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
 - o 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

0	General Fund	
	Susan Barnard	

\$200.00

Jacobson Multimedia, LLC

\$ 25.00

o Frances Belman Large Print Fund

Wendie Forman

\$ 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.

SHAKER HEIGHTS PUBLIC LIBRARY 2023 MODIFIED APPROPRIATION GENERAL FUND

	2023		2023 March
	Adjusted	March 2023	Adjusted
	Appropriations	Adjustment	Appropriation
Revenue	Appropriations	Aujustilielit	Appropriation
PLF	2.024.000	(105,704)	1,919,185
	2,024,889 4,080,000	38,755	4.118.755
Property Taxes HERB	4,080,000	36,733	
		2 222	400,000
Fines and Fees	75,725	2,000	77,725
Interest Earnings	251,290	4,700	255,990
Donations	350	950	1,300
Miscellaneous	4,040		4,040
Total Revenue	6,836,294	(59,299)	6,776,995
Advance/Transfer In		3,287	3,287
Total Revenue & Transfer In	6,836,294	(56,012)	6,780,282
Expenditures			
Salaries and Benefits	3,679,000	(32,049)	3,646,951
Supplies	93,270	1,200	94,470
Purchased Services	972,485	2,578	975,063
Materials	723,760		723,760
Capital	20,015		20,015
Other	24,605		24,605
Total Expenditures	5,513,135	(28,271)	5,484,864
Transfers and Advance Out			
Special Funds		200	200
Capital Funds	325,000		325,000
Main Renovation Repayment	664,000		664,000
Woods Renovation Repayment	205,529		205,529
Advance Out	,		-
Expenditures & Transfers	6,707,664	(28,071)	6,679,593
Surplus/(Deficit)	128,630	(31,228)	97,402

SHAKER HEIGHTS PUBLIC LIBRARY 2023 MODIFIED APPROPRIATION SPECIAL FUNDS

2023 Adjusted Appropriation March 202 Adjustmen	Appropriation 0.00 300.00 10.00
Revenue 204 - Walter N. Lawson Trust Fund 100.00 200 205 - Elaine Boots Fisher Trust 10.00 200 206 - Sheldon Skip Baumoel Trust 8.00 207 - Barbara Luton Art Fund 1,235.00 208 - Bertram Woods Branch Fund 135.00 2,865 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	0.00 300.00 10.00
204 - Walter N. Lawson Trust Fund 100.00 200 205 - Elaine Boots Fisher Trust 10.00 206 - Sheldon Skip Baumoel Trust 8.00 207 - Barbara Luton Art Fund 1,235.00 208 - Bertram Woods Branch Fund 135.00 2,865 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	10.00
205 - Elaine Boots Fisher Trust 10.00 206 - Sheldon Skip Baumoel Trust 8.00 207 - Barbara Luton Art Fund 1,235.00 208 - Bertram Woods Branch Fund 135.00 2,865 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	10.00
206 - Sheldon Skip Baumoel Trust 8.00 207 - Barbara Luton Art Fund 1,235.00 208 - Bertram Woods Branch Fund 135.00 2,865 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library	I
207 - Barbara Luton Art Fund 1,235.00 208 - Bertram Woods Branch Fund 135.00 2,865 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	
208 - Bertram Woods Branch Fund 135.00 2,869 209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	8.00
209 - Marilyn Kammer Fund 160.00 210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	1,235.00
210 - Frances Bellman Fund 161.00 211 - Friends of Shaker Library -	3,000.00
211 - Friends of Shaker Library -	160.00
	161.00
212 - MvCom - 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 -	250,000,00
401 - Building & Vehicle Fund 250,000.00 403 - Technology Fund 75,000.00	250,000.00 75,000.00
403 - Technology Fund 75,000.00 404 - Facility Fund - 7.533	
	5.00 664,005.00
406 - Bertram Woods Branch Renovation Fund 35,000.00 5,000	
-,	0.00 205,640.00
December 31, 2022 Total Revenue 1,236,544.00 15,61	-
Unencumbered	-,,
Balance	
Expenditures	
10,773.27 204 - Walter N. Lawson Trust Fund 2,200.00 200	2,400.00
1,172.42 205 - Elaine Boots Fisher Trust 500.00	500.00
899.72 206 - Sheldon Skip Baumoel 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 2,865	
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 -	105.00
10,812.64 219 - Ruth Levenson Fund 105.00 3,287.03 221 - Vending - 3,287	105.00 7.03 3.287.03
0.00 222 - ARPA Community Engagement -	3,267.03
819,661.48 401 - Building & Vehicle Fund 414,300.00 10,970	0.00 425,270.00
794,003.62 403 - Technology Fund 259,065.00 6,524	
26,795.75 404 - Facility Fund 26,795.75 7,537	
148.17 405 - Facility Financing Fund 664,000.00	664,000.00
2,588,807.43 406 - Bertram Woods Branch Renovation Fund 2,623,385.00	2,623,385.00
10,494.25 407 - Bertram Woods Branch Renovation Financing Fund 205,529.00	205,529.00
Total Expenditures 4,219,244.75 31,384	4.00 4,250,628.75

<u>2023-10</u> 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.

B. Policies: Confidentiality of Customer Records, Customer Service Philosophy, Information Security Policy, Library Organization and Department Functions, Records Retention and Disposal

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 Piscura, Library Aide, part-time, level 12, effective 2/11/2023

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None.

<u>Adjournment</u>

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
Cusan Ditabay Fiscal Officer
Susan Ritchey, Fiscal Officer
Timeka Rashid, Secretary