

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

Attendance

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

Members Absent: Dr. Rashid

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, Mr. Meinhard

Approval of Minutes

2022-12 Ms. Katz moved, and Mr. Meinhard seconded the motion to approve the minutes of the February 15, 2022 Special and February 21, 2022 Regular Board meetings.

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

Nays: None. Motion carried.

Dr. Rogen arrived 6:33.

President's Report

A. Resolution of Commendation for Troy Meinhard

Whereas one of the greatest resources of the Library is the generous contribution of the Library Board's knowledge, skill, and leadership to chart the Library's course;  
and

Whereas Troy Meinhard began his term on the Board of Trustees in April 2015, and

Whereas Troy Meinhard contributed financial analysis to the library's 2016 facility study, providing thoroughly researched financial projections and forecasts of future revenues and expenses for seven options, and

Whereas Troy Meinhard served as Chair of the Finance Committee from 2017 through 2021, and

Whereas Troy Meinhard served as Secretary of the Board in 2017, 2018, and 2019,  
and

Whereas during Troy Meinhard’s term and guided by his financial acumen, Shaker Library placed a 1.9 mil operating levy on the ballot to generate funds to renovate both library buildings and to reinstate Sunday hours at Main Library, and

Whereas Troy Meinhard played a meaningful role during the levy campaign, highlighting the library board’s sound fiscal stewardship and cultivating and maintaining personal relationships, and

Whereas during Troy Meinhard’s term, the Board began and completed work on the Main Library renovation, hiring RFC Contracting as owner’s representative, Bialosky Cleveland as architects, and Turner Construction as construction manager, and

Whereas Troy Meinhard has served the Shaker Heights Public Library most ably and in a variety of capacities and has unselfishly proffered his expertise for the benefit of the Shaker Library and the greater Shaker Heights community, now

Therefore, be it resolved that

Troy Meinhard receive the commendation, gratitude, and appreciation of the staff and Board of Trustees of the Shaker Heights Public Library for his seven years of dedicated and distinguished service on the Shaker Heights Public Library Board of Trustees on this twenty-first day of March in the year two thousand twenty-two.

2022-13 Mr. Cicarella moved, and Ms. Katz seconded the motion of commendation as presented for Troy Meinhard.

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

Nays: None. Motion carried

B. Board Bylaws

Mr. Cicarella and Dr. Barnard reviewed the bylaws and had no changes to recommend at this time.

Fiscal Officer’s Report

A. PLF (Public Library Fund)

Ms. Switzer reported the February 2022 Public Library Fund (PLF) distribution was 12.3% more than budgeted in the temporary appropriation budget.

B. Financial Statements – February 28, 2022

Ms. Ritchey reviewed the February 2022 financial statements.

**General Fund through February 2022**

|                                   |                 |
|-----------------------------------|-----------------|
| Total 2022 Operating Revenue      | \$ 2,229,268.57 |
| Total 2022 Operating Expenditures | \$ 1,363,275.61 |

**All Funds through February 2022**

|                        |                 |
|------------------------|-----------------|
| Beginning Year balance | \$ 9,992,021.31 |
| 2022 Receipts          | \$ 2,897,480.38 |
| 2022 Expenditures      | \$ 2,151,999.98 |
| Unexpended Balance     | \$10,737,501.71 |
| Encumbrances           | \$ 1,635,713.35 |
| Unencumbered Balance   | \$ 9,101,788.36 |

2022-14 Mr. Cicarella moved, and Mr. Meinhard seconded the motion to accept the February 28, 2022 financial statements as submitted.

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

Nays: None. Motion carried.

C. 5-Year Financial Forecast and Variance Analysis

Ms. Ritchey presented the 5-Year Forecast and Variance Analysis.

D. Final Appropriations Budget

Ms. Ritchey presented the final appropriations budget.

**SHAKER HEIGHTS PUBLIC LIBRARY  
2022 FINAL APPROPRIATION  
GENERAL FUND**

|  | <b>2022<br/>Temporary<br/>Appropriations</b> | <b>March 2022<br/>Adjustment</b> | <b>2022<br/>Final<br/>Appropriation</b> |
|--|--|----------------------------------|---|
| <b>Revenue</b>                         |  |                                  |   |
| PLF                                    | 1,690,659.00                                 | 99,615.00                        | 1,790,274.00                            |
| Property Taxes                         | 4,233,249.00                                 | (123,632.00)                     | 4,109,617.00                            |
| HERB                                   | 405,391.00                                   | (11,840.00)                      | 393,551.00                              |
| Fines and Fees                         | 60,415.00                                    | 750.00                           | 61,165.00                               |
| Interest Earnings                      | 6,000.00                                     | 4,000.00                         | 10,000.00                               |
| Donations                              | 1,240.00                                     |                                  | 1,240.00                                |
| Miscellaneous                          | 4,315.00                                     |                                  | 4,315.00                                |
| <b>Total Revenue</b>                   | <b>6,401,269.00</b>                          | <b>(31,107.00)</b>               | <b>6,370,162.00</b>                     |
| <b>Advance In</b>                      |  |                                  |   |
| <b>Total Revenue &amp; Transfer In</b> | <b>6,401,269.00</b>                          | <b>(31,107.00)</b>               | <b>6,370,162.00</b>                     |
| <b>Expenditures</b>                    |  |                                  |   |
| Salaries and Benefits                  | 3,364,406.00                                 |                                  | 3,364,406.00                            |
| Supplies                               | 67,400.00                                    | 14,000.00                        | 81,400.00                               |
| Purchased Services                     | 919,009.00                                   | 31,000.00                        | 950,009.00                              |

|   | <b>2022<br/>Temporary<br/>Appropriations</b> | <b>March 2022<br/>Adjustment</b> | <b>2022<br/>Final<br/>Appropriation</b> |
|---|--|----------------------------------|---|
| Materials                                   | 642,000.00                                   | 781.00                           | 642,781.00                              |
| Capital                                     | 14,625.00                                    | 145.00                           | 14,770.00                               |
| Other                                       | 28,335.00                                    | 520.00                           | 28,855.00                               |
| <b>Total Expenditures</b>                   | <b>5,035,775.00</b>                          | <b>46,446.00</b>                 | <b>5,082,221.00</b>                     |
| <b>Transfers to Capital Funds</b>           | <b>300,000.00</b>                            |                                  | <b>300,000.00</b>                       |
| <b>Transfers for Security<br/>Repayment</b> | <b>840,500.00</b>                            | <b>16,200.00</b>                 | <b>856,700.00</b>                       |
| <b>Advance Out</b>                          |  |                                  | -                                       |
| <b>Expenditures &amp; Transfers</b>         | <b>6,176,275.00</b>                          | <b>62,646.00</b>                 | <b>6,238,921.00</b>                     |
| <b>Surplus/(Deficit)</b>                    | <b>224,994.00</b>                            | <b>(93,753.00)</b>               | <b>131,241.00</b>                       |

**SHAKER HEIGHTS PUBLIC LIBRARY  
2022 FINAL APPROPRIATION  
SPECIAL FUNDS**

|                                   | <b>2022 Temporary<br/>Appropriation</b> | <b>March 2022<br/>Adjustment</b> | <b>2022 Adjusted<br/>Appropriation</b> |
|-----------------------------------|---|----------------------------------|--|
| <b>Revenue</b>                    |   |                                  |  |
| 204 - Walter N. Lawson Trust Fund | -                                       |                                  | -                                      |
| 205 - Elaine Boots Fisher Trust   | -                                       |                                  | -                                      |
| 206 - Sheldon Skip Baumoel Trust  | -                                       |                                  | -                                      |
| 207 - Barbara Luton Art Fund      | -                                       |                                  | -                                      |
| 208 - Bertram Woods Branch Fund   | -                                       |                                  | -                                      |
| 209 - Marilyn Kammer Fund         | 500                                     |                                  | 500.00                                 |
| 210 - Frances Bellman Fund        | 200                                     |                                  | 200.00                                 |
| 211 - Friends of Shaker Library   | -                                       |                                  | -                                      |
| 212 - MyCom - OST Grant           | 7,700                                   | (200.00)                         | 7,500.00                               |
| 214 - LSTA Meta-Data Mini-Grant   | -                                       | 900.00                           | 900.00                                 |
| 219 - Ruth Levenson Fund          | -                                       |                                  | -                                      |
| 221 - Vending                     | 300                                     |                                  | 300.00                                 |
| 222 - ARPA Community Engagement   | -                                       |                                  | -                                      |
| 401 - Building & Vehicle Fund     | 200,000                                 |                                  | 200,000.00                             |
| 403 - Technology Fund             | 100,000                                 |                                  | 100,000.00                             |
| 404 - Facility Fund               | 20                                      | 330.00                           | 350.00                                 |
| 405 - Facility Financing Fund     | 840,500                                 | 16,200.00                        | 856,700.00                             |
| <b>Total Revenue</b>              | <b>\$ 1,149,220</b>                     | <b>17,230.00</b>                 | <b>\$ 1,166,450</b>                    |
| <b>Expenditures</b>               |   |                                  |  |
| 204 - Walter N. Lawson Trust Fund | 1,100.00                                |                                  | 1,100.00                               |
| 205 - Elaine Boots Fisher Trust   | 500.00                                  |                                  | 500.00                                 |
| 206 - Sheldon Skip Baumoel Trust  | 500.00                                  |                                  | 500.00                                 |
| 207 - Barbara Luton Art Fund      | 2,500.00                                |                                  | 2,500.00                               |

|                                 | <b>2022 Temporary<br/>Appropriation</b> | <b>March 2022<br/>Adjustment</b> | <b>2022 Adjusted<br/>Appropriation</b> |
|---------------------------------|---|----------------------------------|--|
| 208 - Bertram Woods Branch Fund | 1,565.00                                |                                  | 1,565.00                               |
| 209 - Marilyn Kammer Fund       | 1,000.00                                |                                  | 1,000.00                               |
| 210 - Frances Bellman Fund      | 200.00                                  |                                  | 200.00                                 |
| 211 - Friends of Shaker Library | 2,000.00                                |                                  | 2,000.00                               |
| 212 - MyCom - OST Grant         | 7,700.00                                | (200.00)                         | 7,500.00                               |
| 214 - LSTA Meta-Data Mini-Grant | 2,586.00                                | 562.52                           | 3,148.52                               |
| 219 - Ruth Levenson Fund        | 500.00                                  |                                  | 500.00                                 |
| 221 - Vending                   | 1,000.00                                |                                  | 1,000.00                               |
| 222 - ARPA Community Engagement | 29,000.00                               |                                  | 29,000.00                              |
| 401 - Building & Vehicle Fund   | 295,500.00                              |                                  | 295,500.00                             |
| 403 - Technology Fund           | 146,361.00                              |                                  | 146,361.00                             |
| 404 - Facility Fund             | 100,000.00                              | 28,556.24                        | 128,556.24                             |
| 405 - Facility Financing Fund   | 840,500.00                              |                                  | 840,500.00                             |
| <b>Total Expenditures</b>       | <b>1,432,512.00</b>                     | <b>28,918.76</b>                 | <b>1,461,430.76</b>                    |

2022-15 Dr. Rogen moved, and Mr. Cicarella seconded the motion to update the appropriations budget as submitted.

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

Nays: None. Motion carried.

### Bertram Woods Branch Renovation

#### A. Resolution to Approve Bertram Woods Branch Renovation

The library initially planned to begin the design for a \$2 million Bertram Woods Branch renovation in mid-2020 to coincide with the beginning of Main Library construction. However, the COVID-19 pandemic caused a delay to the project until July 2021.

In 2021, the City, Schools, and Library jointly funded and led the process to develop a Coordinated Facilities Master Plan. To allow full consideration of the branch in this Master Plan, the Board of Trustees agreed to delay renovation and needed repairs of the branch until receipt of an interim report in December 2021.

The Forward Together consultant team completed facility assessments of city, library, and school buildings; created cost estimates for both renovating and building new facilities; sought and received robust community input in October 2021 and February-March 2022; and developed concepts for community discussion. The interim report was presented to the Library Board of Trustees, the Board of Education, and City Council on February 15, 2022.

One of the possible concepts for community discussion includes a community and/or recreation center that could include a new branch library on the site of the

current middle school. Such an idea is contingent upon decisions the schools must make about their facilities, as well as several other factors that require additional consideration.

Cost estimates for incorporating a new branch library inside a community center were created, including projected construction cost escalation over the years if a recreation/community center were to be undertaken. The team estimated that it would cost \$5-\$7 million for a new branch library inside a recreation center.

Another concept is for the branch to be repaired and renovated and become part of a future campus on the middle school site if a recreation/community center is built. Robust collaboration remains possible in this scenario.

Although the library had originally budgeted \$2 million for the branch repairs and renovation, the northeast Ohio construction market has seen an almost 30% increase in construction costs in the last 18 months, resulting in an updated estimate of approximately \$2.7 million to complete the renovation.

The branch needs repairs now and it is essential to maximize the impact of library funds, which continue to be subject to rising inflation. Additionally, because the branch can be incorporated into a community campus there is not a significant strategic advantage to moving out of the existing building and incorporating the branch into a new facility at a much higher cost.

The Library Board has contracts with Bialosky Cleveland and Turner Construction for Phase 1 (Main Library) and Phase 2 (Bertram Woods Branch) renovations. Additional Board approval is required to begin Phase 2.

Ms. Katz said she appreciated the input of Forward Together project team. She agreed that renovating the branch with the available funds is the most financially responsible action and that there was no strategic advantage to delaying renovation. She noted that although there are existing contracts with Bialosky Cleveland and Turner Construction, the actual construction work would be bid out as part of the project.

Mr. Bertsch and Dr. Rogen agreed that renovating the branch now is the fiscally and environmentally responsible course of action. Mr. Meinhard said that moving forward with the renovation does not interfere with any options or concepts the school or city might consider.

2022-16 Ms. Katz moved, and Dr. Rogen seconded the following resolution.

Whereas the Shaker Heights Public Library Board sought and received a 1.9-mill operating levy in 2018 to renovate its buildings as well as support library operations, and

Whereas the Shaker Heights Public Library Board oversaw the completion of the renovation of the Main Library in December 2021, and

Whereas the Shaker Heights Public Library Board values its strong relationships and creative collaboration with the City and the Schools, and

Whereas the Shaker Heights Public Library Board supports the Forward Together Vision Plan of 2019 and the goal of providing community facilities that gather people, connect places, utilize assets, and collaborate broadly, and

Whereas the Shaker Heights Public Library Board delayed the repairs and renovation of the Bertram Woods Branch to fully participate in the Forward Together Coordinated Facilities Master Plan, and

Whereas the Shaker Heights Public Library Board is committed to supporting and participating in Forward Together as we look at facilities and beyond, to ensure Shaker Heights is a healthy and vibrant community, and

Whereas the Shaker Heights Public Library Board carefully considered possibilities, including incorporating a branch inside a new community/recreation facility at the current middle school site, if such a facility is undertaken in the future, as well as renovating and modernizing the existing Bertram Woods Branch, and

Whereas the Shaker Heights Public Library Board recognizes that repairing and renovating the Bertram Woods Branch with the funds already allocated is the fiscally responsible and environmentally sustainable course of action, now, therefore, be it

Resolved that the Shaker Heights Public Library Board of Trustees hereby authorizes the repair and renovation of the Bertram Woods Branch, with a budget not to exceed three million dollars.

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

Nays: None. Motion carried.

B. RFC Contracting Owner's Representative Contract

Ms. Switzer recommended retaining RFC Contracting as Owner's Representative for the Bertram Woods Branch renovation. Mr. Riachi has agreed to the same fees as the original contract. Ms. Switzer requested approval to extend the contract with RFC Contracting as follows:

- Six months of design phase at \$7,500 per month
- Up to 10 months of construction administration at \$9,375 per month, with the agreement that the construction phase might be shorter than 10 months and will be invoiced accordingly
- Up to three months of post-construction support on a month-to-month basis at \$5,500 per month.

2022-17 Ms. Katz moved, and Mr. Cicarella seconded the motion to approve extending the contract with RFC Contracting for Owner's

Representative Services for the Bertram Woods Branch renovation beginning in April 2022, for a total not-to-exceed amount of \$155,250.

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

Nays: None. Motion carried.

### Director's Report

#### A. Director's Report

Ms. Switzer reviewed her written report.

#### B. Policies: Disposal of Surplus Material and Equipment, Exhibits, Library Organization and Departmental Functions, Political Campaigns Statement, Recruitment and Use of Volunteers

Ms. Brodar presented the revised policies for review and approval.

2022-18 Mr. Cicarella moved, and Ms. Katz seconded the motion to approve the Disposal of Surplus Material and Equipment, Exhibits, Library Organization and Departmental Functions, Political Campaigns Statement, Recruitment and Use of Volunteers policies as presented.

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

Nays: None. Motion carried.

#### C. Library Design Associates (LDA) Shelving Proposal

Ms. Switzer said that during the installation of shelving in the final move into the renovated Main Library staff discovered that the additional order for shelving canopy tops and end panels approved in July 2021 was not submitted and processed. After the completion of phase 2 staff determined that additional canopy tops in the atrium are required, as the shelving without the tops is clearly visible from The Overlook. She asked for an updated quote for the items approved but not ordered in July 2021, as well as the additional canopy tops for the atrium. LDA submitted a quote for \$7,280 to furnish and install all of the additional end panels and canopy tops. This quote replaces the quote for \$6,146 approved in July 2021.

This cost would be funded from the remaining furniture contingency in fund 404 and does not affect the overall project budget. The final appropriations budget included this expenditure.

2022-19 Ms. Katz moved, and Mr. Meinhard seconded the motion to approve the Library Design Associates quote for additional canopy tops and end panels for \$7,280.

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



Nays: None. Motion carried

D. Approval to Sell Items

Ms. Switzer said that the library owns a mural of Alice in Wonderland by Andrew Karoly and Louis Szanto. At the February meeting she reported that 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.

Because library staff do not have the expertise or breadth of knowledge on restoring, marketing, and selling such an unusual piece of artwork, she recommended hiring WOLFS Gallery as the library’s consignment agent to sell this artwork.

2022-20 Mr. Meinhard moved, and Ms. Katz seconded the motion to approve entering into a consignment agreement with WOLFS Gallery to sell the Alice in Wonderland mural by Andrew Karoly and Louis Szanto with a reserve of \$5,000 and restoration expenses not to exceed \$500 and pay WOLFS a commission of 40% of the sale price of the mural.

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

Nays: None. Motion carried

New Business

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

|  |      |
|--|------|
| Frances Belman Large Print Fund (210-6110) |      |
| Wendie Forman                              | \$35 |
| General Fund (101-6510)                    |      |
| Jacobson Multimedia, LLC                   | \$25 |

2022-21 Mr. Cicarella moved, and Mr. Meinhard 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:

Hauser, Benjamin, Circulation Services Assistant, half-time, level 14, effective 2/14/22

C. Other New Business

D. Executive Session

2022-21 Ms. Katz moved and Mr. Cicarella seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:41 p.m.  
Trustees returned to regular session at 8:06 p.m.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Mr. Meinhard seconded the motion to adjourn the regular board meeting at 8:07 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 18, 2022 at 6:30 p.m.

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Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

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Doreen Katz, Secretary