

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 20, 2023

Attendance

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

Members Absent:

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 6:32 p.m.

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

Bertram Woods Branch Renovation Update

Mr. Crabtree, Mr. Kellogg, and Mr. Riachi presented an update and answered questions regarding the Bertram Woods Renovation.

Circulation Services

Mr. Bagwell shared a presentation regarding the Circulation Services Department.

Strategic Planning Report

Ms. Taich from Kirtland Consulting, LLC reported that strategic planning workshops were held December 20, 2022 and February 14, 2023. Public focus groups and board interviews are in progress. The final Strategic Planning Workshop will be held April 12, 2023. The committee anticipates bringing the strategic plan to the Board for approval at their May 15 meeting. Ms. Taich and library trustees discussed the work done to date and the plan for future work.

Diversity, Equity, and Inclusion Committee Report

Dr. Rashid presented a summary of the draft revisions to the personnel policies that the DEI Committee recommended for approval.

2023-06 Dr. Rogen moved, and Mr. Bertsch seconded the motion to accept policies "170ADA/ADAAA, 320 Requirements for Employment, 332.2 Selection of Candidates, 451.2 Infractions, 750 Respectful Work Environment, 753.2 Social Media Use, 780 Harassment, 820 Sick and Safe Leave" as presented.

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

Nays: None. Motion carried

Consent Agenda

- Approval of Minutes
 - January 23, 2023 Special Meeting
 - January 23, 2023 Regular Meeting
- Financial Statements – January 31, 2023
- Budget Adjustment
- Gifts to be accepted and appropriated to the designated funds
 - General Fund
 - Jacobson Multimedia, LLC \$ 25.00
 - Marilyn Kammer Memorial Fund
Randy Kammer
In Memory of Helen Reyes \$25.00

2023-07 Dr. Rashid 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. Rashid, Dr. Rogen

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Endowment Fund Report

Ms. Ritchey presented the December 31, 2022 Endowment Fund Report

Director's Report

A. Director's Report

Ms. Switzer shared her written report. She noted that the City's Social Worker, Annette Amistadi, who works closely with the police and fire departments, will spend a half day each week at the library making herself available to library customers.

B. Annual Statistics Report

Ms. Switzer presented the year end statistics report.

C. Personnel Manual, Second Review

Ms. Switzer noted that this was the second review of the draft revisions and there were no suggested revisions after the January meeting.

2023-08 Ms. Kaus moved, and Dr. Rashid seconded the motion to accept the revised Personnel Manual as submitted.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

Hired: Jessica Smith, Youth Services Manager, full-time, level 24, effective 1/9/2023

Promoted: Laura O'Connor, Circulation Services Assistant, half-time, level 14 to Assistant Circulation Manager, full-time, level 20, effective 1/30/2023

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 7:51 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 20, 2023 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary