

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Special Meeting (Virtual)  
August 27, 2020

Virtual Access Information

Livestreamed Zoom Meeting: <https://tinyurl.com/SHPL-Spec-08>

Attendance

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

Members Absent: Ms. Katz, Dr. Rashid

Staff Present: Ms. Ritchey, Ms. Switzer

Mr. Bertsch called the virtual special meeting of the Shaker Heights Public Library Board of Trustees to order at 6:41 p.m.

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

Fiscal Officer's Report

Fund Creation – Coronavirus Relief Fund (CRF) Public Library Assistance Program Grant (CFDA 21.019)

Ms. Switzer reported that the Ohio Office of Budget and Management (OBM) is distributing Coronavirus Relief Funds (CRF) provided to the state from the US Department of Treasury as part of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

The CARES Act requires that the payments from the CRF only be used to cover expenses that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the government; and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Shaker Heights Public Library has applied for these funds in the amount of \$50,000 to be used at the Main Library and Bertram Woods Branch. Funds are allocated based on the number of libraries in the system and can be used for system-wide needs. The revenue and expenditures must be tracked in a separate Fund and any funds remaining after the close-out reporting is completed must be returned to the Office of Budget and Management.

Since the Library may be reimbursed for expenses incurred as of March 1, 2020, the applicable expenses will be transferred to the new Fund.

Ms. Switzer said that to date the Library has spent just over \$9,000 on PPE and cleaning/sanitizing products, physical distancing supplies and signage, occupancy tracking equipment, as well as remote and curbside services, including Zoom licenses. Staff is in the process of planning for other purchases, including touchless precautions for restrooms.

The Fund will need an approved budget for revenues and expenditures in the amount of \$50,000.

2020-45 Ms. Hirsch moved and Mr. Cicarella seconded the motion to motion to approve creating a new Fund for the Coronavirus Relief Fund (CRF) Public Library Assistance Program revenue and expenditures, establish a budget of \$50,000 in revenues and expenditures for the fund, and transfer eligible expenses into the Fund for reporting to OBM .

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

### Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Gleisser seconded the motion to adjourn the special board meeting at 6:55 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, September 21, 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