

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 17, 2020

Attendance

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

Members Absent: Mr. Cicarella

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m. in the Main Library Room F.

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

Approval of Minutes

2020-02 Mr. Meinhard moved and Mr. Gleisser seconded the motion to approve the December 16, 2019 Organizational and Regular Board meetings and the January 20, 2020 Special Board Meeting Minutes.

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

Nays: None. Motion carried.

Community Comments

Frank Goforth stated that he would like to know when the meeting rooms will reopen and if the library website could direct customers to other local meeting room spaces available through Forward Together during the library's renovation.

President's Report

Mr. Bertsch presented a commendation to Mr. Gleisser for his service as President of the Shaker Heights Public Library Board of Trustees from 2017-2019.

Mr. Bertsch appointed the Finance Committee as follows for the period February, 2020 – January 2021.

1. Chair – Troy Meinhard
2. Tom Cicarella
3. Melissa Hirsch

Mr. Bertsch appointed himself and Mr. Cicarella as the Bylaw Committee to review the Bylaws and present recommendations for change (if any) at least ten days prior to the meeting at which such action is proposed to be taken.

Fiscal Officer's Report

- A. Ms. Switzer presented the January 2020 PLF for review. She reported that the distribution was 4.8% more than the Library received in January 2019, although it was 0.1% less than estimated revenue.

- B. Financial Statements – December 31, 2019

Ms. Ritchey reviewed the December 2019 financial statements.

2020-03 Mr. Meinhard moved and Ms. Hirsch seconded the motion to accept the December 31, 2019 financial statements as submitted.

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

Nays: None. Motion carried.

- C. Financial Statements – January 31, 2020

Ms. Ritchey reviewed the January 31, 2020 financial statements.

2020-04 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the January 2020 financial statements as submitted.

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

Nays: None. Motion carried.

- D. Close Flexible Spending Account (FSA) and Payroll Bank Accounts

Ms. Ritchey requested permission to close both the Flexible Spending Account (FSA) and Payroll Bank Account, as they are no longer needed and fees are assessed for them.

2020-05 Mr. Gleisser moved and Mr. Meinhard seconded the motion to close both the FSA and the Payroll Bank accounts.

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

Nays: None. Motion carried.

- E. Fiscal Officer and Deputy Fiscal Officer Bonds/Insurance

The finance committee discussed the advantages and disadvantages of bonds versus insurance coverage for the Fiscal and Deputy Fiscal Officers. After review of the options available under ORC 3.061 and available from our insurance provider, the Finance Committee recommended approving the following resolution:

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorizes the use of an, "employee dishonesty

and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

WHEREAS, in accordance with ORC 3.061, the library must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.

WHEREAS, Shaker Heights Public Library's "employee dishonesty and faithful performance of duty policy" complies with ORC 3.061; and

NOW, THEREFORE, BE IT RESOLVED, that on this date **February 17, 2020**, the Shaker Heights Public Library Board of Trustees hereby authorizes the library to purchase and use a \$500,000 "employee dishonesty and faithful performance of duty policy" instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

2020-06 Dr. Rashid moved to approve the resolution and Mr. Gleisser seconded the motion.

Roll Call: Ayes: Mr. Bertsch, 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 project is currently in design development, with drawings due February 21. At that time work will begin on another cost estimate. It will take the team three weeks to complete the cost estimate. On March 5 the Building Committee will meet to review the design development submission and on March 19 they will meet to review the cost estimates. Bialosky Cleveland will present information to the Board at the March meeting. Design development documents will be submitted to the Shaker Heights Planning Director after the March presentation to the Board.

Phasing is still being finalized. The meeting rooms will no longer be available for public use after Sunday, May 17. The areas involved with the first phase will be vacated by June 24. Additional updates will be provided as they become available.

Sprint will begin addressing the water infiltration from the equipment room in the basement. They will make repairs to the drain tile and the wall and waterproof as necessary. After the outside leaking is repaired they will return to repair the interior wall, paint the room and replace the flooring in the equipment room.

An RFP for a hazardous material consulting services was released. Proposals are due February 19. Currently the plan is for some testing and inspection to take place in March. Additional testing will take place in approximately April. Abatement will occur as needed and at an appropriate time in the project.

C. Media Relations Policy

Ms. Brodar presented the updated Media Relations Policy for approval. The suggested revisions are to clarify and expand the policy regarding photography and video or audio recording in the library by members of the public or the media.

2020-07 Ms. Hirsch moved and Mr. Gleisser seconded the motion to authorize the revisions to the Media Relations Policy.

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

Nays: None. Motion carried.

D. Annual Usage Statistics

Ms. Brodar presented the 2019 Usage statistics for review.

E. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

General Fund (101-6510)		
Sue Torrey		
In memory of Jane Maier Smith		\$100
Bertram Woods Fund (208-6510)		
George Dent		\$300
Marilyn Kammer Memorial Fund (209-6510)		
Jeff Wollitz & Randy Kammer		
In memory of Sonya Morris		\$50
Randy Kammer		
In memory of Richard Miller		\$75
In memory of Michael Cascone Sr.		\$25
In memory of Cathie Stanley		\$25
In memory of Rachael Lufrano		\$25
Walter N. Lawson Trust Fund (204-6510)		
Elaine Brown		\$50

2020-08 Ms. Katz moved and Ms. Hirsch seconded the motion to accept and appropriate the above gifts.

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

 Nays: None. Motion carried.

B. Personnel Action

December 2019 – No activity

January 2020

End of Employment:

Bruce Smith, Circulation Services Assistant, half-time, level 106, effective 1/1/2020.

Gabriel Venditti, Community Engagement Librarian: Adult Services, full-time, level 111, effective 1/10/2020.

Adjournment

Since there was no further business to discuss, Mr. Gleisser moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 7:52 p.m. and trustees

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unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 23, 2020 at 6:30 p.m. in the Main Library Room F.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary