

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting (Virtual)  
May 18, 2020

Virtual Access Information

Zoom Meeting: <https://www.facebook.com/events/243649350278009/>

Attendance

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

Members Absent: 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 6:36 p.m.

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

Approval of Minutes

2020-23 Ms. Hirsch moved and Mr. Gleisser seconded the motion to approve the minutes of the March 23, 2020 Revised Regular, April 7, 2020 Special, and April 20, 2020 Regular Board meetings.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that the Director's contract was amended to reduce her pay by thirty percent for the time period commensurate with other management staff.

Public Comment

Frank Goforth submitted the following public comment that was read into the meeting:

"Library finances have been negatively impacted by COVID-19 as noted in the updated 5-year forecast which assumes significant reductions in the state PLF funding and some minor reductions in property tax revenue; it is encouraging the Library Board is proactive to address this. The Library will now be operating at a deficit beginning next year. This forecast is not yet informed as to what further actions the state may take to address their own budget shortfall, and how that may further impact the PLF. The county property tax collections may also be more negatively impacted due to shuttered businesses and unemployed residents' inability to pay property taxes. The coronavirus has also negatively affected the

City and the Shaker Schools financially. All three taxing bodies may need to make more painful expense reductions, which may be implemented independently. My concern is that all three may need to increase tax levies concurrently in the near future. Have the three taxing bodies, perhaps via Forward Together, discussed what coordinated ballot actions might be necessary? And a second related question: what history from the 2008-2009 recession might be shared with residents to reassure them?"

Fiscal Officer’s Report

A. PLF Report

Ms. Switzer reported that April PLF distribution, which is based on March revenues, was 10.1% below the estimate for the month, and 6.2% below April 2019. The May distribution was 35% below estimates. Part of this reduction was due to the delay in the Income Tax Deadline to July.

B. Financial Statements – April 30, 2020

Ms. Ritchey reviewed the April 2020 financial statements.

**General Fund through April 2020**

Total 2020 Operating Revenue	\$ 2,847,854.96
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Total 2020 Operating Expenditures	\$ 1,475,419.99
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**All Funds through April 2020**

Beginning Year balance	\$15,182,473.47
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2020 Receipts	\$ 2,906,552.83
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2020 Expenditures	\$ 1,710,257.23
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Unexpended Balance	\$16,378,769.07
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Encumbrances	\$ 6,183,516.70
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Unencumbered Balance	\$10,195,252.37
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2020-24 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the April 30, 2020 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2021 Alternative Tax Budget

Ms. Ritchey presented the 2021 Alternative Tax Budget. The tax budget is adopted by Library Board resolution each year for the following fiscal year by May 31. This budget must be filed with the school district’s board of education by June 1. The

school board must adopt the budget before July 15 and it must be filed with the Budget Commission by July 20.

2020-25 Mr. Gleisser moved and Mr. Cicarella seconded the motion to accept the 2021 Alternative Tax Budget as submitted.

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

Nays: None. Motion carried.

### Director's Report

#### A. Public Service Update

Ms. Brodar reported that the library continues to serve the community virtually while the buildings are closed. Book drops opened May 18 and curbside pickup begins June 1, 2020. All items must be returned through the book drops and will be quarantined for three days before being processed by staff. Until delivery between libraries resumes, customers are limited to items on the shelf in both buildings.

Staff continues to purchase eMedia at higher levels than usual, based on increased demand. Staff created "How To" videos to help customers use electronic resources, and created "Shaker Reads at Home," a Facebook event in which customers share the titles of three books they enjoyed and librarians offer reading suggestions for others they might like.

Virtual programming continues and staff are responding to customer questions via phone, email and the website. Additionally, staff continues to work with our community partners, including the schools and city.

#### B. Renovation Update

Ms. Switzer reported that on May 11, 2020 Bialosky Cleveland resubmitted revised exterior drawings to the Architectural Board of Review (ABR) to address the ABR's comments from the April 20th meeting. The ABR approved the revised plans for the Library entry.

Phase I of Main Library construction includes the basement and the west half of the first floor, front entry, and far west side of the second floor. Public entry will be through the east entrance. Phase I is currently planned for July 1, 2020 through March 17, 2021, although this is subject to change.

Phase II will include staff moving back into the basement, with construction on the east side of the first floor and on most of the second floor. Phase II is scheduled for March 19, 2021 through October 27, 2021.

Turner Construction has begun to get pricing to purchase the facilities equipment necessary for the project, in order to reduce costs and ensure that the equipment is procured in advance so we can meet the project schedule. They will present the

final equipment cost to the project team, along with their recommendation on which vendor provides the best value, for final approval before any equipment is actually purchased.

Sprint began excavation of the exterior foundation of their basement equipment room on May 11, 2020. Examination of the foundation revealed that there are three cracks in the foundation that are Sprint's responsibility to repair. However, there are additional cracks in the foundation that are outside their scope and are the library's responsibility. While the foundation is exposed those cracks will also be sealed.

The foundation drain in the excavated area is blocked. RFC contracting will review this information with the design team and Turner and come up with some options to resolve the issue.

Sprint has indicated that they would prefer to have Turner's subcontractors perform the chimney repair for which Sprint is responsible. Sprint would pay the subcontractors directly for that work. The chimney work has been listed as an alternate in the bidding documents, so we have a separate price for the work.

C. 1<sup>st</sup> Quarter Usage Report

Ms. Brodar presented the first quarter usage report. Because the library closed March 14, all usage is down except eMedia.

New Business

A. Personnel Action

End of Employment: Amanda Evans, Circulation Services Assistant, half-time, level 109, effective 4/29/20.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Katz seconded the motion to adjourn the virtual regular board meeting at 7:29 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, June 29, 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