

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
August 17, 2020

Virtual Access Information

Livestreamed Meeting: <https://tinyurl.com/SHPL-Board-08-2020>

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

Mr. Bertsch called the virtual regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:37 p.m.

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

Approval of Minutes

2020-39 Mr. Gleisser moved and Ms. Hirsch seconded the motion to approve the minutes of the July 20, 2020 Regular Board meeting.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that the leadership breakfast with the Vice Mayor and School Board President went well. Each organization is keeping close reins on expenses due to the current economic situation.

Construction Update

Mr. Kellogg from Turner Construction provided his first monthly construction update. Mr. Riachi of RFC Contracting was also available to answer questions. At this time the project remains on schedule for Substantial Completion on October 27, 2021.

Fiscal Officer's Report

A. Public Library Fund (PLF) Report

Ms. Switzer reported the July 2020 PLF distribution was 2.6% below Ohio Department of Taxation's (ODT) December 2019 estimate. The actual July distribution was 14.9% above ODT's estimate that was issued at the end of June 2020. The distribution was 2.2% above July 2019.

Year-to-date through July the Library has received 6.8% (\$63,617) less than in 2019. This is 8.4% below budget.

In late July ODT posted its initial certifications for the PLF for calendar year (CY) 2021.

Shaker Library 2020 PLF Budget (July 2019 Estimate)	ODT revised CY2020 estimate (June 2020)	ODT CY 2021 Estimate (July 2020)
\$1,616,778	\$1,496,436	\$1,436,870

B. Financial Statements – July 31, 2020

Ms. Ritchey reviewed the July 2020 financial statements.

General Fund through July 2020

Total 2020 Operating Revenue	\$ 3,640,215.99
Total 2020 Operating Expenditures	\$ 2,329,553.30

All Funds through July 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 3,715,565.41
2020 Expenditures	\$ 3,139,570.22
Unexpended Balance	\$15,758,468.66
Encumbrances	\$ 5,657,200.11
Unencumbered Balance	\$ 10,101,268.55

2020-40 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept the July 31, 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.

C. Fund Transfers

Ms. Ritchey requested approval to transfer the Board approved budget of \$285,250 from the General Fund to the Facility Financing Fund for repayment of the Certificates of Participation.

Ms. Ritchey said that during the June discussion of the Guaranteed Maximum Price (GMP) it was noted that the costs for RFC Contracting's Owner's Representative Services would be charged to the Building Fund and those for EA Group (hazardous materials consulting) would be charged to the Facility Fund. Some of these expenditures were previously charged to the opposite funds. Ms. Ritchey requested approval to move these expenses to the correct fund. The total being moved would be \$140,625 for RFC Contracting and \$2,900 for EA Group.

2020-41 Mr. Cicarella moved and Mr. Meinhard seconded the motion to transfer \$285,250 from the General Fund to the Facility Financing Fund to cover the year-end payment.

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

Nays: None. Motion carried.

2020-42 Mr. Gleisser moved and Ms. Hirsch seconded the motion to transfer \$2,900 from the Building Fund to the Facility Fund and \$140,625 from the Facility Fund to the Building Fund.

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

Nays: None. Motion carried.

Director's Report

Ms. Switzer provided a brief update about the Forward Together leadership meeting in preparation for the September Task Force meeting. She noted that a topic of discussion will be rearranging the Vision Plan priorities in response to the pandemic.

A. Public Service Update

Ms. Brodar said that based on testing being conducted by Battelle as part of the REopening Archives, Libraries, and Museums (REALM) Project and new recommendations from the Ohio Library Council, the Library is now quarantining returned materials for 96 hours before processing them, and not currently circulating magazines.

Curbside pickup of physical library materials continues to be popular. Customers can also pick up voter registration forms, summer reading prizes, and computer printouts.

Circulation of e-media has decreased slightly since the circulation of physical materials has resumed. Total circulation is still only at half of the volume it was at this time in 2019.

Virtual programming continues and successful drive-up voter registration events were held at Main and Woods. Community engagement also continues virtually, including hosting a SGORR Community Space meeting on July 23 as part of a series of conversations bringing community members together to talk about race and engage with others.

Ms. Brodar reported that the Library is preparing the Computer Center at Main to be ready to open to the public. Plexiglas barriers have been installed and the computers are spaced farther apart. Occupancy trackers have been installed to ensure the Library does not exceed the reduced maximum occupancy. Ms. Switzer noted that the biggest concern is having the staff necessary to reopen. Staff will leave the separate "pods" they are currently working in to ensure there is adequate staff coverage for increased service.

B. Policies: FMLA Leave Expansion and Emergency Paid Sick Leave Policy, Emergency Closing Policy, Quarantine Requirements after Travel during a Public Health Emergency Policy

Ms. Cullers led a discussion about the FMLA Leave Expansion and Emergency Paid Sick Leave Policy that was drafted in response to legal changes put in place after the pandemic began. Although the policy itself is a new policy, the Library has been compliant with legal requirements from the time the law went into effect.

Ms. Cullers said that although much of the policy simply reflects the legal requirements, there were some specific areas where the employer needed to choose paid time off options. The policy also includes key statements to make employees aware of their responsibilities, such as following our regular call off policies and notifying them that committing fraud to receive leave will result in all appropriate disciplinary action against them.

The Quarantine Requirements after Travel during a Public Health Emergency Policy was created to help ensure the Library is providing a safe workplace for staff, to outline what type of leave is taken for travel advisories and travel orders, and to notify staff of the consequences for failing to follow the policy.

Ms. Switzer noted that the Emergency Closing Policy was revised to include information on decision-making related to closing in a public health emergency and implementing the procedures outlined in the Public Health Emergency Preparedness Plan.

2020-43 Dr. Rashid moved and Ms. Hirsch seconded the motion to approve the FMLA Leave Expansion and Emergency Paid Sick Leave Policy, Emergency Closing Policy, and Quarantine Requirements after Travel during a Public Health Emergency Policy as submitted.

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

Nays: None. Motion carried.

New Business

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

General Fund (101-6510)

David Lusenhop

In addition to Renovation Sale purchases \$98

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Reyna Korman Horner \$25

Barbara Luton Fund (207-6510)

Donated entry fee for COVID-19 cancelled Barbara
Luton Art Show

Greer Hopkins	\$30
Sandra Johnson	\$30
Karin Marleen Dijkstra	\$30
Philip Bailin	\$30
Kelly Beck	\$30
Alexandra Brin	\$30
Chuck Delpapa	\$30
Leslye Discont Arian	\$30
Jacqueline Kahane Freedman	\$30
Margaret S. Heydorn	\$30
Amy Lewandowski	\$30
Sheila Reingold	\$30
Patricia Schroeder	\$30
Jane Sydney	\$30
Alexis Wachter	\$30

2020-44 Mr. Gleisser moved and Mr. Meinhard seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

No Activity

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Hirsch seconded the motion to adjourn the virtual regular board meeting at 8:07 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, September 21, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary