

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
August 16, 2021

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid

Members Absent: Ms. Hirsch, Ms. Katz, Dr. Rogen

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m. in the Stephanie Tubbs Jones Community Building.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Dr. Rashid

Approval of Minutes

2021-57 Dr. Rashid moved and Mr. Meinhard seconded the motion to approve the minutes of the July 19, 2021 Regular Board meeting as submitted.

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

Nays: None. Motion carried.

Forward Together Update

Mr. Zannoni provided an update regarding Forward Together.

Construction Update

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

A. Change Order Ratification

Ms. Switzer presented a construction change order for ratification by the Board of Trustees with a cost of \$13,318.

PCO #91 Bulletin 4, Electrical Work, Cost: \$13,318

Bulletin 4 addressed a number of problems with electrical work.

The PCO was reviewed with the Board President, who concurred that it should be approved. There is \$160,035 of total construction contingency remaining after this PCO, including \$57,507 for owner work.

2021-58 Mr. Cicarella moved and Dr. Rashid seconded the motion to ratify the Director's approval of PCO #91 Bulletin 4, Electrical Work for \$13,318.

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

Nays: None. Motion carried.

B. Approval to Close Main Library for Final Move In

The substantial completion date for phase 2 of the Main Library renovation is Wednesday October 27, 2021. From October 27 through November 2, Bialosky and the library will do the punch list walk-through. From November 3 through 16, Turner will complete the items on the punch list. Furniture will be delivered, shelving will be installed, and IT work will also be done during that time.

Ms. Switzer requested permission to close the library from November 17 through November 30 for the final move in.

2021-59 Mr. Meinhard moved and Dr. Rashid seconded the motion to close the Main Library from Wednesday, November 17, 2021 through Tuesday, November 30, 2021 to complete the final move in and set up.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that this month he continued regular biweekly meetings with Vice Mayor Tres Roeder and School Board President Heather Weingart; attended the Library Board Diversity, Equity, and Inclusion Committee meeting; and met with Mayor David Weiss, Director of Economic Development Laura Engelhart, Ms. Switzer, and Ms. Ritchey.

Diversity, Equity, and Inclusion Committee Report

Ms. Maxey reported that the staff DEI Committee is meeting twice per month. This group has identified three priority areas: collection development, programming, and staffing. A work group has been created for each of these areas. Staff have arranged with a vendor for a collection diversity audit, created a listing of DEI-related programming the library has offered to date, and completed a review of DEI-related training library staff have completed to date to help inform planning.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the July 2021 Public Library Fund (PLF) distribution was 21.8% more than budgeted in the final revenue budget and 20.9% higher than July 2020. Year-to-date the library has received \$122,757 more than budgeted in the final revenue budget and \$193,270 more than in 2020.

Ms. Switzer said that the PLF distribution agreement between the nine library systems in Cuyahoga County expires December 31, 2021. On August 3, 2021 directors and fiscal officers of the nine library systems met to discuss the agreement. The group agreed to minimal revisions to the current agreement for another year. All nine library

boards of trustees will need to approve the revised agreement before the end of the year.

B. Financial Statements – July 2021

Ms. Switzer reviewed the July 2021 financial statements.

General Fund through July 2021

Total 2021 Operating Revenue	\$ 4,006,177.66
Total 2021 Operating Expenditures	\$ 2,787,503.28

All Funds through July 2021

Beginning Year balance	\$ 14,701,800.58
2021 Receipts	\$ 4,680,736.30
2021 Expenditures	\$ 7,142,397.08
Unexpended Balance	\$ 12,240,139.80
Encumbrances	\$ 5,162,743.12
Unencumbered Balance	\$ 7,077,396.68

2021-60 Dr. Rashid moved and Mr. Meinhard seconded the motion to accept the July 31, 2021 financial statements as submitted.

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

Nays: None. Motion carried

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Second Quarter Usage Report

Ms. Brodar reviewed the Second Quarter Usage Report.

New Business

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

Frances Belman Fund (210-6110)

Heritage Lake Farm, LLC

In memory of Frances Belman's Birthday \$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of James Francis Tuten \$25

2021-61 Mr. Cicarella 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. Meinhard, Dr. Rashid

Nays: None. Motion carried.

B. Personnel Action

Hired:

Christopher Gedos, Technology Assistant, Level 14, half-time, effective
7/15/2021

End of Employment:

Michael Driscala, Circulation Services Assistant, Level 14, half-time, effective
7/12/2021

Jasmine Flynn, Technology Assistant, Level 14, half-time, effective
7/13/2021

C. Other New Business

Ms. Switzer will arrange for the Board to tour the newly renovated area when it is completed.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved and Dr. Rashid seconded the motion to adjourn the regular board meeting at 8:13 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, September 20, 2021 at 6:30 p.m. in the Stephanie Tubbs Jones Community Building.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary