

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
March 23, 2020

Virtual Access Information

Zoom Meeting: <https://zoom.us/j/9721329752>, Meeting ID: 972 132 9752, by phone 1-646-558-8656

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. Bertsch called the virtual regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:33 p.m.

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

Approval of Minutes

2020-10 Ms. Hirsch moved and Mr. Gleisser seconded the motion to approve the minutes of the February 17, 2020 Special and Regular Board meetings.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Financial Statements – February 29, 2020

Ms. Ritchey reviewed the February 2020 financial statements.

General Fund through February 2020

Total 2020 Operating Revenue \$ 2,374,592.20

Total 2020 Operating Expenditures \$ 732,984.91

All Funds through February 2020

Beginning Year balance \$15,182,473.47

2020 Receipts \$ 2,413,634.55

2020 Expenditures \$ 856,705.51

Unexpended Balance \$16,739,402.51

Encumbrances \$ 6,439,107.04

Unencumbered Balance \$10,300,295.47

2020-11 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the February 29, 2020 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.

B. 5-Year Forecast

Ms. Ritchey presented the 5-Year Forecast for review. This was created prior to the current pandemic situation and will be reassessed when we have more complete data.

C. Final Appropriations Budget

Ms. Ritchey reviewed the 2020 Final Appropriations Budget.

GENERAL FUND			
	2020 Temporary Appropriations	2020 Approp Adjustment	2020 Final Appropriation
Revenue			
PLF	1,616,778		1,616,778
Property Taxes	4,100,718		4,100,718
HERB	395,092		395,092
Fines and Fees	49,630		49,630
Interest Earnings	62,700		62,700
Donations	875		875
Miscellaneous	14,025		14,025
Total Revenue	\$ 6,239,818	\$ -	\$ 6,239,818
Advance In			
Total Revenue & Transfer In	\$ 6,239,818	\$ -	\$ 6,239,818
Expenditures			
Salaries and Benefits	3,419,666	6,700	3,426,366
Supplies	65,670		65,670
Purchased Services	745,720	21,200	766,920
Materials	477,900		477,900
Capital	8,515		8,515
Other	27,608		27,608
Total Expenditures	\$ 4,745,079	\$ 27,900	\$ 4,772,979
Transfers to Capital Funds	690,000		690,000
Transfers for Security Repayment	425,250		425,250
Advance Out			-
Expenditures & Transfers	\$ 5,860,329	\$ 27,900	\$ 5,888,229
Surplus/(Deficit)	\$ 379,489	\$ (27,900)	\$ 351,589

SPECIAL FUNDS				
		2020 Temporary Appropriation	2020 Approp Adjustment	2020 Final Appropriation
	Revenue			
	204 - Walter N. Lawson Trust Fund	-		-
	205 - Elaine Boots Fisher Trust	-		-
	206 - Sheldon Skip Baumel Trust	-		-
	207 - Barbara Luton Art Fund	1,200		1,200
	208 - Bertram Woods Branch Fund	500		500
	209 - Marilyn Kammer Fund	500		500
	210 - Frances Bellman Fund	100		100
	211 - Friends of Shaker Library	500		500
	212 - MyCom - OST Grant	6,500		6,500
	214 - LSTA Grant	-		-
	219 - Ruth Levenson Fund	-		-
	221 - Vending	1,000		1,000
	401 - Building & Vehicle Fund	390,000		390,000
	403 - Technology Fund	300,000		300,000
	404 - Facility Fund	45,000		45,000
	405 - Facility Financing Fund	423,500		423,500
2020 Beginning Cash Balance	Total Revenue	\$ 1,168,800	\$ -	\$ 1,168,800
	Expenditures			
13,464	204 - Walter N. Lawson Trust Fund	2,500		2,500
1,863	205 - Elaine Boots Fisher Trust	300		300
883	206 - Sheldon Skip Baumel Trust	500		500
24,914	207 - Barbara Luton Art Fund	1,575		1,575
12,682	208 - Bertram Woods Branch Fund	5,500		5,500
1,805	209 - Marilyn Kammer Fund	1,000		1,000
503	210 - Frances Bellman Fund	410		410
8,258	211 - Friends of Shaker Library	4,000		4,000
14,527	212 - MyCom - OST Grant	9,380		9,380
0	214 - LSTA Grant	-		-
7,560	219 - Ruth Levenson Fund	60		60
2,709.59	221 - Vending	1,000		1,000
786,870.27	401 - Building & Vehicle Fund	250,000		250,000
503,184.75	403 - Technology Fund	146,128	5,200	151,328
10,177,378.16	404 - Facility Fund	5,538,000		5,538,000
382,637.48	405 - Facility Financing Fund	665,250		665,250
\$ 11,939,239	Total Expenditures	\$ 6,625,603	\$ 5,200	\$ 6,630,803

2020-12 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the 2020 Final Appropriations Budget as submitted.

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

Nays: None. Motion carried

D. Cleveland Foundation Endowment Fund Report

Ms. Ritchey reported that the Shaker Heights Public Library Fund at the Cleveland Foundation started 2019 with a balance of \$134,705.81. As of December 31, 2019 the balance is \$156,957.67. There is \$38,926.91 available to spend in 2020.

E. Temporary Increase of Credit Card Limits

Ms. Ritchey said that the current library credit card limits approved by the Board of Trustees in the policy are not to exceed \$5,000 each. During the current emergency closing because of the COVID-19 pandemic, there is limited access to the building. To continue payment of invoices in the event staff are unable to be in the library to print checks, she asked to temporarily increase the individual limits for the Director, Deputy Director, and Fiscal Officer to \$25,000 each, as well as the overall credit card limit from \$8,000 to \$50,000.

2020-13 Mr. Meinhard and Ms. Katz seconded the motion to approve increasing Fiscal Officer, Director, and Deputy Director credit card limits to \$25,000 each, with an overall credit limit for the library of \$50,000 until the library is able to reopen.

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. Renovation Update

Ms. Switzer reported the Building Committee meeting to review the design development cost estimate was postponed until March 24 because of the unexpected emergency closing.

B. Public Health Emergency Preparedness Plan

Ms. Switzer presented the Public Health Emergency Preparedness Plan, which outlines how the library will respond to public health emergencies, defines essential library services and assigns responsibility for essential services and key tasks, to the Board of Trustees for approval.

2020-14 Dr. Rashid and Mr. Cicarella seconded the motion to approve the resolution for the Public Health Emergency Preparedness Plan.

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

Nays: None. Motion carried.

- C. Personnel Policies: 810 Time Off With Pay, 822 Sick Leave Eligibility, 823 Accumulation of Sick Leave, 872 Special Closings: Emergency

After discussion of the policies, the Board authorized sick leave for part-time staff and approved the Special Closings: Emergency policy. Additionally, the Board revised the Special Closings: Emergency procedure to allow essential staff who are working during an emergency closing to receive calamity pay if they are unable to work as scheduled. Ms. Switzer requested up to eight weeks of calamity pay for staff. Upon Mr. Cicarella's recommendation the Board authorized calamity pay through April 25. The Board will review any further requests for calamity pay for emergency closing at their April 20 regular meeting.

2020-15 Mr. Cicarella moved and Mr. Gleisser seconded the motion to approve Personnel Policies: 810 Time Off With Pay, 822 Sick Leave Eligibility, 823 Accumulation of Sick Leave, 872 Special Closings: Emergency and to authorize calamity pay for staff through April 25.

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

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Dr. Rashid seconded the motion to adjourn the virtual regular board meeting at 8:38 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 20, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary