

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
January 25, 2021

Virtual Access Information Livestreamed Meeting: <https://tinyurl.com/SHPL-Bd-01-2021>

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 regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:45 p.m.

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

Approval of Minutes

2021-07 Mr. Gleisser moved and Ms. Hirsch seconded the motion to approve the minutes of the December 21, 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. Potential Change Order Ratification

Ms. Switzer presented two change orders for ratification by the Board of Trustees.

PCO #32 Relocate IT Rack in Sprinkler Room. The current IT wiring rack in the basement is a half-rack mounted in a small basement closet. It does not have the capacity to manage all of the new equipment and network cables that need to run through it. The library owns an unused full rack that will replace the half-rack and be located in the larger adjacent room. The cost for PCO 32 is \$5,148.

PCO #41 Repairs to Dry Fire Protection System Pipe Leaks. Several leaks have been found in the dry fire protection system pipes. Some piping running through the walls. The cost to repair the identified leaks is \$13,823. If additional leaks are discovered, the cost could increase.

The total cost for PCOs 32 and 41 is \$18,971. The costs for these PCOs will be deducted from the buyout savings the library has accumulated as contingency, so

the cost does not change the GMP. The cumulative buyout savings to date is \$55,114. The remaining buyout savings after these costs are deducted is \$36,143.

2021-08 Ms. Katz moved and Mr. Gleisser 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.

B. Construction Contingency: Ceiling Grid

Ms. Switzer reported that Turner Construction is requesting the use of \$13,000 from the Construction Manager Contingency to provide and install a new grid system throughout the building in lieu of trying to fix and patch/match the existing ceiling grid.

Mr. Riachi carefully reviewed the scope and cost of the work. He noted that the work was reasonably inferable from the Drawings but not specifically shown and therefore their request is justifiable. Mr. Bertsch and Ms. Switzer reviewed the request and approved it.

This is the first request they have made for such use and the remaining contingency is \$203,793.

C. Closing Main Library to move to Phase II of Construction

Ms. Switzer requested closure of the Main Library for two weeks to allow the library to move from phase one to phase two of the project. The Bertram Woods Branch would remain open with current hours.

2021-09 Mr. Cicarella moved and Mr. Gleisser seconded the motion to approve closing the Main Library from Thursday March 18, 2021 through Wednesday March 31, 2021 to move from phase one to phase two of the Main Library Renovation Project.

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 noted that Sprint/T-Mobile representatives have been responsive to his letter regarding the repairs for which they are responsible. He anticipates Sprint/T-Mobile will be issuing a purchase order for the work and resolve the issues when the weather permits in early spring.

Mr. Bertsch reported that he and Ms. Switzer met with the Forward Together leadership team to discuss facility planning and the library's role. He said he also had a regular meeting with the School Board President and Vice Mayor.

Fiscal Officer’s Report

A. Financial Statements – December 31, 2020

Ms. Ritchey reviewed the December 2020 financial statements.

General Fund through December 2020

Total 2020 Operating Revenue	\$ 6,375,509.00
Total 2020 Operating Expenditures	\$ 4,804,324.08

All Funds through December 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 7,485,866.07
2020 Expenditures	\$ 7,966,538.96
Unexpended Balance	\$14,701,800.58
Encumbrances	\$ 838,693.51
Unencumbered Balance	\$ 13,863,107.07

2021-10 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the December 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.

B. Credit Card Rewards Report

Ms. Ritchey provided the annual credit card rewards report for 2020.

C. 2021 Certificate of Estimated Resources

Ms. Ritchey shared the County Budget Commission Certificate of Estimated Resources based on the 2021 budget approved by the Board of Trustees at the December 2020 meeting.

Director’s Report

A. Director’s Report

Ms. Switzer reviewed her written report.

B. Personnel Policies: 760 Vehicle/Driving Policy and 872 Emergency Closing

Ms. Cullers shared revisions to two personnel policies.

2020-70 Dr. Rashid moved and Ms. Katz seconded the motion to approve the revisions to the Personnel Manual.

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

Nays: None. Motion carried.

C. 2020 Usage Statistics

Ms. Brodar provided the Fourth Quarter 2020 and Annual Usage Statistics for the library.

New Business

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

General Fund (101-6510)

Linda Wilson	\$250
Bailey Wells	\$200
Toni & Donald Scherzer	\$100
Bryan Christman	\$50

Frances Belman Fund (210-6110)

Michael & Marilyn Gardner	
In celebration of Hanukkah with Lauren Gardner and Kaben Schwartz	\$25
In celebration of Hanukkah with Jacob Gardner and Carol Lopes	\$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer	
In honor of Alan Abramowitz receiving the Award of Excellence from the SASA/GAL Association for Children	\$25
In memory of Paul Joseph	\$25
In memory of Paul Rothstein	\$25

2021-11 Mr. Gleisser moved and Ms. Hirsch 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

Hired:

Richard Morcus, Maintenance Specialist, full-time, level 107, effective 12/21/2020

End of Employment:

Lauren Webster, Adult Services Associate, half-time, level 109, effective 12/5/2020

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Dr. Rashid seconded the motion to adjourn the virtual regular board meeting at 8:00 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, February 15, 2021 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary