

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
June 26, 2023

Attendance

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

Members Absent: Ms. Tendulkar

Staff Present: Ms. Ritchey, 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. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid,
Dr. Rogen

Bertram Woods Update

Mr. Crabtree, Mr. Kellogg, and Mr. Riachi presented an update and answered questions regarding the Bertram Woods Renovation. The work is on schedule and on budget.

A. Allowance Usage Summary

Mr. Riachi presented the Bertram Woods Bid Gap Allowance and Bid Day Savings Usage Summary for review. A Bid Gap Allowance/Bid Day Savings of \$126,707 is in the GMP and \$42,492 has been spent, leaving \$84,215 remaining. Mr. Riachi noted that there is \$10,000 in potential added electrical cost that is still under review. That cost would also come from the allowances. No construction contingency funds have been used yet.

B. Restroom Upgrades

Mr. Riachi presented the proposed expanded scope of work for the Bertram Woods Branch public restrooms. The work is estimated to cost \$33,000 and would be funded by additional interest earned this year, though final pricing has not yet been completed. The adjustment to the GMP for the final restroom upgrades will be included in the July packet.

C. Parking Lot Replacement

Mr. Riachi provided an update on the Bertram Woods parking lot replacement planned for after the renovation is completed but before the branch reopens. Mr. Riachi solicited three proposals for the work. Perrin Asphalt and Concrete had the lowest proposal at \$46,500. Based on the

budget, schedule, and project proposals, the library will proceed with the proposal by Perrin to replace the Woods parking lot for \$46,500.

Commendation: Carolyn Steiner

Ms. Brodar presented a Resolution of Commendation for Ms. Steiner, who has selflessly dedicated her time and expertise as a volunteer to facilitate and teach an English for Speakers of Other Languages (ESOL) class for more than ten years at Shaker Heights Public Library.

2023-18 Ms. Katz moved, and Ms. Kaus seconded the motion to present the commendation to Ms. Steiner as submitted.

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

Nays: None. Motion carried.

President’s Report

Mr. Cicarella welcomed the new Communications and Marketing Manager, Ms. Brennan, to the library.

Diversity, Equity, and Inclusion Committee Report

Dr. Rashid welcomed Ms. Katz to the committee. She provided an update regarding training, summer programming, and the current focus of the committee.

Consent Agenda

- Approval of Minutes
 - March 20, 2023 Regular Meeting (revised)
 - May 15, 2023 Regular Meeting
- Financial Statements – May 31, 2023
- Fund 404 RFC Contracting Expense Transfer
- Bank Transfer
- Gifts to be accepted and appropriated to the designated funds
 - General Fund
 - Jacobson Multimedia, LLC \$ 25.00
 - Marilyn Kammer Memorial Fund (209-6510)
 - Randy Kammer
 - In memory of Geraldine Levine \$25.00
 - In memory of Fran Young \$25.00
 - Karl Kammer
 - In memory of Betty Roskamm \$25.00

2023-19 Dr. Rashid moved, and Ms. Katz seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Cleveland Foundation Endowment Fund First Quarter Report

Ms. Ritchey reviewed the Cleveland Foundation Endowment Fund first quarter report.

Director's Report

A. Director's Report

Ms. Brodar shared the Director's written report.

B. Policies: Meeting Rooms

Ms. Brodar reviewed the Meeting Room Policy revisions.

2023-20 Dr. Rashid moved, and Ms. Katz seconded the motion to accept the revised Meeting Room Policy as submitted.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

End of Employment:

Morgan Bulger, Community Engagement Specialist, full-time, level 22,
effective 05/04/2023

Promoted:

Shatira Jackson, Adult Services Associate, full-time, level 18 to Adult
Services Librarian, full-time, level 22 effective 5/22/2023.

Sarah Holden, Circulation Services Assistant, half-time, level 14, to
Children's Librarian, full-time, level 22, effective 05/24/2023

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Ms. Kaus seconded the motion to adjourn the regular board meeting at 7:19 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, July 17, 2023 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary