

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
July 19, 2021

Attendance

Members Present: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Members Absent: Mr. Cicarella, Ms. Katz

Staff Present: Ms. Brodar, Ms. Ritchey, Ms. Switzer, Implementation Team

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:42 p.m. in the Stephanie Tubbs Jones Community Building

Roll Call: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Approval of Minutes

2021-48 Dr. Rashid moved and Dr. Rogen seconded the motion to approve the minutes of the June 21, 2021 Regular Board meeting as submitted.

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

Nays: None. Motion carried.

Forward Together

Mr. Zannoni provided an update regarding Forward Together.

Mr. Meinhard arrived at 6:52.

Construction Update

Mr. Kellogg from Turner Construction reviewed the monthly construction update.

A. Construction Contingency Usage

Ms. Switzer reported that an additional \$14,265 has been used by Turner Construction from the Construction Contingency. The following items were charged to the construction contingency:

PCO 37 – Chilled Water Risers/Pipe Re-route - \$2,590

PCO 80 – Acrylic Plaster Ceiling at Entry Vestibule - \$3,889

PCO 95 – Reading Room 210 Ceiling Demo - \$2,887

PCO 99 – Demo Existing Door and Frame (1st Floor) - \$736

PCO 103 – Air Curtain Operation - \$1,832

PCO 104 – Cracked Cast Stone Repair - \$719

PCO 105 – Air Curtain Pipe Enclosure - \$1,286

PCO 107 – Remove Transfer Fan from Electric Room to Corridor 250 - \$326

There is \$102,528 remaining of Turner's share of the construction contingency after these items are deducted.

B. Change Order Ratification

Ms. Switzer presented one construction change order for ratification by the Board of Trustees totaling \$7,760.

PCO 88 East entrance door S102C replacement, Cost: \$7,760

The east entrance door does not close and lock properly so the door needs to be replaced. However, the existing framing, transom, and sidelight will remain.

The costs for this PCO will be deducted from the owner contingency, so the cost does not change the GMP. There is \$173,353 of total construction contingency remaining after this PCO, including \$70,825 for owner work.

2021-49 Mr. Meinhard moved and Dr. Rogen seconded the motion to ratify the Potential Change Order as submitted.

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

Nays: None. Motion carried.

C. Library Design Associates – Additional Canopy Tops

The library contracted with Library Design Associates (LDA) to furnish, modify and install shelving, end panels, and canopy tops, as well as moving and storage of the shelves during construction for a total cost of \$139,842.

Additional canopy tops and end panels will be necessary. The additional cost quoted from LDA is \$6,146. This additional cost will be funded from the furniture contingency and will not increase the overall project budget.

2021-50 Mr. Meinhard moved and Dr. Rogen seconded the motion to approve the Library Design Associates quote for additional canopy tops and end panels for \$6,146 as submitted.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch said he received a settlement agreement from Sprint/T-Mobile. They requested the library sign this agreement which relieves them from future responsibility. After Mr. Bertsch and Mr. Cicarella reviewed the document, they determined it is not in the library's best interest to sign the document. Sprint/T-Mobile has been informed we are not signing the document, as they are required to comply with the lease provisions.

Diversity, Equity, and Inclusion Committee Report

A. Draft Revision of Mission, Vision, Values

Dr. Rashid presented the draft revised Mission, Vision, and Values statements for discussion and approval. Mr. Meinhard recommended a slight revision to the draft Diversity, Equity, and Inclusion Statement. Other trustees concurred.

Mission

Shaker Heights Public Library strengthens our diverse community and transforms lives by bringing together people, information, and ideas.

Vision

Shaker Library is an indispensable community asset that:

- Provides free and equal access to a wide range of resources that meet the diverse needs of our community.
- Prioritizes equity and inclusion.
- Promotes literacy, the joy of reading, and a commitment to lifelong learning.
- Engages with the community and responds to its needs.
- Maintains vibrant and welcoming spaces where people can connect and collaborate.
- Serves as a trusted source of information.
- Helps the community learn, solve problems, and envision the future.
- Preserves and shares Shaker's history.

