

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
April 20, 2020

Virtual Access Information

Zoom Meeting: <https://tinyurl.com/y6ufcox6> or dial in: 312-626-6799

Attendance

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

Members Absent: Ms. Hirsch, Ms. Katz

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 6:35 p.m.

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

Approval of Minutes

2020-16 Mr. Gleisser moved and Mr. Meinhard seconded the motion to approve the minutes of the March 5, 2020 Special and March 23, 2020 Regular Board meetings.

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

Fiscal Officer's Report

A. PLF Report

Ms. Switzer shared updated data for both the March and April PLF distribution. This revenue is based on the General Revenue Fund tax receipts collected in the previous month. The March distribution based on February revenues is 7% higher than the estimate for the month, but April will be 10% below the estimates.

B. Financial Statements – March 31, 2020

Ms. Ritchey reviewed the March 2020 financial statements.

General Fund through March 2020

Total 2020 Operating Revenue	\$ 2,742,065.42
Total 2020 Operating Expenditures	\$ 1,128,136.16

All Funds through March 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 2,792,949.46
2020 Expenditures	\$ 1,261,367.10

Unexpended Balance	\$16,714,055.83
Encumbrances	\$ 6,303,960.40
Unencumbered Balance	\$10,410,095.43

2020-17 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the March 31, 2020 financial statements as submitted.

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

C. County Do Not Exceed Notice

Ms. Ritchey presented the County Budget Commission certificate indicating the Total Appropriations from each fund Do Not Exceed the official Estimate of Resources. This is their certification that the funds are or will be available to meet the needs of the Library for 2020.

Director's Report

A. Public Service Update

Ms. Brodar reported that the library is serving the community virtually while the buildings are closed. In addition to increasing the eMedia available, staff are providing virtual programs, reference assistance, and reading programs. She noted that monthly eMedia statistics before and after the closing are difficult to compare because shortly before the library closed OverDrive changed how they processed holds. However, average daily eMedia circulation after the change increased by 43% in the first two weeks in April.

B. Renovation Update

Ms. Switzer reported that at their April 20 meeting the Architect Board of Review approved the exterior drawings with the following conditions:

- Add additional railings to each side of the existing stair rail to improve ADA access and safety.
- Widen the panel and surrounding brick soldier course detail above the entry doors by about 8 inches to each side;
- Add existing entry brick base detail to the plans; and
- Submit a detail drawing of how the corner extension of the new ramp and railing meet the building.

Mr. Gleisser asked for an alternate to include some type of seating added to the changes in the front area as the sides of the steps will no longer be used for building access. Ms. Switzer said she would ask the design team about it, but cautioned that it might cost more than the budget allows.

Sprint has applied for permits from the City of Shaker Heights to move forward with eliminating the water infiltration at their basement equipment room.

C. Request for Calamity Pay

Ms. Switzer noted that at their March 23 meeting the Board approved calamity pay through April 25, 2020. She reported that from March 14 through April 11, when the most recent pay was processed, executive staff worked 98% of their scheduled hours, with the remaining time being previously scheduled paid time off. The other managers worked 70% of their scheduled time. Non-exempt staff had sufficient work from home for an average of 20% of their time. The remaining 80% was calamity pay. Ms. Switzer noted that this varied widely by department, depending on the duties of the various positions. Some departments were able to work from home as much as 40% of the time. In addition to the public service noted above, other work included extensive technology support of staff, collection development, renovation planning, regular administrative and emergency planning work, communication and marketing, virtual staff training, and building maintenance. She said staff were able to work more hours from home in the second pay period than the first because much of the first two weeks were spent getting the technology and processes in place for staff to work from home.

Ms. Ritchey discussed the anticipated impact of the pandemic on library revenue. Mr. Cicarella asked how much had been spent on calamity pay to date. Ms. Switzer reported that approximately \$78,000 had been spent on regular pay and \$105,000 on calamity pay for the four weeks that had been paid to date (March 13-April 11, 2020). She noted that this was not an increase in the approved budget, as the library budgeted to be fully staffed for the year.

Ms. Switzer said that because we do not yet have the Governor's plan to reopen the state and thus do not know when the library will be permitted to reopen and the specifics of how we will provide service, she was not currently prepared to make specific recommendations about expenditure reductions and service model changes. She said staff are working on potential new service models, as well as revenue and expenditure projections. She recommended approving calamity pay for staff through May 9, 2020, if the library remains closed that long, and scheduling a special Board Meeting for May 4, 2020 to approve next steps. The extra time will allow managers to do the planning necessary to make a more informed recommendation for the future to the Board.

Mr. Cicarella asked how much the additional two weeks of calamity pay were projected to cost. Ms. Switzer said that based on the most recent pay period processed, approximately \$50,000. The remaining pay would be for hours worked.

2020-18 Mr. Gleisser moved and Dr. Rashid seconded the motion to extend Calamity Pay through May 9, 2020.

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

New Business

A. Personnel Action

Hired:

Samuel Stavole-Carter, Community Engagement Specialist: Youth Services, full-time, level 111, effective 3/2/20

Kristen Chilson, Youth Services, half-time, level 109, effective 3/23/20

End of Employment:

Margaret Killman, Community Engagement Librarian: Youth Services, full-time, level 111, effective 3/5/20

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Cicarella seconded the motion to adjourn the virtual regular board meeting at 7:50 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, May 18, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary