

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
January 23, 2023

Attendance

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

Members Absent: Dr. Rashid

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 6:37 p.m.

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

President's Report

A. Appoint Committee Members

Mr. Cicarella appointed Mr. Bertsch to the vacant position on the Finance Committee through March 2023.

B. Board Bylaws

On January 13, 2023, Ms. Switzer presented draft revisions to the Board Bylaws to the Board for review, as the Board requested at their December meeting.

After discussion regarding the examples of items to be included in a consent agenda and the updated American Library Trustee Association Ethics Statement for Public Library Trustees, trustees made a minor adjustment to the Bylaws and agreed that the Board would write to the ALA regarding the wording in their ethics statement.

2023-03 Ms. Katz moved, and Dr. Barnard seconded the motion to accept the updated Bylaws as amended.

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

Nays: None. Motion carried.

Strategic Planning

Ms. Taich from Kirtland Consulting, LLC shared an update about the library strategic planning process and sought input from trustees.

Consent Agenda

- Approval of Minutes
 - December 19, 2022 Organizational Meeting
 - December 19, 2022 Regular Meeting
- Financial Statements – December 31, 2022
- Authorization to Participate in Choice Partners National Purchasing Cooperative
- Gifts to be accepted and appropriated to the designated funds
 - General Fund

Linda Wilson	\$600.00
Jonathan and Suzanne Scharfstein	\$500.00
John Davies	\$500.00
Toni and Donald Scherzer	\$150.00
Rollyn Wyatt	\$ 35.00
Jacobson Multimedia, LLC	\$ 25.00
 - Ruth Levenson Fund

The Paul and Anne Smiy Family Foundation	\$2,500.00
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 - Marilyn Kammer Memorial Fund

Randy Kammer	
In Memory of Ted Hagan	\$25.00
In Memory of Mabel Lee	\$25.00
In Memory of Ron Poppell	\$25.00
In Memory of William Falck	\$25.00

2023-04 Dr. Rogen moved, and Ms. Katz seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer’s Report:

A. PLF (Public Library Fund)

Ms. Switzer reported that PLF receipts will become part of the Financial Statements with the 2023 financials.

B. Credit Card Rewards Report

Ms. Ritchey reported that the Visa rewards earned and received for staff during 2022 total \$385.08.

C. Fund 404 Budget Adjustment and Transfer

Slightly over \$10.4 million in expenses has been charged to Fund 404 for the Main Library renovation. Ms. Ritchey said that when the temporary appropriation budget was approved in December 2022 she did not know how much interest would be received for that month. Additionally, when invoices were paid in December against 2022 purchase orders, expenses were slightly less than what was encumbered. For these reasons, there is an additional \$4,138.75 available in the fund which needs to be appropriated and spent.

When the Certificates of Participation for the Main Library renovation were issued in June 2019, they had an arbitrage yield of 2.449398%. As of December, the Star Ohio yield is 4.19%. Since the funds are being kept in Star Ohio and the yield is higher than the arbitrage yield, legal counsel has recommended closing the Star Ohio account as soon as possible. Because there are still some outstanding invoices, Ms. Ritchey said she will open a non-interest-bearing PNC account for the currently encumbered funds.

To facilitate completion of expenditures of the COPs revenue, Ms. Ritchey requested approval to reallocate part of the RFC Contracting expense for Owner's Representative services from fund 401 to fund 404.

Original COPs Revenue	\$10,400,000.00
Interest Earned	\$194,895.41
<u>Total Revenue</u>	<u>\$10,594,895.41</u>
Spent	\$10,465,878.78
Encumbered	\$102,220.88
<u>Total Spent + Encumbered</u>	<u>\$10,568,099.66</u>
Remaining Funds	\$26,795.75
Appropriated	\$22,657.00
<u>Budget Increase</u>	<u>\$4,138.75</u>

**SHAKER HEIGHTS PUBLIC LIBRARY
2023 MODIFIED APPROPRIATION
GENERAL FUND**

	2023 Temporary Appropriations	January 2023 Adjustment	January 2023 Appropriation
Revenue			
PLF	2,024,889.00		2,024,889.00
Property Taxes	4,080,000.00		4,080,000.00
HERB	400,000.00		400,000.00
Fines and Fees	75,725.00		75,725.00
Interest Earnings	251,290.00		251,290.00
Donations	350.00		350.00
Miscellaneous	4,040.00		4,040.00
Total Revenue	6,836,294.00	-	6,836,294.00
Advance In			
Total Revenue & Transfer In	6,836,294.00	-	6,836,294.00
Expenditures			
Salaries and Benefits	3,679,000.00		3,679,000.00
Supplies	93,270.00		93,270.00
Purchased Services	972,485.00		972,485.00
Materials	723,760.00		723,760.00
Capital	20,015.00		20,015.00
Other	24,605.00		24,605.00
Total Expenditures	5,513,135.00	-	5,513,135.00
Transfers to Capital Funds	325,000.00		325,000.00
Transfers for Main Renovation Repayment	664,000.00		664,000.00
Transfers for Woods Renovation Repayment	205,529.00		205,529.00
Advance Out			
Expenditures & Transfers	6,707,664.00	-	6,707,664.00
Surplus/(Deficit)	128,630.00	-	128,630.00

SHAKER HEIGHTS PUBLIC LIBRARY
2023 MODIFIED APPROPRIATION
SPECIAL FUNDS

		2023 Temporary Appropriation	January 2023 Adjustment	2023 Adjusted Appropriation
	Revenue			
	204 - Walter N. Lawson Trust Fund	100.00		100.00
	205 - Elaine Boots Fisher Trust	10.00		10.00
	206 - Sheldon Skip Baumoeel Trust	8.00		8.00
	207 - Barbara Luton Art Fund	1,235.00		1,235.00
	208 - Bertram Woods Branch Fund	135.00		135.00
	209 - Marilyn Kammer Fund	160.00		160.00
	210 - Frances Bellman Fund	161.00		161.00
	211 - Friends of Shaker Library	-		-
	212 - MyCom - OST Grant	5,000.00		5,000.00
	214 - LSTA Meta-Data Mini-Grant	-		-
	219 - Ruth Levenson Fund	105.00		105.00
	221 - Vending	-		-
	222 - ARPA Community Engagement	-		-
	401 - Building & Vehicle Fund	250,000.00		250,000.00
	403 - Technology Fund	75,000.00		75,000.00
	404 - Facility Fund	-		-
	405 - Facility Financing Fund	664,000.00		664,000.00
	406 - Bertram Woods Branch Renovation Fund	35,000.00		35,000.00
	407 - Bertram Woods Branch Renovation Financing Fund	205,630.00		205,630.00
December 31, 2022 Unencumbered Balance	Total Revenue	1,236,544.00	-	1,236,544.00
	Expenditures			
10,773.27	204 - Walter N. Lawson Trust Fund	2,200.00		2,200.00
1,172.42	205 - Elaine Boots Fisher Trust	500.00		500.00
899.72	206 - Sheldon Skip Baumoeel Trust	-		-
24,351.00	207 - Barbara Luton Art Fund	1,500.00		1,500.00
13,649.17	208 - Bertram Woods Branch Fund	13,000.00		13,000.00
960.05	209 - Marilyn Kammer Fund	650.00		650.00
1,192.16	210 - Frances Bellman Fund	215.00		215.00
5,812.90	211 - Friends of Shaker Library	3,000.00		3,000.00
14,295.24	212 - MyCom - OST Grant	5,000.00		5,000.00
0.00	214 - LSTA Meta-Data Mini-Grant	-		-
10,812.64	219 - Ruth Levenson Fund	105.00		105.00
3,287.03	221 - Vending	-		-
0.00	222 - ARPA Community Engagement	-		-
819,661.48	401 - Building & Vehicle Fund	414,300.00		414,300.00
794,003.62	403 - Technology Fund	259,065.00		259,065.00
26,795.75	404 - Facility Fund	22,657.00	4,138.75	26,795.75
148.17	405 - Facility Financing Fund	664,000.00		664,000.00
2,588,807.43	406 - Bertram Woods Branch Renovation Fund	2,655,385.00		2,655,385.00
10,494.25	407 - Bertram Woods Branch Renovation Financing Fund	205,529.00		205,529.00
	Total Expenditures	4,247,106.00	4,138.75	4,251,244.75

2023-5

Ms. Katz moved, and Mr. Bertsch seconded the motion to approve the 2023 modified appropriations budget as submitted, increasing the expense in Fund 404 by \$4,138.75, and to approve the transfer of expenses from Fund 401 to Fund 404 for expenses incurred by RFC Contracting for the unallocated amount of \$26,795.75 as submitted.

Roll Call:

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Personnel Policy Revisions, First Review

Ms. Switzer shared the draft policy revisions for first review. She asked that recommended changes be sent to her by February 13 to be included in the February packet so the Personnel Policy changes can be approved at the February board meeting.

New Business

A. Personnel Action

Retired:

MeShelle Barclay, Circulation Services Assistant, full-time, level 14, effective 12/31/2022

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:48 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, February 20, 2023 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary