

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
September 20, 2021

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Members Absent: Mr. Meinhard, Dr. Rashid

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 6:30 p.m. in the Stephanie Tubbs Jones Community Building.

Roll Call: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Approval of Minutes

2021-62 Mr. Cicarella moved and Ms. Hirsch seconded the motion to approve the minutes of the August 16, 2021 Regular Board meeting as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Nays: None. Motion carried.

Forward Together Update

Mr. Myers provided an update regarding Forward Together.

Construction Update

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

A. Construction Contingency Usage

Ms. Switzer reported that Turner Construction requested \$23,965 from their Construction Manager Contingency for the following:

- PCO 90 Repair leak in dry sprinkler system \$432
- PCO 102 Mold remediation and replacing new drywall \$9,054
- PCO 109 Monumental stair stringer distortion \$3,820
- PCO 111 Soffit work at rooms 112, 114, 251, 254, 255, and 257 \$2,844
- PCO 119: Additional Ceiling Tile in Meeting Rooms 241 & 242 \$578
- PCO 132: Subflooring for Meeting Rooms 245 & 246 \$5,330
- PCO 133: Metal Stud Framing for Drywall Ceiling at Entry \$1,907

There is \$76,720 remaining of Turner's share of the construction contingency after these items are deducted.

B. Change Order Ratification

Ms. Switzer presented construction change orders for ratification by the Board of Trustees with a cost of \$36,786.

- PCO 82 Demolish remaining brick, install new galvanized lintels, and replace brick, cost: \$2,080
- PCO 113 Insulation above ceiling grid - lower-level staff offices, cost: \$2,051
- PCO 120 Base cabinets and counter in room 256A and circulation hall wall protection, cost: \$4,518
- PCO 121: Spalled concrete at entry stairs & additional concrete coating at the main entry vestibule, cost: \$3,931
- PCO 124 Security desk modifications, cost: \$1,452
- PCO 129 Dry sprinkler valve & compressor replacement, cost: \$19,540
- PCO 130 School offices additional data drops in room 211, cost: \$1,251
- PCO 137: School offices additional data drops in rooms 212 and 213, cost: \$1,087
- PCO 134 Marker boards & projection screen, cost reduction: (\$401)
- PCO 139 Existing heating hot water valve leaking - Level 1, cost: \$1,277

There is \$104,427 of total construction contingency remaining after these PCOs, including \$27,707 for owner work.

2021-63 Ms. Katz moved, and Mr. Cicarella seconded the motion to ratify the Director's approval of PCO #s 82,113,120,121,124,129,130,137,134, and 139 totaling \$36,786.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that he and Dr. Rashid attended the parade earlier this month and heard many compliments regarding the construction motif. He continued regular meetings with Vice Mayor Tres Roeder and School Board President Heather Weingart and attended the Forward Together education visioning summary session.

Fiscal Officer's Report

A. Cleveland Foundation Fund Statement

Ms. Ritchey reported that The Shaker Heights Public Library Fund at the Cleveland Foundation started the year with a balance of \$179,198.25. As of June 30, 2021, the balance is \$198,744.65. The net increase to assets for the year is \$19,546.40.

In 2021 \$49,678.91 is available for distribution to the library from the fund.

B. PLF Report

Ms. Switzer reported that the August 2021 Public Library Fund distribution was 12.7% more than budgeted. Year-to-date the library has received \$137,759 more than budgeted and \$161,482 more than in 2020.

C. Financial Statements – August 2021

Ms. Ritchey reviewed the August 2021 financial statements.

General Fund through August 2021

Total 2021 Operating Revenue	\$ 5,683,302.87
Total 2021 Operating Expenditures	\$ 3,134,084.15

All Funds through August 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 6,358,157.67
2021 Expenditures	\$ 8,465,360.88
<hr/> Unexpended Balance	<hr/> \$12,594,597.37
Encumbrances	\$ 4,105,123.26
<hr/> Unencumbered Balance	<hr/> \$ 8,489,474.11

2021-64 Mr. Cicarella moved, and Ms. Katz seconded the motion to accept the August 31, 2021 financial statements as submitted.

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

D. Creation of LSTA Metadata Mini-Grant

The library has been approved to receive a Library Services and Technology Act (LSTA) grant for \$4,500 to help offset the costs associated with preparing digitized images from the Local History Collection for inclusion in the Digital Public Library of America. The grant period is October 1, 2021 – June 30, 2022.

2021-65 Ms. Katz moved, and Dr. Rogen seconded the motion to approve the creation of a separate grant to track the revenues and expenditures of the Metadata Mini-Grant through LSTA.

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

E. Cleaning Company Approval

Ms. Switzer reported that the library received proposals to clean the Main Library from the following four companies:

Anago Cleaning Systems	\$78,816
Coverall North America	\$137,040
Jani-King of Cleveland	\$154,260
Jan-Pro of Greater Cleveland	\$81,828

Ms. Switzer and Mr. Taphous recommended selecting Jan-Pro of Greater Cleveland. Jan-Pro provides an online client site that includes reports and service information. They have a dedicated quality control manager and there are monthly unannounced inspections, which are completed with the Maintenance Manager. They will use "green" cleaning products and have consistent staff cleaning the building. They are bonded and insured and have over 800 clients in the Cleveland/Akron area. They have provided a copy of their MBE certificate.

2021-66 Ms. Katz moved, and Dr. Rogen seconded the motion to approve Jan-Pro of Greater Cleveland for Main Library cleaning services at \$81,828 per year.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Nays: None. Motion carried

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report. She noted that Ali Black has moved from her position of Community Engagement Specialist for Adult Services to Youth Services.

B. Public Library Fund Allocation Agreement January 1, 2022 through December 31, 2022

Ms. Switzer recommended the updated agreement for the calendar year 2022 for approval.

2021-67 Ms. Hirsch moved, and Ms. Katz seconded the motion that "Subject to the approval of the Cuyahoga County Budget Commission and the approval of the Board of Trustees of each of the other independent free library systems in Cuyahoga County, this Board approves the agreement commencing on January 1, 2022 and terminating on December 31, 2022, which provides that the percentage of the PLF to be allocated to the Shaker Heights Public Library is 2.83520% to be applied to PLF distributions. The President of the Board of Trustees is authorized to execute any agreements, amendments, or other documents necessary or appropriate to enact this agreement."

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Nays: None. Motion carried

C. Policies: Acceptable Use of the Internet, Use of Personal Technology, Outreach Services and Interagency Relationships

Ms. Brodar reviewed the policy updates for approval.

2021-68 Dr. Rogen moved and Ms. Hirsch seconded the motion to approve the Acceptable Use of the Internet, Use of Personal Technology, and Outreach Services and Interagency Relationships policies as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, 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)

Randy Kammer

In memory of Gabe Yanowitz \$25

In memory of Ruth Zimmerman \$25

2021-69 Mr. Cicarella moved, and Ms. Hirsch seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Hirsch, Ms. Katz, Dr. Rogen

Nays: None. Motion carried.

B. Personnel Action

Hired:

Mackenna Dasco, Technology Experience Specialist, full-time, level 22,
effective 8/31/2021

Maura Dunn, Early Literacy Specialist, full-time, level 22, effective 8/31/2021

Ellen Farrar, Circulation Services Assistant, half-time, level 14, effective
8/16/2021

End of Employment:

Simone Nielsen, Circulation Services Assistant, half-time, level 14, effective
8/25/21

C. Other New Business

Mr. Bagwell provided an update on statewide delivery. Although the situation has improved and the library is receiving delivery, STAT Courier is not yet fully addressed the backlog of materials.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved, and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:02 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, October 18, 2021 at 6:30 p.m. in the Stephanie Tubbs Jones Community Building.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary