

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
June 29, 2020

Virtual Access Information

Zoom Meeting: <https://tinyurl.com/SHPL06-29-2020>

Attendance

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

Members Absent: Ms. Hirsch

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

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, Ms. Katz, Mr. Meinhard, Dr. Rashid

Approval of Minutes

2020-26 Mr. Gleisser moved and Dr. Rashid seconded the motion to approve the minutes of the May 4, 2020 Special, and May 18, 2020 Regular Board meetings.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that he has regular calls with the Vice Mayor and the School Board President to share information about what each entity is doing. The Forward Together group has not had the opportunity to meet since the last update.

Main Library Renovation

- A. Approving Phase 1 GMP Amendment to the CMR Agreement with Turner Construction for the Main Library Improvements

The Shaker Heights Public Library Board of Trustees (Board) previously approved an agreement with Turner Construction Company as the construction manager at risk for the pre-construction stage services required for improvements at the Main Library (Phase 1).

Turner Construction submitted its proposal for the Phase 1 Guaranteed Maximum Price (GMP) Amendment for the Main Library improvements in the total amount of \$8,410,284 (not including Alternates) which has been reviewed by RFC Contracting, the Owner Representative for the project and Bialosky + Partners Architects, the Architect for the project.

Turner Construction's proposal for the Phase 1 GMP Amendment identifies Alternates for the Board's consideration and which the Board may accept or reject, in its discretion.

The Building Committee met Tuesday June 23, 2020 to review the draft GMP. During review of the Alternates the Building Committee identified waterproofing gutters and addressing additional windows in banks of windows with identified leaks as high priorities. The committee also requested allowances to repair roof drains if necessary (\$15,000) and to investigate and repair the foundation drain (\$10,000). These are included in the GMP.

Mr. Kellogg reviewed the GMP and alternates.

Mr. Gleisser left the meeting at 6:56 p.m.

The Building Committee recommended accepting the following Alternates:

Ext. Alternate #1 - Repair Copper Conductor Heads	\$6,387
Ext. Alternate #2 - Dormer Siding	\$10,638
Ext. Alternate #3 - Fluid-Applied Waterproofing Repair of Box Gutters	\$97,022
Ext. Alternate #13 - Window Repairs Per Keyed Note 3, 10 locations	\$39,586
Total for Recommended Alternates	\$153,633

The Building Committee recommended rejecting the following alternates:

Ext. Alternate #4 - Repointing South Elevation	113,535
Ext. Alternate #5 - Repointing West Elevation	108,019
Ext. Alternate #6 - Repointing North Elevation	112,517
Ext. Alternate #7 - Repointing East Elevation	99,265
Ext. Alternate #8 - Powerwash & Clean South Elevation	11,199
Ext. Alternate #9 - Powerwash & Clean West Elevation	11,119
Ext. Alternate #10 - Powerwash & Clean North Elevation	10,982
Ext. Alternate #11 - Powerwash & Clean East Elevation	9,672
Ext. Alternate #12 - Chimney Repairs	80,662

Repointing all areas where it is necessary is part of the base GMP. Completely repointing the building, even in areas where it is not necessary for structural integrity, would be for aesthetic reasons only. Powerwashing and cleaning the exterior was added as an alternate that could be completed instead of repointing the entire exterior. Ms. Katz noted that powerwashing could actually

damage areas where mortar is soft and as a result, she recommended not accepting those alternates.

Sprint/T-Mobile is responsible for the chimney repairs identified in WJE’s facility assessment. RFC discussed the chimney repairs with Sprint and as a result, the cost of the chimney repairs was included as Ext. Alternate #12. The library will not accept this Alternate, but the pricing allows Sprint to work directly with Turner and their subcontractors to have the repairs completed at the quoted price of \$80,662.

Total Recommended GMP	8,410,284
Recommended Alternates	\$153,633
Total Recommended GMP with Alternates	\$8,563,917

The Building Committee recommends approval of the Phase 1 GMP Amendment to the CMR Agreement with Turner Construction for the Main Library Improvements and requests that the Board accept or reject the optional proposed Alternates, and requests authority to have the amendment signed.

Mr. Meinhard asked whether the project is meeting the diversity goals of the library. Mr. Kellogg said that currently twenty-eight percent of the direct cost is a combination of Minority Business Enterprise (MBE) (8 percent) and Women Business Enterprise (WBE) (20 percent) organizations. The original goal was 15% MBE and 5% WBE. Some businesses have dual certifications, but are only counted once. Mr. Riachi reminded the Board that the monthly report will include diversity information.

2020-27 Ms. Katz moved and Mr. Meinhard seconded the motion as follows:

1. The Board hereby accepts Alternates 1, 2, 3, and 13, which shall be incorporated into the GMP amount and the final GMP Amendment. The Board hereby rejects Alternates 4, 5, 6, 7, 8, 9, 10, 11, and 12.
2. The Phase 1 GMP Amendment to the CMR Agreement with Turner Construction for the Main Library improvements, including the accepted Alternates identified in the paragraph above, is approved in the amount of \$8,563,917. However, with respect to items #2 (referencing tariffs) and #6 (referencing COVID-19) under the General Assumptions & Clarifications, the Board requires that Turner Construction must comply with the Agreement with regard to the referenced costs.
3. The Board President and Fiscal Officer are authorized to sign the GMP Amendment in the final version provided as well as any related documents for the work.

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

Nays: None. Motion carried.

B. Construction Update

Ms. Switzer said that with the approval of the GMP, Turner Construction can begin completing contracts with their subcontractors and then begin the enabling work prior to construction. Enabling work includes putting up the phasing walls dividing the open part of the library from the part under construction in Phase 1, fencing the front entrance and staff parking lot (which is dedicated to the use of the construction crew), and repairing the sidewalk leading to the east entrance, which will be the entrance for public, staff, and deliveries during Phase 1. Turner will present monthly reports on the project.

Mr. Gleisser returned to the meeting at 7:47.

Ms. Switzer reviewed the overall project budget. She noted that staff furniture is being reused when possible, but customer furniture will all be new. The Technology Plan approved by the Board in December 2019 outlined the planned purchases for the project.

Ms. Switzer said that in addition to the \$10.4 million project financing with Certificates of Participation, the Library has transferred funds into the Technology Fund and the Building and Vehicle Fund to support the project. Owner's Representative Services are budgeted from the Building Fund. Technology purchases are budgeted from the Technology Fund.

She reported that through the end of May there is \$774,840.79 unencumbered in the Building Fund and \$498,221.98 unencumbered in the Technology Fund. There is \$500,000 budgeted to be transferred to those funds in 2020, with an additional \$300,000 projected in 2021, and \$300,000 in 2022. These transfers are to support the Main Library and Bertram Woods Branch projects, as well as to position the library to do the ongoing maintenance required for both buildings. Division of the transfers between the Building and Technology Funds will be based on projected expenditures.

These projected transfers allow us to maintain the long-term fund balance that was previously projected, with the goal of avoiding tax levies for as long as possible.

Item	\$10.4 M Financing	Additional Expenses	Total Cost
Turner Preconstruction Services	\$24,220		\$24,220
Cost of Construction, including recommended alternates (GMP)	\$8,563,917		\$8,563,917
Furniture and Shelving	\$793,350		\$793,350
Design Fees	\$824,525		\$824,525
Other Soft Costs (Permit, Inspections)	\$70,000		\$70,000
Owner's Representative Services Fee**		\$225,000	\$225,000

RFC Coverage for Maint Mgr medical leave (\$1,500/wk; est 8 weeks)	\$12,000		\$12,000
Movers & storage (not to exceed)	\$40,000		\$40,000
Builder's Risk Insurance	\$10,346		\$10,346
Technology purchases***		\$282,456	\$282,456
Legal fees (GMP contract amendment, not to exceed)	\$4,000		\$4,000
Hazardous Materials Testing & Consulting (EA Group, not to exceed)	\$16,900		\$16,900
Total Project Cost	\$10,359,258	\$507,456	\$10,866,714
Project Financing	\$10,400,000		\$10,400,000
Over/(Under) Project Financing	(\$40,742)		\$466,714

Building Fund *Technology Fund

Mr. Gleisser, who is a member of the Building Committee, noted that he had a commitment requiring him to leave the meeting earlier. He expressed his complete support for the GMP with amendments and the project as a whole.

C. Approval of Moving and Storage Services

Ms. Switzer said the Library will be using a moving company to move and reconfigure public service areas of Main Library for phase 1 of construction. This includes moving bookshelves and the collection, as well as desks, furniture, boxes, etc. Staff offices have already been moved by library maintenance staff. Certain items will be moved off-site for storage. There are fees for both the moving and the storage.

Three proposals were received from moving companies for Phase 1.

Firm	Cost	Notes
Armbruster Moving and Storage	\$29,450	Extra fees for additional items stored off-site or for more time and double-sided carts to move books pre- and post-move
Berman Moving & Storage	\$33,000	Extra fees for file cart rental and all off-site storage
The Lincoln Moving & Storage Co.	Hourly rates + material charges	Mr. Riachi estimates it would cost over \$40,000 for the library's base scope of work

The proposals include the costs for the items they were told would be stored off-site, with the understanding there will be additional items stored off-site. Additionally, there are often unanticipated issues that arise in projects like this that require an extra cost. Therefore, Ms. Switzer recommended allocating a

\$10,000 allowance for additional storage and other work, as needed. Anything unspent in the allowance remains in the project budget.

After reviewing the proposals with Mr. Riachi, it was determined Armbruster Moving and Storage would best meet the library's needs.

2020-28 Ms. Katz moved and Mr. Gleisser seconded the motion to approve hiring Armbruster Moving and Storage for \$29,450 and to authorize a \$10,000 allowance for additional storage and unexpected issues related to the move, to be spent with the Director's authorization.

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

Nays: None. Motion carried.

D. RFC Contract Amendment

Ms. Switzer reported the upcoming need for the Maintenance Manager to be on a medical leave for approximately six weeks. During this leave, it is critical to have someone from the library on site daily to work with the construction superintendent about building-specific issues.

RFC Contracting can send an additional staff member to be on site specifically to be the project liaison about building issues during the medical leave. The specific RFC staff member for this position has both project management experience and has filled this role in other projects.

This work is outside the scope of the original contract and would cost \$1,500 per week. This person would be available to be on-site with Mr. Taphous for a week prior to his leave.

2020-29 Ms. Katz moved and Mr. Meinhard seconded the motion to approve \$1,500 per week for up to eight weeks for RFC Contracting to have additional staff on site to be the project liaison about building issues while Mr. Taphous is on medical leave.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that May 2020 PLF distribution, which is based on April revenue, was 35.1% below the estimate for the month and 35.2% below May 2019. Through the end of May the library received \$44,204 less than YTD 2019.

B. Financial Statements – May 31, 2020

Ms. Ritchey reviewed the May 2020 financial statements.

General Fund through May 2020

Total 2020 Operating Revenue	\$ 3,163,818.57
Total 2020 Operating Expenditures	\$ 1,792,677.09

All Funds through May 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 3,230,038.65
2020 Expenditures	\$ 2,180,269.21
<hr/> Unexpended Balance	<hr/> \$16,232,242.91
Encumbrances	\$ 5,968,457.87
<hr/> Unencumbered Balance	<hr/> \$10,263,785.04

2020-30 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the May 31, 2020 financial statements as submitted.

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

Nays: None. Motion carried.

C. First Quarter 2020 Cleveland Foundation Fund Statement

Ms. Ritchey presented the First Quarter 2020 Cleveland Foundation Fund Statement. The fund started the year with a balance of \$156,957.67. As of March 31, 2020 the balance is \$137,047.48. The net decrease to assets is \$19,910.19.

Director's Report

A. Public Service Report

Ms. Brodar provided a public service report. Curbside pickup began June 1. In addition to borrowing library material, customers can also pick up tax forms and Summer Reading prizes.

Statewide delivery resumed June 29. After allowing time for the delivery company to clear some of the backlog of items that have been waiting to be delivered while libraries have been closed, the usual process of filling holds with items from other CLEVNET libraries, not only from the pickup library, will resume.

Currently CLEVNET is tentatively planning to allow customers to start placing system level holds on CLEVNET materials beginning Monday July 6th.

Virtual services, including programming, remain ongoing.

B. Reopening Next Steps

Ms. Switzer reported on the library's next steps for reopening the library to the public. Staff began working in the library buildings in teams, following state safety mandates including face coverings, physical distancing, and daily health assessments. Currently only curbside pickup and virtual services are available to the public.

The tentative plan is to begin offering use of public computers by appointment as well as use of the copier/printer/fax machine, at Main Library only, in mid-July. Due to the physical layout at Woods, it is not possible to offer these services until the entire library is open to the public.

Safety precautions when customers are able to come into the building will include distancing, informational signage, hand sanitizer, cleaning protocols, and Plexiglas shields at the service desks. Masks will be strongly recommended for anyone entering the building and required if a customer requires a staff person to come within 6 feet to assist.

Expanding services depends on a variety of factors including completing the Main Library reconfiguration for Phase 1 of construction, availability of supplies for sanitizing and safety, the availability of staff, and the changing status of the pandemic and related state orders and guidelines.

Once this level of service is established, the next step will be to open both libraries for browsing, in-person reference service, and lobby service, including picking up holds, checking out materials, and receiving in-person customer service related to library card accounts. In addition to adding these services at Woods, computer and copier use will also be resumed there at that time. The exact date for this step will also depend on the factors listed above.

New Business

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

Frances Belman Fund (210-6110)		
Barbara Winicki		
In memory of Frances Belman		\$50
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Ritchie Case		\$25
In memory of Edwin Joseph		\$25

2020-31 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried

B. Personnel Action

End of Employment:

Peggy Christmas, Custodian, full-time, level 105, effective 5/9/2020

Tyson Hayes, Custodian, half-time, level 105, effective 5/19/2020.

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Mr. Gleisser seconded the motion to adjourn the virtual regular board meeting at 9:00 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, July 20, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary