

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
September 19, 2022

Attendance

Members Present: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, 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 6:31 p.m.

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

Approval of Minutes

2022-49 Mr. Cicarella moved, and Dr. Rogen seconded the motion to approve the minutes of the August 15, 2022 Regular Board meeting.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that he attended the Finance Committee and two Forward Together meetings with Ms. Switzer.

Bertram Woods Branch Renovation

Ms. Switzer provided an update regarding the Bertram Woods Branch Renovation. There will be a special board meeting on November 7, 2022 to approve the Guaranteed Maximum Price (GMP). At this time, it is anticipated that the branch will close in early January for staff to pack and remove everything and construction to begin in mid to late January.

Fiscal Officer's Report:

A. PLF (Public Library Fund)

Ms. Switzer reported the August 2022 Public Library Fund (PLF) distribution was 4.1% more than budgeted.

B. Financial Statements – August 31, 2022

Ms. Ritchey reviewed the August 2022 financial statements.

**General Fund through August 2022**

Total 2022 Operating Revenue	\$ 5,958,256.72
Total 2022 Operating Expenditures	\$ 3,670,881.84

**All Funds through August 2022**

Beginning Year balance	\$ 9,992,021.31
2022 Receipts	\$ 9,829,241.54
2022 Expenditures	\$ 5,638,821.57
Unexpended Balance	\$14,182,441.28
Encumbrances	\$ 1,298,750.75
Unencumbered Balance	\$12,883,690.53

2022-50 Dr. Rashid moved, and Dr. Barnard seconded the motion to accept the August 31, 2022 financial statements as submitted.

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

Nays: None. Motion carried.

## C. Fund 401 Building and Vehicle Fund Adjustment

Ms. Ritchey said that there is less than \$2,000 remaining in the budget that could be used for unexpected building and vehicle costs for the rest of the year. Therefore, she requested that \$25,000 be appropriated to allow a prompt response to unexpected building and vehicle needs.

Description/Fund	Revenue	Expenditures
<u>Building and Vehicle Fund (401)</u>		\$25,000

2022-51 Ms. Katz moved, and Ms. Kaus seconded the motion to approve the modified appropriations budget as submitted.

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

Nays: None. Motion carried.

## D. Cleveland Foundation Fund Statement – Second Quarter

Ms. Ritchey reported that the fund started the year with a balance of \$201,103.95. As of June 30, 2022, the balance is \$170,674.12. The net decrease to assets for the year is \$30,429.83. In 2022, \$61,744.91 is available for distribution to the library from the fund.

Director's Report

## A. Director's Report

Ms. Switzer shared her written report.

## B. Strategic Planning

Mr. Bertsch appointed Dr. Rogen and Ms. Kaus as board representatives to a new strategic planning committee. The Request for Proposals (RFP) was released on Monday September 12, 2022. Proposals are due September 30. Ms. Switzer said the library seeks a process that involves all board members, staff, and stakeholders in identifying focal points for the strategic plan. Ms. Switzer said she expects that a firm will be recommended for approval at the October 17 board meeting.

New Business

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

## General Fund (101-6510)

Jacobson Multimedia, LLC	\$25
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## Marilyn Kammer Memorial Fund (209-6510)

## Kammer Family

In memory of Rabbi Fred Eisenberg	\$25
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## Randy Kammer

In memory of Naomi Lazar	\$25
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In memory of Evelyn Homer	\$25
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In memory of Carol Ostapchuk	\$25
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2022-52

Dr. Rogen moved, and Dr. Rashid seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

Hired:

Sarah Holder, Circulation Services Assistant, half-time, level 14, effective 8/29/22

End of Employment:

Percy Okoben, Library Aide, part-time, level 12, effective 8/11/22

C. Other New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Mr. Cicarella seconded the motion to adjourn the regular board meeting at 7:02 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, October 17, 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