

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting (Virtual)  
September 21, 2020

Virtual Access Information

Livestreamed Meeting: <https://tinyurl.com/SHPL-Sep-20-Board>

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

Mr. Meinhard arrived at 6:38 p.m.

Approval of Minutes

2020-45 Ms. Hirsch moved and Dr. Rashid seconded the motion to approve the minutes of the August 17, 2020 Regular Board meeting and the August 27, 2020 Special Board meeting.

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

Nays: None. Motion carried.

Construction Update

Mr. Kellogg from Turner Construction provided the 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.

President's Report

Mr. Bertsch reported that the regular leadership breakfast with the Vice Mayor and School Board President went well.

Mr. Bertsch said that T-Mobile, who purchased Sprint in the last several months, has not completed the chimney repairs required by the lease, although Sprint acknowledged that the repairs are their responsibility over a year ago. Mr. Bertsch and Mr. Cicarella are in discussion with Ms. Switzer and Mr. Riachi regarding appropriate next steps in escalating the issue.

Fiscal Officer's Report

## A. Public Library Fund (PLF) Report

Ms. Switzer reported that the August 2020 PLF distribution was 14.7% above the June 2020 estimate. Year-to-date Shaker Library has received \$18,673 less than budgeted for the year.

## B. Financial Statements – August 31, 2020

Ms. Ritchey reviewed the August 2020 financial statements.

**General Fund through August 2020**

Total 2020 Operating Revenue	\$ 4,746,963.79
Total 2020 Operating Expenditures	\$ 2,903,326.73

**All Funds through August 2020**

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 5,160,045.41
2020 Expenditures	\$ 3,790,624.03
Unexpended Balance	\$16,551,894.85
Encumbrances	\$ 2,885,727.82
Unencumbered Balance	\$ 13,666,167.03

2020-46 Dr. Rashid moved and Mr. Gleisser seconded the motion to accept the August 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. Cleveland Foundation Fund Statement

Ms. Ritchey reported that Cleveland Foundation Fund started the year with a balance of \$156,957.67. As of June 30, 2020, the balance is \$150,605.69, which is an increase of \$13,558.21 over the March 2020 balance of \$137,047.48. Year-to-date, the net decrease to assets is \$6,351.98.

## D. Year-end Projection Report

Ms. Ritchey provided the year-end projections for the General Fund. The library is still on track for revenues in excess of expenditures at the end of 2020.

Director's Report

## A. Public Service Update

Ms. Switzer reported that on September 1, 2020 the Main Library opened for public use of computers, copy/scan/fax machines, and restrooms. Safety measures in place include requiring masks, physical distancing measures, health and hygiene reminders, and Plexiglas barriers at the service desk in the computer room.

She noted that both Main Library and the Bertram Woods Branch will open to the public for browsing, in-person reference service, and lobby service on September 22, 2020. Public computer use will resume at Bertram Woods at that time as well. Library materials continue to be quarantined for four (4) days after their return. Curbside pickup will continue after the buildings open for browsing.

Mr. Gleisser departed at 7:37.

- B. Policies: Personnel Policy (first review), Library Programs and Classes Policy, Record Retention Policy

Ms. Switzer reviewed the key changes to the Personnel Policy.

The Library Programs and Classes Policy has been updated to include information related to online programming.

The Record Retention Policy was updated to reflect changes made to retention of Worker's Compensation records, based on a recommendation from Mr. Bertsch.

2020-47 Mr. Cicarella moved and Ms. Hirsch seconded the motion to approve the Library Programs and Classes Policy, and the Record Retention Policy as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, 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)		
James Szabo		\$500
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Paul Zimmerman		\$25
In memory of Marguerite "Kris" Ochs		\$25
In honor of the wedding of Amy Goetz & David Steffin		\$25
Randy Kammer & Jeff Wollitz		
In memory of Margaret Murphy		\$25
Randy Kammer & Karl Kammer		
In memory of Rita Polland		\$25
In honor of the wedding of Bruce Ratner & Linda Johnson		\$25

2020-48 Ms. Katz moved and Mr. Meinhard seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

End of Employment:

Candice Avery, Library Assistant Computer Center, level 106, full-time, effective 8/14/20

Kristina Hurd, Circulation Services Assistant, level 106, half-time, effective 8/15/20

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 8:25 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, October 19, 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