participate and the Library has already been invoiced for the buy-in.

2019-88 Mr. Bertsch moved and Ms. Katz seconded approval of the following resolution:

WHEREAS, the Stark County Schools Council of Governments (hereinafter "COG") have formed a regional council of governments for the purposes of promoting cooperative arrangements and agreements among its members and between its members and government agencies or private persons or entities, performing functions and duties which its members can perform and addressing problems of mutual concern; and

WHEREAS, the Shaker Heights Public Library (hereinafter "Board") desires to become a member of the COG and participate in its health benefits program as well as other programs that are or may become available;

NOW, THEREFORE, BE IT RESOLVED by the Shaker Heights Public Library, Cuyahoga County, Ohio that:

1. The Agreement Establishing the Stark County Schools Council ("Agreement"), Bylaws, and Program Agreements is hereby approved and the Director is hereby authorized and directed to execute any documents necessary to effectuate participation in the COG on behalf of this Board.
2. The effective date of the Board's participation shall be January 1, 2020.

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

Nays: None. Motion carried.

E. Personnel Policy

Ms. Cullers said that Sections 613, 614 and 615 of the Personnel Manual have been revised to reflect the benefits offered by the Stark County Schools Council of Governments. She requested approval of the proposed revisions.

2019-89 Mr. Cicarella moved and Ms. Hirsch seconded the motion to revise Sections 612, 613, 614, and 615 of the Personnel Manual as revised.

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

Nays: None. Motion carried.

F. 2020 Technology Plan

Ms. Brown presented the 2020 Technology Plan for second review and asked for approval.

2019-90 Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the 2020 Technology plan as submitted.

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

Nays: None. Motion carried.

G. 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 Betty Lee Grayson \$25

In memory of Al Levin \$25

In memory of Peter Winterfield \$25

Karl Kammer

In memory of Mitch Rosenberg \$50

Randy Kammer & Jeff Wollitz

In memory of George Cassady \$25

2019-91 Dr. Rashid moved and Ms. Katz seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

No Activity

C. Executive Session

2019-92 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. Hirsch, Ms. Katz,
Mr. Meinhard, Dr. Rashid

Nays: None. Motion carried.

Trustees entered executive session at 8:58 p.m.
Trustees returned to regular session at 8:59 p.m.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Ms. Hirsch seconded the motion to adjourn the regular board meeting at 8:59 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Tuesday, January 21, 2019 at 6:30 p.m. in the Main Library Room F.

Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary