SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Special Meeting
May 4, 2020

Virtual Access Information
Livestreamed Zoom Meeting: https://www.facebook.com/events/885377648642489/

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 special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m.

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

Fiscal Officer’s Report

A. Projected Revenue Losses and Proposed Reductions to 2020 Expenditures

Ms. Ritchey presented projected revenue losses due to the economic effects of the COVID-19 pandemic. The assumptions with this projection include reduced PLF funding and a 10% reduction of property tax/HERB revenue in the second half of 2020 and carried through 2021. With reductions in some of the other revenues, this represents a projected reduction in 2020 revenues of slightly over $660,000.

To address the anticipated revenue reduction, the expenditures for 2020 have been reduced or postponed in several ways:

- Delayed financing the Bertram Woods Branch renovation until 2021 (estimated $140,000 annual payment).
- Reduced planned transfers to the Building & Vehicle and Technology funds by $190,000. Planned transfers to these funds of $500,000 remain in the revised projections to ensure sufficient funds are available for renovation technology needs and ongoing facility maintenance.
- Postponed the branding project and Forward Together costs ($30,000).
- Reduced materials expenditures by $30,000 for the year.
- Reduced 2020 salary expenditures. Additionally, we are not currently planning on a raise in 2021 and reduced the proposed raise for 2022.
Director's Report

A. Phased Resumption of Library Service

Ms. Switzer reported that Governor Mike DeWine has permitted general office work to resume effective May 4. Battelle Memorial Institute is studying how long the coronavirus can live on various types of library materials to devise best practices for the safe handling of materials. As the library awaits guidance from the state and the results from the Battelle study, staff are preparing for curbside pickup, which would start no earlier than June 1. Ms. Switzer anticipates necessary staff returning to the buildings in May to prepare for curbside pickup, arrange the buildings for distancing necessary for safe operation of the library and begin preparing the Main Library for phase 1 of construction.

Executive Session

2020-19 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 7:42 p.m.
Trustees returned to regular session at 8:27 p.m.

New Business

A. Temporary Change in Hours of Service

Ms. Switzer said that while the library remains closed and is only able to offer limited public service, there is reduced work available for staff. She recommended that because of the reduced work available and the need to reduce expenditures, that the library apply for the SharedWork Ohio program and reduce hours for eligible staff as a result of the limited work. Unfortunately, until some direct public service resumes, there are some staff for whom there is not work available. She recommended those staff be furloughed.

Because of the safety protocols the library is mandated to follow and the limited service the library will be able to offer at first, Ms. Switzer requested a temporary change to operating hours for both buildings to:

Monday-Thursday 11 am to 7 pm
Friday-Saturday 9:30 am to 5:30 pm
Sundays Closed for deep cleaning
Ms. Switzer said the library will return to normal hours and levels of service as we are able to, based on the requirements of the Ohio Department of Health and other regulating authorities.

2020-20 Mr. Meinhard moved and Ms. Katz seconded the motion to
- Reduce staff hours as a result of limited public service effective May 17;
- Apply for the SharedWork Ohio program to allow staff for whom there is work for at least 50% of their normal hours to apply for unemployment benefits for their remaining hours, while retaining library employment and benefits;
- Furlough Page I, Computer Center and Security staff effective May 10, 2020;
- Resume regular staffing as needed as the library resumes regular operations.

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

2020-21 Mr. Gleisser moved and Ms. Hirsch seconded the motion to approve the temporary operating hours as submitted and to authorize the Director to resume normal library operations as permitted by the Ohio Department of Health and other regulating authorities.

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

B. Temporary Amendment to Director’s Contract

2020-22 Ms. Katz moved and Dr. Rashid seconded the motion to amend Director Amy Switzer’s contract to allow her pay to be reduced commensurate with other management staff who are participating in the SharedWork Ohio program.

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. Hirsch moved and Ms. Katz seconded the motion to adjourn the special board meeting at 8:38 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights
Public Library Board of Trustees will be a virtual meeting on Monday, May 18, 2020 at 6:30 p.m.

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Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

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Melissa Hirsch, Secretary