

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 15, 2023

Attendance

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

Members Absent: Dr. Barnard (attended virtually)

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. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid, Dr. Rogen,  
Ms. Tendulkar

Bertram Woods Update

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

Strategic Plan

Ms. Taich reviewed the strategic plan process and the draft 2023-2026 plan submitted for approval.

Ms. Switzer said that implementation progress would be reported regularly to the Board.

Dr. Barnard attended via zoom and affirmed she would vote for the plan if virtual attendance was recognized by law for quorum and voting purposes.

2023-13 Ms. Kaus moved, and Dr. Rogen seconded the motion to accept the Strategic Plan as submitted.

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

Nays: None. Motion carried.

2023-14 Mr. Cicarella moved, and Ms. Tendulkar seconded the motion to recognize and thank the board members (Ms. Kaus and Dr. Rogen), and the staff (Mr. Bagwell, Ms. Brodar, Ms. Jackson, Ms. Miller, Ms. Petrone, and Ms. Switzer) on the Strategic Planning Team for their work.

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

Nays: None.

Abstain: Ms. Kaus, Dr. Rogen

Motion carried.

Presentation: Mayor David Weiss and Chief Wayne Hudson

Mayor Weiss and Chief Hudson attended to share information regarding a petition currently circulating to change the city charter.

Presentation: Maura Dunn, Early Literacy Specialist

Ms. Dunn shared information about her work with area preschools and daycare centers, as well as children and families.

President's Report

Mr. Cicarella welcomed Ms. Tendulkar to the Board.

Diversity, Equity, and Inclusion Committee Report

Ms. Cullers reviewed the hiring and retention audit report provided by Ms. Eason of Elevate People Solutions.

Consent Agenda

- Approval of Minutes – March 20, 2023 Regular Meeting
- Financial Statements:
  - March 31, 2023
  - April 30, 2023
- Depository Agreement for Deposit of Public Funds
- 2024 Alternative Tax Budget
- Gifts to be accepted and appropriated to the designated funds
  - General Fund
    - Jacobson Multimedia, LLC \$ 25.00

2023-15 Dr. Rashid moved, and Ms. Tendulkar seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Budget Adjustment

Ms. Ritchey said the library received \$1,000 from the Heights Christian Church to be used for snacks at programs.

The Ohio Department of Education Accelerated Reading Grant, "Cuyahoga Reads," will continue through 2024 and is reimbursable. The library intends to spend and be reimbursed \$10,750 during 2023. The remaining balance will be included in the 2024 temporary allocation.

The 2023 MyCom Grant was approved for \$7,500 after the final appropriation was approved. The original budget was for \$5,000 in revenue and expenditure. This will be an increase in both of \$2,500.

Ms. Ritchey requested approval for the above budget adjustments.

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

	2023 March Adjusted Appropriation	2023 May Adjustment	2023 Final Appropriation
<b>Revenue</b>			
PLF	1,919,185		1,919,185
Property Taxes	4,118,755		4,118,755
HERB	400,000		400,000
Fines and Fees	77,725		77,725
Interest Earnings	255,990		255,990
Donations	1,300		1,300
Miscellaneous	4,040	11,750	15,790
<b>Total Revenue</b>	<b>6,776,995</b>	<b>11,750</b>	<b>6,788,745</b>
Advance/Transfer In	3,287	-	3,287
<b>Total Revenue &amp; Transfer In</b>	<b>6,780,282</b>	<b>11,750</b>	<b>6,792,032</b>
<b>Expenditures</b>			
Salaries and Benefits	3,646,951		3,646,951
Supplies	94,470	11,750	106,220
Purchased Services	975,063		975,063
Materials	723,760		723,760
Capital	20,015		20,015
Other	24,605		24,605
<b>Total Expenditures</b>	<b>5,484,864</b>	<b>11,750</b>	<b>5,496,614</b>
<b>Transfers and Advance Out</b>			
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	-		-
<b>Expenditures &amp; Transfers</b>	<b>6,679,593</b>	<b>11,750</b>	<b>6,691,343</b>
Surplus/(Deficit)	97,402	-	97,402

SHAKER HEIGHTS PUBLIC LIBRARY  
2023 MODIFIED APPROPRIATION  
SPECIAL FUNDS

		2023 March Adjusted Appropriation	May 2023 Adjustment	2023 Final Appropriation
	<b>Revenue</b>			
	204 - Walter N. Lawson Trust Fund	300.00		300.00
	205 - Elaine Boots Fisher Trust	10.00		10.00
	206 - Sheldon Skip Baumel Trust	8.00		8.00
	207 - Barbara Luton Art Fund	1,235.00		1,235.00
	208 - Bertram Woods Branch Fund	3,000.00		3,000.00
	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	2,500.00	7,500.00
	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	7,537.97		7,537.97
	405 - Facility Financing Fund	664,005.00		664,005.00
	406 - Bertram Woods Branch Renovation Fund	40,000.00		40,000.00
	407 - Bertram Woods Branch Renovation Financing Fund	205,640.00		205,640.00
<b>December 31, 2022 Unencumbered Balance</b>	<b>Total Revenue</b>	<b>1,252,161.97</b>	<b>2,500.00</b>	<b>1,254,661.97</b>
	<b>Expenditures</b>			
10,773.27	204 - Walter N. Lawson Trust Fund	2,400.00		2,400.00
1,172.42	205 - Elaine Boots Fisher Trust	500.00		500.00
899.72	206 - Sheldon Skip Baumel Trust	-		-
24,351.00	207 - Barbara Luton Art Fund	1,500.00		1,500.00
13,649.17	208 - Bertram Woods Branch Fund	15,865.00		15,865.00
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	2,500.00	7,500.00
0.00	214 - LSTA Meta-Data Mini-Grant	-		-
10,812.64	219 - Ruth Levenson Fund	105.00		105.00
3,287.03	221 - Vending	3,287.03		3,287.03
0.00	222 - ARPA Community Engagement	-		-
819,661.48	401 - Building & Vehicle Fund	425,270.00		425,270.00
794,003.62	403 - Technology Fund	265,589.00		265,589.00
26,795.75	404 - Facility Fund	34,333.72		34,333.72
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
	<b>Total Expenditures</b>	<b>4,250,628.75</b>	<b>2,500.00</b>	<b>4,253,128.75</b>

2023-16 Ms. Katz moved, and Dr. Rogen seconded the motion to accept the budget adjustment as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Policies: Service Area and Governance, Senior Person Responsibilities, Meeting Rooms, Community Posting, Library Programs and Classes, Credit Cards, Petty Cash

Ms. Switzer reviewed the draft policy revisions.

2023-17 Ms. Katz moved, and Dr. Rashid seconded the motion to accept the revised policies as submitted.

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

Nays: None. Motion carried.

C. Quarterly Usage Report.

Ms. Switzer presented the quarterly usage report.

New Business

A. Personnel Action

Status Change:

Luke Darby, Circulation Services Assistant, half-time, level 14 to Circulation Services Assistant full-time, level 14, effective 3/13/2023

End of Employment:

Mackenna Dasco, Technology Experience Specialist, full-time, level 22, effective 4/3/2023

Annelise Hoftmaurer, Children's Librarian, full-time, level 22, effective 3/2/2023

Drew Perkins, IT Support Specialist, full-time, level 22, effective 4/11/2023

Margaret Simon, Public Relations Manager, full-time, level 24, effective 3/31/2023

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Dr. Rashid moved, and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:47 p.m. and

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trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, June 26, 2023 at 6:30 p.m.

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Thomas Cicarella, President

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Susan Ritchey, Fiscal Officer

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Timeka Rashid, Secretary