

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

Virtual Access Information Livestreamed Meeting: <https://tinyurl.com/SHPL-Board-12-20>

Attendance

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

Staff Present: 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, Ms. Hirsch, Ms. Katz, Mr. Meinhard, Dr. Rashid

Mr. Gleisser arrived.

Approval of Minutes

2020-62 Dr. Rashid moved and Ms. Katz seconded the motion to approve the minutes of the November 16, 2020 Regular Board meeting as submitted.

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.

A. Window Test Results

Mr. Riachi provided an update regarding the window test results. Based on testing results, masonry repair and tuck-pointing is recommended at an additional 12 windows. The revised method of repair will allow additional windows to be treated while still saving approximately \$12,000 from the original plan.

B. Potential Change Order Ratification

Ms. Switzer presented change orders for ratification.

PCO #11 to install new drywall at the atrium 101 upper walls. After removing the wall panels and sconces in the atrium, it was discovered that the wall underneath was brick. The cost to install new drywall over the areas of exposed brick are \$11,044.

PCO #12 create new custodial closet. The old custodial closet and slop sink was in an area that was demolished to make room for the new passport room and staff office. The cost to create the new closet is \$12,650.

PCO #33 to install resilient flooring in the larger meeting rooms (E&F) instead of carpet. It was the intent to have resilient flooring in these areas, but was inadvertently bid out as carpet. The cost to upgrade to resilient flooring is \$3,174.

The total impact on the construction budget is \$26,868 as a reduction to the buyout savings. This does not affect the GMP. The remaining buyout savings after these costs are \$55,114.

2020-63 Mr. Gleisser moved and Ms. Katz seconded the motion to ratify the Potential Change Orders as submitted.

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

Nays: None. Motion carried.

#### C. Renovation Technology Overview

Ms. Brown presented an overview of the technology planned for the renovation.

#### President's Report

##### A. Nominations Committee Chair Appointment

Mr. Bertsch appointed Mr. Cicarella and Mr. Gleisser to the nominations committee.

##### B. Diversity, Equity, and Inclusion Committee

Mr. Bertsch created a Diversity, Equity, and Inclusion Committee and appointed Dr. Rashid to chair the committee.

##### C. Sprint/T-Mobile Update

Mr. Bertsch reported that he sent T-Mobile a letter December 3, 2020 advising them that if the longstanding lease violation is not remedied in full or remedial action begun promptly, the Library intends to terminate the lease agreement.

Mr. Riachi reported that a new district manager has been appointed from T-Mobile and he anticipates them being responsive to their obligations.

Ms. Katz departed the meeting at 7:59.

#### Fiscal Officer's Report

##### A. PLF Report

Ms. Switzer reported that as of November 30 Shaker Library received \$15,997 less than budgeted for the year.

B. Financial Statements – November 31, 2020

Ms. Ritchey reviewed the November 2020 financial statements.

**General Fund through November 2020**

Total 2020 Operating Revenue	\$ 6,190,587.94
Total 2020 Operating Expenditures	\$ 3,726,073.64

**All Funds through November 2020**

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 6,608,383.91
2020 Expenditures	\$ 6,124,047.12
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Unexpended Balance	\$15,666,810.26
Encumbrances	\$ 1,444,396.04
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Unencumbered Balance	\$ 14,222,414.22

2020-64 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the November 30, 2020 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2020 Year-End Projections

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

D. 2020 Final Appropriation Budget and Transfer to Special Funds

Ms. Ritchey presented the increase to the revenues and expenditures of the COVID grant fund budget to reflect the interest to be allocated. The budgeted transfers to the Building and Vehicle Fund of \$390,000 and to the Technology Fund of \$300,000 were presented for approval.

2020-65 Mr. Cicarella moved and Mr. Meinhard seconded the motion to approve the Final Appropriations budget as submitted. Also, to approve the transfer of \$390,000 from the General Fund to the Building and Vehicle Fund and \$300,000 from the General Fund to the Technology Fund.

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

Nays: None. Motion carried.

## E. 5-Year Financial Forecast

Ms. Ritchey presented the updated 5-Year Forecast.

## F. 2021 Temporary Appropriation Budget and 2021 Raises

Ms. Ritchey presented the 2021 Temporary Appropriation Budget and 2021 Raises for review and approval. The budget includes a three percent raise for all staff.

<b>2021 Temporary Appropriation General Fund</b>	
<b>Revenue</b>	
PLF	1,436,870
Property Taxes	4,072,500
HERB	390,500
Fines and Fees	31,855
Interest Earnings	18,000
Donations	100
Miscellaneous	2,760
<b>Total Revenue</b>	<b>\$ 5,952,585</b>
<b>Advance In</b>	
<b>Total Revenue &amp; Transfer In</b>	<b>\$ 5,952,585</b>
<b>Expenditures</b>	
Salaries and Benefits	3,039,823
Supplies	74,235
Purchased Services	823,121
Materials	553,055
Capital	14,055
Other	34,805
<b>Total Expenditures</b>	<b>\$ 4,539,094</b>
<b>Transfers to Capital Funds</b>	<b>300,000</b>
<b>Transfers for Security Repayment</b>	<b>802,450</b>
<b>Advance Out</b>	
<b>Expenditures &amp; Transfers</b>	<b>\$ 5,641,544</b>
<b>Surplus/(Deficit)</b>	<b>\$311,041</b>

<b>2021 Temporary Appropriation Special Funds</b>		
	<b>Revenue</b>	
	204 - Walter N. Lawson Trust	-
	205 - Elaine Boots Fisher Trust	-
	206 - Sheldon Skip Baumoe	-
	207 - Barbara Luton Art Fund	-
	208 - Bertram Woods Branch	-
	209 - Marilyn Kammer Fund	-
	210 - Frances Bellman Fund	-
	211 - Friends of Shaker Library	-
	212 - MyCom - OST Grant	-
	214 - LSTA Grant	-
	219 - Ruth Levenson Fund	-
	220 - COVID 19 - CARES CRF	-
	221 - Vending	-
	401 - Building & Vehicle Fund	100,000
	403 - Technology Fund	200,000
	404 - Facility Fund	-
	405 - Facility Financing Fund	802,450
<b>Nov 2020 Unencumbered Balance</b>	<b>Total Revenue</b>	<b>\$1,102,450</b>
	<b>Expenditures</b>	
12,483.10	204 - Walter N. Lawson Trust	3,500
1,716.56	205 - Elaine Boots Fisher Trust	500
882.90	206 - Sheldon Skip Baumoe	500
25,363.93	207 - Barbara Luton Art Fund	-
12,644.03	208 - Bertram Woods Branch	2,500
1,699.08	209 - Marilyn Kammer Fund	1,000
684.37	210 - Frances Bellman Fund	260
8,258.21	211 - Friends of Shaker Library	5,000
9,651.37	212 - MyCom - OST Grant	8,700
0.00	214 - LSTA Grant	-
7,559.71	219 - Ruth Levenson Fund	500
9.80	220 - COVID 19 - CARES CRF	-
3,226.78	221 - Vending	1,000
599,788.04	401 - Building & Vehicle Fund	350,000
481,823.20	403 - Technology Fund	447,442
7,538,808.14	404 - Facility Fund	7,151,654
4,050.73	405 - Facility Financing Fund	802,450
<b>\$8,708,650</b>	<b>Total Expenditures</b>	<b>\$8,775,006</b>

2020-66

Ms. Hirsch moved and Mr. Gleisser seconded the motion to approve the 2021 Temporary Appropriation Budget including a three percent

2021 raise for all staff effective with the January 15, 2021 pay date, as submitted.

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

Nays: None. Motion carried.

G. 2021 Contracts and Purchases over \$50,000

Ms. Ritchey reported the following providers are used regularly for purchases by the Library. She requested authorization to use these providers during 2021 for purchases in excess of \$50,000.

- Brodart (Library Materials)
- Cleveland Public Library (CLEVNET)
- Cuyahoga County Auditor (Property Tax Collection Fees)
- Ingram (Library Materials)
- Midwest Tape (Library Materials)
- OPERS (Employee Retirement)
- OverDrive, Inc. (Library Materials)
- Stark County Council of Governments (Employee Benefits)
- The Huntington National Bank (COPs Payment)
- The Illuminating Company (Utilities)

2020-67 Mr. Meinhard moved and Dr. Rashid seconded the motion to authorize annual expenditures over \$50,000 per year as listed above and within the approved budget as submitted.

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

Nays: None. Motion carried.

H. Main Library Renovation Furniture and Technology Purchases

Main Library Renovation Furniture

Ms. Switzer said that library staff have been working with the design team to select the furniture, fixtures, and equipment for the Main Library Renovation. Some furniture will be ordered in 2020 for use during Phase 2 of construction because there is a significant lead time for many of the pieces. The remaining FF&E will be purchased in 2021 for use when the project is complete.

The appropriations budget includes the full FF&E costs for the project. Funds for 2020 purchases have already been appropriated. However, the library is spending at least \$50,000 with two of the furniture vendors, so purchases from those vendors require separate approval:

<u>Vendor</u>	<u>Phase 1</u>	<u>Phase 2</u>	<u>Total</u>
e4b	\$76,063	\$61,281	\$137,344
Ohio Desk	\$100,000	\$150,000	\$250,000

Technology

Ms. Switzer said that the technology plans for renovation are detailed in the 2021 Technology Plan, which had the first review at the November Board meeting. The 2021 Temporary Appropriation Budget includes the technology purchases for the project.

Currently the library plans to spend at least \$50,000 with three technology vendors in 2021, so they require separate approval.

- Solutionz – \$151,000
  - Meeting room audio-visual equipment \$135,700
  - Meeting rooms digital signs and software \$ 16,000
- CDWG and GovConnections - \$140,000
  - All hardware purchases such as printer replacements, computers, laptops, monitors, digital screens and mounts, phones, and misc. will be purchased from these two vendors. Determination of which vendor to purchase from will be made based on pricing at the time of purchase.

2020-68 Mr. Cicarella moved and Mr. Meinhard seconded the motion to authorize the following purchases:

FF&E:

- E4b \$137,344
- Ohio Desk \$250,000

Technology:

- Solutionz \$151,000
- CDWG and GovConnections \$140,000

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

Nays: None. Motion carried.

I. Revised Financial Statements

Ms. Ritchey said that prior to submitting the Temporary Appropriations to the Board of Trustees for Approval in December, the transfers to the Building and Vehicle Fund and the Technology Fund were reversed. This was not updated in the accounting system and has been misrepresented in the budget column of the financials since that time. The approval was for \$390,000 to be transferred to the Building and Vehicle Fund and \$300,000 to be transferred to the Technology Fund.

The budgeted revenues for Funds 401 and 403 are being updated to reflect what was approved in December. No other changes have been made to these monthly financial statements.

2020-69 Mr. Gleisser moved and Mr. Meinhard seconded the motion to approve the revisions to the January through October financials as submitted.

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

Nays: None. Motion carried.

#### Director's Report

##### A. Director's Report

Ms. Switzer reviewed her written report.

##### B. 2021 Technology Plan

Ms. Brown presented the 2021 Technology plan.

2020-70 Mr. Cicarella moved and Ms. Hirsch seconded the motion to approve the 2021 Technology Plan as submitted.

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

Nays: None. Motion carried.

##### C. Quarantine Requirements after Travel During a Public Health Emergency Policy

Ms. Switzer said that the policy was revised to refer to current CDC guidelines, rather than a specific time period for quarantine. In addition, due to the uncertainty around future changes in the law regarding emergency paid sick leave, language was added specifying that this leave could be used during a travel order "if available."

2020-71 Mr. Gleisser moved and Ms. Hirsch seconded the motion to approve the Quarantine Requirements after Travel during a Public Health Emergency Policy as submitted.

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

Nays: None. Motion carried.

##### D. 2021 Board of Trustees Meeting Schedule

Ms. Switzer reviewed the calendar for 2021.

2020-72 Mr. Meinhard moved and Mr. Cicarella seconded the motion to approve the 2021 Board of Trustees Meeting Schedule as submitted.

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

Nays: None. Motion carried.



New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Willie Young

\$50

2020-73 Mr. Meinhard moved and Dr. Rashid seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Allison Black, Community Engagement Specialist: Adult Services, level 111, full-time, effective 11/2/2020

C. Executive Session

2020-74 Mr. Meinhard moved and Dr. Rashid seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 8:36 p.m.

Trustees returned to regular session at 8:52 p.m.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Gleisser seconded the motion to adjourn the virtual regular board meeting at 8:55 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, January 25, 2021 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