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

Attendance

Members Present: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid
Members Absent: Mr. Bertsch, Dr. Rogen
Staff Present: Ms. Ritchey, Ms. Switzer, Implementation Team

Mr. Cicarella 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. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid

Approval of Minutes

2022-62 Ms. Kaus moved, and Dr. Rashid seconded the motion to approve the minutes of the October 17, 2022, Regular Board meeting.

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

President’s Report

Mr. Cicarella announced Mr. Bertsch’s appointments of Dr. Barnard and Dr Rashid to the nominations committee.

Bertram Woods Branch Renovation

A. Authorization for Director to Make Decisions During Bertram Woods Branch Renovation

2022-63 Ms. Katz moved, and Dr. Rashid seconded the motion to authorize the Director to enter into additional contracts, make additional purchases, and approve change orders up to $50,000.00 in the aggregate as needed during Bertram Woods Branch Renovation Project, with a detailed report of such actions for ratification by the Board to be presented at the next regular board meeting.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid
Nays: None. Motion carried.
B. Approval of Bertram Woods Branch Shelving Vendor

2022-64 Ms. Katz moved, and Dr. Rashid seconded the motion to authorize the Director to contract with Library Design Associates for furnishing, modifying, and installing the library shelving, end panels and canopy tops, as well as moving the shelves into storage during construction for a total cost of $128,207.00.

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

Nays: None. Motion carried.

Fiscal Officer’s Report:

A. PLF (Public Library Fund)

Ms. Switzer reported the October 2022 Public Library Fund (PLF) distribution was 8.7% more than budgeted.

B. Financial Statements – October 31, 2022

Ms. Ritchey reviewed the October 2022 financial statements.

General Fund through October 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 2022 Operating Revenue</td>
<td>$ 6,552,159.44</td>
</tr>
<tr>
<td>Total 2022 Operating Expenditures</td>
<td>$ 4,365,699.85</td>
</tr>
</tbody>
</table>

All Funds through October 2022

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$ 9,992,021.31</td>
</tr>
<tr>
<td>2022 Receipts</td>
<td>$10,440,787.86</td>
</tr>
<tr>
<td>2022 Expenditures</td>
<td>$ 6,443,738.04</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>$13,989,071.13</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>$ 1,158,466.08</td>
</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$12,830,605.05</td>
</tr>
</tbody>
</table>

2022-65 Dr. Rashid moved, and Ms. Kaus seconded the motion to accept the October 31, 2022, financial statements as submitted.

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

Nays: None. Motion carried.

C. Fund 222 Budget Adjustment

The library received $39,000 in ARPA funds in 2021. When the 2022 budget was created, 2021 purchase orders were open for a portion of the balance. One of these purchase orders was closed with a balance of $11.83. It was not included in the request for the 2022 budget. The 2022 budget is short by $11.83.
<table>
<thead>
<tr>
<th>Description/Fund</th>
<th>Revenue</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARPA Community Engagement (222)</td>
<td></td>
<td>$11.83</td>
</tr>
</tbody>
</table>

2022-66  Dr. Barnard moved, and Dr. Rashid seconded the motion to approve the 2022 modified appropriations budget as submitted.

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

D. 2023 Property Tax Advance

Ms. Ritchey said the library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes.

2022-67  Ms. Katz moved, and Dr. Barnard seconded the motion to approve the resolution to request from the County Fiscal Officer to draw, and to pay by draft or through wire transfer to the Fiscal Officer of the library, all funds due to the Shaker Heights Public Library that may be in the County Treasury for the year 2023, except such amount that may be required by law to be paid to State authorities.

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

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. 2023 Staff Professional Day and Quarterly Staff Training

Ms. Cullers requested approval to close for Staff Professional Day and to delay opening on three additional Friday mornings for staff training.

2022-68  Ms. Katz moved, and Ms. Kaus seconded the motion to approve closing the library on April 28, 2023 for Staff Professional Day and the delayed opening of 10:30 am for both buildings as appropriate on February 10, 2023, July 21, 2023, and October 20, 2023 for quarterly staff training.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid
Nays: None. Motion carried.
C. 2023 Technology Plan

Ms. Brown shared the 2023 Technology Plan for first review.

D. Third Quarter Usage Report

Ms. Brodar presented the third quarter statistics.

New Business

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

General Fund (101-6510)
   Jacobson Multimedia, LLC $25
   Margaret Simon $20

France Belman Fund (210-6110)
   Barbara Winicki
   In honor of Marsha Moses' birthday $25

Marilyn Kammer Memorial Fund (209-6510)
   Randy Kammer
   In memory of Zelda King $25

2022-69 Dr. Rashid moved, and Dr. Barnard seconded the motion to accept and appropriate the gifts to the designated funds.

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

Nays: None. Motion carried.

B. Personnel Action

End of Employment:
   Chris Gedos, Adult Services Associate, half-time, level 18, effective 10/18/22
   Adam Sheetz, Circulation Services Assistant, half-time, level 14, effective 10/5/22

C. Other New Business

Ms. Kaus thanked the library and Meghan Hayes for assistance with her third-grade daughter’s school project.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Ms. Kaus seconded the motion to adjourn the regular board meeting at 7:15 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, December 19, 2022 at 6:30 p.m.