Values

We value:

- Literacy and lifelong learning
- Intellectual freedom and equal access
- Customer service excellence
- Integrity and accountability
- Innovation
- Diversity, equity, and inclusion
- Outstanding employees
- Our Shaker Heights Community
- Environmental sustainability
- Fiscal responsibility

Diversity, Equity, and Inclusion Statement

We welcome, value, and seek to include people of all races, cultures, religions, socio-economic statuses, ages, visible and invisible disabilities, political and social viewpoints, sexual orientations and gender identities.

We recognize that systemic inequities and barriers exist. We continually strive to dismantle them and provide equitable access for all members of our community and staff.

2021-51 Mr. Meinhard moved and Ms. Hirsch seconded the motion to approve the Mission, Vision, and Values statements as revised.

Roll Call: Ayes: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

B. Observance of Juneteenth Federal Holiday

On June 17, 2021 Juneteenth became a federal holiday. Members of the staff Diversity, Equity, and Inclusion Committee recommend that the library close for Juneteenth each year.

2021-52 Dr. Rashid moved and Dr. Rogen seconded the motion to approve closing the library on Juneteenth as a paid holiday, beginning in 2022.

Roll Call: Ayes: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the June 2021 PLF distribution was 37% more than in the final budget and 60.5% higher than June 2020. Year-to-date the library has received \$90,090 more than in the budget and \$161,756 more than in 2020.

On June 25 the library received the final state PLF estimate for calendar year 2021. The estimate is \$118,099 (7.31%) higher than the final revenue budget.

The new state budget maintains the previous biennium's PLF at 1.7% of the GRF for the next two years and became effective on July 1, 2021.

B. Financial Statements – June 2021

Ms. Ritchey reviewed the June 2021 financial statements.

General Fund through June 2021

Total 2021 Operating Revenue	\$ 3,350,554.56
Total 2021 Operating Expenditures	\$ 2,408,412.89

All Funds through June 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 4,024,847.24
<u>2021 Expenditures</u>	<u>\$ 6,614,950.36</u>
Unexpended Balance	\$12,111,697.46
<u>Encumbrances</u>	<u>\$ 5,355,780.43</u>
Unencumbered Balance	\$ 6,755,917.03

2021-53 Mr. Meinhard moved and Dr. Rogen seconded the motion to accept the June 30, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

C. Facility Fund (404) Budget Adjustment

Ms. Ritchey said the library received \$340.77 in interest in Fund 404 during May and \$301.90 during June, totaling an additional \$642.67. She requested approval of an increase to the revenue and expenditure budget in Fund 404 in the amount of \$642.67.

2021-54 Dr. Rogen moved and Dr. Rashid seconded the motion to accept the increase to the revenue and expense budget for Fund 404 as submitted.

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

Nays: None. Motion carried

D. General Fund Year-End Projections

Ms. Ritchey presented the General Fund Year-End projections.

	2021 Budget	2021 Projected Activity	2021 Budget vs. Projected Variance
Total General Fund Revenue	\$6,154,176.00	\$6,300,843.00	\$146,667.00
Total General Fund Expenditures	\$5,674,830.55	\$5,244,905.00	\$429,925.55
General Fund Surplus (Deficit)	\$479,345.45	\$1,055,938.00	\$576,592.55

E. Five-Year Forecast Variance Analysis

Ms. Ritchey presented the Variance Analysis for the Five-Year forecast presented in March.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Policies: Locations and Hours of Service Policy.

Ms. Brodar reviewed the changes to the policy presented.

2021-55 Dr. Rashid moved and Mr. Meinhard seconded the motion to accept the revised Locations and Hours of Service policy as submitted.

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

Nays: None. Motion carried

New Business

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

General Fund (101-6510)	
Jacobson Multimedia, LLC	\$25

Marilyn Kammer Memorial Fund (209-6510)
Karl, Bobbie, and Randy Kammer
In memory of Stuart Jacobs \$25

2021-56 Dr. Rogen moved and Mr. Meinhard seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Mr. Bertsch, Ms. Hirsch, Mr. Meinhard, Dr. Rashid, Dr. Rogen
Nays: None. Motion carried.

B. Personnel Action

Hired:
Jasmine Flynn, Technology Assistant, half-time, level 14, effective 6/8/21

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Cicarella seconded the motion to adjourn the virtual regular board meeting at 8:06 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, August 16, 2021 at 6:30 p.m. in the Stephanie Tubbs Jones Community Building.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary