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

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

President’s Report  
Mr. Cicarella presented Mr. Bertsch with a commendation for the service he has provided the library since 2014.  

Mr. Cicarella recognized the celebration the Friends of the Library gave for Ms. Simon for her service to the library.  

Mr. Cicarella reminded the board members there will be an opportunity to participate, to the extent they are interested, in a strategic plan meeting in April.  

Ms. Kaus arrived at 6:49.  

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

Consent Agenda  
• Approval of Minutes - February 20, 2023 Regular Meeting  
• Financial Statements - February 28, 2023  
• Close Fund 221 (Vending)  
• Transfer to Local History Fund  
• Gifts to be accepted and appropriated to the designated funds  
  • Bertram Woods Branch Fund  
    Tom & Ann Cicarella  
    In memory of KJ Montgomery, to be used toward a native plant garden at the Bertram Woods Branch  
    $500.00
o General Fund
  Susan Bamard $200.00
  Jacobson Multimedia, LLC $ 25.00

o Frances Belman Large Print Fund
  Wendie Foman $ 35.00
  Marilyn Gardner
  In honor of Barbara Winicki's birthday $ 25.00

o Marilyn Kammer Memorial Fund
  Randy Kammer
  In Memory of Larry Jaffe $25.00

2023-09 Dr. Rashid moved, and Ms. Katz seconded the motion to accept the
consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Five-Year Financial Forecast

Ms. Ritchey presented the updated five-year forecast.
B. Final Appropriations Budget

Ms. Ritchey presented the final appropriations budget for review and approval.

<table>
<thead>
<tr>
<th></th>
<th>2023 Adjusted Appropriations</th>
<th>March 2023 Adjustment</th>
<th>2023 March Adjusted Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLF</td>
<td>2,024,889</td>
<td>(105,704)</td>
<td>1,919,185</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,080,000</td>
<td>30,755</td>
<td>4,118,755</td>
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<tr>
<td>HERB</td>
<td>400,000</td>
<td>400,000</td>
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<tr>
<td>Fines and Fees</td>
<td>75,725</td>
<td>2,000</td>
<td>77,725</td>
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<tr>
<td>Interest Earnings</td>
<td>251,290</td>
<td>4,700</td>
<td>255,990</td>
</tr>
<tr>
<td>Donations</td>
<td>350</td>
<td>950</td>
<td>1,300</td>
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<tr>
<td>Miscellaneous</td>
<td>4,040</td>
<td></td>
<td>4,040</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>6,836,294</td>
<td>(59,299)</td>
<td>6,776,995</td>
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<tr>
<td><strong>Advance/Transfer In</strong></td>
<td>3,287</td>
<td></td>
<td>3,287</td>
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<tr>
<td><strong>Total Revenue &amp; Transfer In</strong></td>
<td>6,836,294</td>
<td>(56,012)</td>
<td>6,780,282</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>3,579,000</td>
<td>(32,049)</td>
<td>3,646,951</td>
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<tr>
<td>Supplies</td>
<td>93,270</td>
<td>1,200</td>
<td>94,470</td>
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<tr>
<td>Purchased Services</td>
<td>972,485</td>
<td>2,578</td>
<td>975,063</td>
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<tr>
<td>Materials</td>
<td>723,760</td>
<td></td>
<td>723,760</td>
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<tr>
<td>Capital</td>
<td>20,015</td>
<td></td>
<td>20,015</td>
</tr>
<tr>
<td>Other</td>
<td>24,505</td>
<td></td>
<td>24,605</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>5,513,135</td>
<td>(28,271)</td>
<td>5,484,864</td>
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<td><strong>Transfers and Advance Out</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Special Funds</td>
<td></td>
<td>200</td>
<td>200</td>
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<tr>
<td>Capital Funds</td>
<td>325,000</td>
<td></td>
<td>325,000</td>
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<tr>
<td>Main Renovation Repayment</td>
<td>664,000</td>
<td></td>
<td>664,000</td>
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<tr>
<td>Woods Renovation Repayment</td>
<td>205,529</td>
<td></td>
<td>205,529</td>
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<tr>
<td>Advance Out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures &amp; Transfers</strong></td>
<td>6,707,664</td>
<td>(28,071)</td>
<td>6,679,593</td>
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<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td>128,630</td>
<td>(31,228)</td>
<td>97,402</td>
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</tbody>
</table>
Dr. Rogen moved, and Mr. Bertsch seconded the motion to accept the final appropriations budget as submitted.

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

Nays: None. Motion carried.

C. State Budget Process

Ms. Switzer reviewed the State Budget Process.
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.


Ms. Brodar presented the updates to the policies.

2023-11 Ms. Kaus moved, and Dr. Rashid seconded the motion to accept the revised policies as submitted.

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

Nays: None. Motion carried.

C. Resolution to approve the Memorandum of Understanding between the libraries participating in the “Cuyahoga Reads” initiative.

Ms. Switzer requested approval of the Memorandum of Understanding between the libraries participating in the “Cuyahoga Reads” initiative and noted that Euclid Public Library is the fiscal agent of the grant.

2023-12 Dr. Rashid moved, and Ms. Katz seconded the motion to approve the Memorandum of Understanding between the participating libraries, authorize the Director to enter into this MOU and direct the Director or designee(s) to take steps to implement the “Cuyahoga Reads” initiative funded by the ODE Libraries Accelerating Learning grant.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

Hired:

Marisa Germano, Library Resource Security Officer, full-time, level 14, effective 2/20/2023

End of Employment:

Christine Piscara, Library Aide, part-time, level 12, effective 2/11/2023
B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Bertsch moved, and Ms. Katz seconded the motion to adjourn the regular board meeting at 7:26 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 17, 2023 at 6:30 p.m.

________________________________________
Thomas Cicarella, President

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Susan Ritchey, Fiscal Officer

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Timeka Rashid, Secretary