

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 21, 2022

Attendance

Members Present: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Mr. Meinhard

Members Absent: Dr. Rashid, Dr. Rogen

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m.

Roll Call: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz

Approval of Minutes

2022-06 Mr. Cicarella moved, and Ms. Katz seconded the motion to approve the minutes of the January 24, 2022 Special and Regular Board meetings as amended.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch expressed the condolences of the board to Ms. Simon for the loss of her husband.

Mr. Bertsch appointed Dr. Barnard and Mr. Cicarella to the bylaw review committee.

Mr. Meinhard arrived at 6:35 p.m.

Bertram Woods Branch Discussion

Mr. Riachi of RFC Consulting confirmed that the updated renovation costs estimates prepared as part of the Forward Together facility assessment accurately reflect renovation costs based on the current market.

Mr. Riachi said that the estimates for new construction were also reasonable. The estimate for new construction includes construction escalation because any concept involving new construction as part of a possible new recreation/community center at the current middle school site would occur several years in the future.

Mr. Riachi worked with Turner Construction and Bialosky Cleveland to review their fees for the branch renovation, which is phase 2 of their contracts. Fees will increase for the project because the contracts included dates by which the project should

be completed, and those dates have passed. Mr. Riachi said that RFC Contracting will not increase their fees for owner's representative services for the branch renovation.

Mr. Riachi noted that attempting to keep the branch open during construction would extend the construction time by a few months and increase costs by approximately 10-20 percent. There would also be significant logistical and safety issues in attempting to remain open during construction.

Diversity, Equity, and Inclusion Committee Report

Ms. Maxey reviewed the recommended changes to the Collection Development and Library Programs and Classes policies. Ms. Brodar presented a diversity climate survey update. There was a survey of staff lasting approximately two weeks in January. Results are expected in March, including guidance on the next steps.

Fiscal Officer's Report

A. PLF (Public Library Fund)

Ms. Switzer reported the January 2022 Public Library Fund (PLF) distribution was 13.9% more than budgeted in the temporary appropriation budget.

B. Financial Statements – January 31, 2022

Ms. Ritchey reviewed the January 2022 financial statements.

General Fund through January 2022

Total 2022 Operating Revenue	\$ 637,971.50
Total 2022 Operating Expenditures	\$ 1,019,207.95

All Funds through January 2022

Beginning Year balance	\$ 9,992,021.31
2022 Receipts	\$ 1,305,965.24
2022 Expenditures	\$ 1,066,610.28
<hr/> Unexpended Balance	<hr/> \$10,231,376.27
Encumbrances	\$ 2,349,697.83
<hr/> Unencumbered Balance	<hr/> \$ 7,881,678.44

2022-07 Mr. Cicarella moved, and Dr. Barnard seconded the motion to accept the December 31, 2021 financial statements as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Mr. Meinhard

Nays: None. Motion carried.

C. Fourth Quarter 2021 Cleveland Foundation Fund Statement

Ms. Ritchey reported that the Shaker Heights Public Library Fund at the Cleveland Foundation started 2021 with a balance of \$179,198.25. As of December 31, 2021, the

balance is \$201,103.95. The net increase to assets for the year is \$21,905.70. In 2022 \$61,744.91 is available for distribution to the library from the fund.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report. She noted that meeting rooms re-opened to the public on February 14, 2022 and that in-person programming has resumed in both buildings.

B. Bialosky Cleveland Proposal for Additional Wayfinding Signage

Ms. Switzer said that additional signage is necessary in the Main Library for the second floor and the first-floor café. She requested approval of the proposal by Bialosky Cleveland for the additional signage.

2022-08 Ms. Katz moved, and Mr. Cicarella seconded the motion to approve a total fee not to exceed \$2,000 for Bialosky Cleveland to provide additional wayfinding graphic design services as detailed in the February 8, 2022 proposal.

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

C. RFC Contracting Contract Extension

Ms. Switzer said that RFC Contracting was under contract through January for Main Library owner's representative services. In February Mr. Riachi began working with Bialosky Cleveland and Turner Construction to update their fees for possible work on the Bertram Woods Branch; the period outlined in their contracts for completion of work on the Woods Branch at the agreed-upon fees has passed.

Ms. Switzer noted that should the board approve moving forward with the Bertram Woods Branch renovation, the RFC contract can be amended to include owner's representative services for the project. She requested approval to compensate RFC Contracting \$7,500 for work relating to preparing for the Bertram Woods project during February and March 2022.

2022-09 Mr. Cicarella moved, and Ms. Katz seconded the motion to approve paying RFC Contracting a fee of \$7,500 for work in February and March 2022 supporting the possible renovation of the Bertram Woods Branch.

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

D. Board Policies

Ms. Brodar presented the Collection Development and Library Programs and Classes Policies. Mr. Bertsch indicated the DEI Committee discussed and supported these revised policies.

2022-10 Ms. Katz moved, and Mr. Meinhard seconded the motion to approve Collection Development and Library Programs and Classes Policies as submitted.

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

E. Approval to Sell Items

Ms. Switzer said that the library owns a mural of Alice in Wonderland by Andrew Karoly and Louis Szanto. This 87 x 72-inch piece was a gift from Society Bank (now KeyBank) to the library on the opening of the Bertram Woods Branch in 1960. For many years it hung at the Main Library. Unfortunately, there is no longer a large enough space that is appropriate to hang this mural and the library is not able to store the piece indefinitely.

Ms. Simon asked WOLFS Gallery to assess the value of the mural if the library were to sell it. WOLFS specializes in the appraisal of fine art, antiques, and personal property. According to WOLFS, "the artists have a history of painting murals together, but their auction records don't have high values." The Gallery proposes to market it for \$6,000-\$9,000. As a consignor, the library would pay WOLFS a commission equal to 40% of the sale price. There is some water damage to the piece that occurred while the item was being stored on site during construction. There would be some additional expenses for restoration of the work prior to selling it.

Ms. Katz suggested that any proceeds from such a sale go to the branch, since the piece was originally donated to the branch. Ms. Switzer said the policy says that sales of items go to the General Fund, but the board can authorize the transfer of the funds to the Bertram Woods Fund.

Board members had questions about the restoration costs and when funds from a sale would be received. Ms. Katz and Mr. Cicarella said it was important to market the piece to the local community, even if it is sold by WOLFS.

Ms. Switzer will ask Ms. Simon to discuss these additional questions with the gallery. The board agreed to postpone the vote until the March meeting so the requested additional information can be received.

New Business

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

Bertram Woods Fund (208-6510)	
George & Rebecca Dent	\$750

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

Marilyn Kammer Memorial Fund (209-6510)

Laura Rosenbaum
In honor of Karl Kammer's 95th birthday \$50
Randy Kammer
In memory of David Paul Drake \$25
In memory of Barbara Riggan \$25
In memory of Walter Rogers \$25

2022-11 Mr. Cicarella moved, and Ms. Katz seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Mr. Meinhard, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

B. Personnel Action

Hired:
Luke Darby, Circulation Services Assistant, half-time, level 14, effective 1/31/22

Shatira Jackson, Adult Services Associate, full-time, level 18, effective 1/10/22

Percy Okoben, Library Aide, part-time, level 12, effective 1/3/22
Asia Wilson, Youth Services Associate, half-time, level 18, effective 1/4/22

End of Employment:
Mary Giffin, Circulation Services Assistant, half-time, level 14, effective 1/13/22

C. Other New Business

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved, and Mr. Cicarella seconded the motion to adjourn the regular board meeting at 7:53 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 21, 2022 at 6:30 p.m.

Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

Doreen Katz, Secretary