

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
November 16, 2020

Virtual Access Information Livestreamed Meeting: <https://tinyurl.com/SHPL-Bd-11-20>

Attendance

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

Members Absent: Ms. Hirsch, 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 6:30 p.m.

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

Approval of Minutes

2020-55 Mr. Meinhard moved and Mr. Cicarella seconded the motion to approve the minutes of the October 19, 2020 Regular Board meeting as submitted.

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

Construction Update

Mr. Kellogg from Turner Construction provided the monthly construction update. The boilers passed inspection on Thursday November 12, 2020, one day prior to their target date. The boilers will be controlled manually through phase one. At this time the project remains on schedule for Substantial Completion on October 27, 2021.

A. Foundation Drain Report

Mr. Kellogg reviewed the foundation drain report and recommendations. The GMP includes a \$10,000 owner allowance to investigate and repair the foundation drain, which is clogged near the east entry doors. The drain at the bottom of the new area well was connected to the existing downspout line. Mr. Kellogg said that since the drain was connected to the downspout the basement has remained dry, even in heavy rain. The team will continue to monitor the area for problems.

B. Window Test Results and Recommendations

The construction team presented the window test results and recommendations for repairing the windows. They have finalized two rounds of mock ups revising the flashing around the windows. With the second round, the modified flashing worked as intended, but additional masonry work is necessary at the open joints to prevent water leakage. This revised plan will reduce the cost of the window replacements

previously quoted. Mr. Riachi noted that the net savings is still being reviewed. Ms. Katz requested a written report with photographs, mockups, and test results.

C. Change Order Ratification

Ms. Switzer presented potential change orders (PCO) 3, 6, 7, 8, and 15, totaling \$42,506, for ratification by the full Board. PCO #3, 6, and 7 were discussed at the October meeting. PCO #8 is to replace the existing circuit breakers, as they are brittle and some are not tripping during an over-current. PCO #15 is to replace sprinkler heads that were recalled by Tyco, the manufacturer, in 2001. Mr. Riachi noted that so much time has passed since the recall that Tyco’s financial liability has ended and they are no longer required to replace units. Mr. Cicarella volunteered to work with Mr. Riachi to attempt to get reimbursement from Tyco for the recalled sprinkler heads. Ms. Switzer noted that the PCOs were discussed with the Board President as well as the Building Committee prior to approval.

2020-56 Ms. Katz moved and Mr. Gleisser seconded the motion to ratify PCO #3 for the Lower level Masonry Removal in the amount of \$2,608, PCO #6 to change the break room door to fit the available space in the amount of \$996, PCO #7 for the bulkhead support for room 43 in the amount of \$966, PCO #8 to replace existing breakers in the amount of \$8,511, and PCO #15 to replace defective sprinkler heads in the amount of \$29,425 as submitted.

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

President’s Report

Mr. Bertsch reported that he continues to meet regularly with the Vice Mayor and School Board President. The Forward Together Leadership Group continues to meet regularly.

Fiscal Officer’s Report

A. Public Library Fund (PLF) Report

Ms. Switzer reported that the October 2020 PLF distribution was 11.4% above the Ohio Department of Taxation’s (ODT) June 2020 estimate and 0.2% less than October 2019. Year-to-date Shaker Library has received \$21,258 less than budgeted for the year.

B. Financial Statements – October 31, 2020

Ms. Ritchey reviewed the October 2020 financial statements.

General Fund through October 2020

Total 2020 Operating Revenue	\$ 6,048,183.75
Total 2020 Operating Expenditures	\$ 3,477,103.13

All Funds through October 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 6,464,873.57
2020 Expenditures	\$ 5,077,415.57
Unexpended Balance	\$16, 569,931.47
Encumbrances	\$ 2,018,873.12
Unencumbered Balance	\$ 14,551,058.35

2020-57 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the October 31, 2020 financial statements as submitted.

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

C. 2021 Tax Advance Resolution

The library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes.

2020-58 Mr. Cicarella moved and Mr. Meinhard seconded the motion to request from the County Fiscal Officer to draw, and to pay by draft or through wire transfer to the Fiscal Officer of the library, all funds due to the Shaker Heights Public Library that may be in the County Treasury for the year 2021, except such amount that may be required by law to be paid to State authorities.

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

D. Cleveland Foundation Fund Statement – Third Quarter

Ms. Ritchey presented the third quarter Cleveland Foundation Fund Statement. The fund started the year with a balance of \$156,957.67. As of September 30, 2020 the balance is \$161,189.78, which is an increase of \$4,232.11 year-to-date.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. 2021 Salary Pay Ranges

Ms. Switzer presented the salary pay ranges for 2021. Because the minimum wage increase is effective January 1, 2021, which is in the December 20, 2020 to January 2, 2021 pay period, Ms. Switzer recommended that the new scale be effective December 20, 2020 in order to avoid changing pay rates in the middle of a pay period.

2020-59 Mr. Cicarella moved and Ms. Katz seconded the motion to approve the 2021 Salary Pay Ranges as submitted, effective December 20, 2020.

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

Nays: None. Motion carried.

C. 2021 Technology Plan, First Review

Ms. Switzer reviewed the draft 2021 Technology Plan.

D. Benefits Update

Ms. Cullers reported that the library had a seamless transition to the Stark County Council of Governments (COG) consortium for the library’s benefits plans in January of 2020. Since joining the COG, staff have benefited from a much lower deductible of \$250 per year as well as two premium free months. The premium holidays in March and November of this year will save the Library over \$49,000 in premium. The increase in premium for the 2020-2021 plan year was 3.85% for medical coverage, with no change for dental.

E. Policies: Personnel Policy (third review)

Ms. Switzer reviewed the key changes to the Personnel Policy. Mr. Bertsch has reviewed the policy in its entirety and recommends its approval.

2020-60 Ms. Katz moved and Mr. Gleisser seconded the motion to approve the Personnel Policy as submitted.

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

Nays: None. Motion carried.

New Business

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

Frances Belman Fund (210-6110)

Marilyn Gardner

In honor of Marsh Moses’ Birthday \$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Henry Grimes Sr. \$25

2020-61 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, Mr. Gleisser, Ms. Katz, Mr. Meinhard

Nays: None. Motion carried.

B. Personnel Action

End of Employment:

Dorothy Embry, Circulation Services Assistant, half-time, level 106, effective
10/9/2020

Larry Simmons, Maintenance Specialist, full-time, level 107, effective
10/8/2020

C. Other New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Mr. Meinhard seconded the motion to adjourn the virtual regular board meeting at 8:14 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, December 21, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary