

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
July 17, 2023

Attendance

Members Present: Dr. Barnard, Ms. Katz, Dr. Rogen, Ms. Tendulkar

Members Absent: Mr. Cicarella, Ms. Kaus, Dr. Rashid

Staff Present: Ms. Ritchey, Ms. Switzer, Implementation Team

Ms. Katz called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m.

Roll Call: Dr. Barnard, Ms. Katz, Dr. Rogen, Ms. Tendulkar

Bertram Woods Update

Mr. Hill, Mr. Kellogg, and Mr. Riachi presented an update on the Bertram Woods renovation. The work is on schedule and on budget.

Consent Agenda

- Approval of Minutes – June 26, 2023 Regular Meeting
- Financial Statements – June 30, 2023
- Gifts to be accepted and appropriated to the designated funds
 - General Fund
The Village Garden Club
To help offset the cost of maintaining the archives \$100.00
 - General Fund
Jacobson Multimedia, LLC \$ 25.00
 - Frances Belman Fund (101-6510)
Marilyn Gardner
In memory of Frances Belman's birthday \$25

2023-21 Dr. Rogen moved, and Ms. Tendulkar seconded the motion to accept the consent agenda items as submitted.

Roll Call: Ayes: Dr. Barnard, Ms. Katz, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

Fiscal Officer's Report:

- A. Approve Phase 2 GMP Amendment to the CMR Agreement with Turner Construction for the Bertram Woods Branch Improvements

Dr. Barnard requested this item be moved off the consent agenda for final discussion.

Final pricing for the change order to complete additional work in the Bertram Woods Branch public restrooms was received at \$29,536 on July 13, 2023. This work was discussed in detail at the May 16, 2023 Building Committee meeting and the June 26, 2023 Board of Trustees meeting. The estimate for the additional work was approximately \$33,000. This additional cost expands the scope of work to include:

- adding new tile floors
- tiling the wet walls to six feet high
- replacing the tile ceilings with gypboard
- replacing light fixtures
- adding privacy doors and panels to the partitions
- making modifications to diffusers.

The GMP approved at the November 7, 2022 Board Meeting for the Bertram Woods Branch renovation is \$2,331,849. With the approval of Change Order #1 the GMP will be increased by \$29,536, to a total of \$2,361,385.

2023-22 Dr. Barnard moved, and Dr. Rogen seconded the motion to authorize the Director to approve, sign and deliver, in the name of and on behalf of the Shaker Heights Public Library, Change Order #1, to increase the scope of work for the public restrooms as described above for the Bertram Woods Branch Renovation Project. The Guaranteed Maximum Price (GMP) will be increased by \$29,536.

The GMP for the Project is therefore revised to be \$2,361,385.

Roll Call: Ayes: Dr. Barnard, Ms. Katz, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

B. PLF Update

Final PLF Estimate for Calendar Year 2023

Ms. Switzer reported that the Ohio Department of Taxation (ODT) issued their final estimates for the Public Library Fund (PLF) distributions for Calendar Year 2023 (CY23). The estimates for the remainder of 2023 reflect the current projection of state tax revenues during Calendar Year prior to any changes made by the state's 2024-25 biennial budget.

Overall, ODT estimates the total CY23 PLF distribution will be 1.1% more than the figure ODT certified in December 2022. Though the new estimate does not reflect the proposed changes in the budget, it does reflect the consistent growth in state revenues.

The December 2022 estimate, which is the library's budgeted amount, was \$1,919,185. The June 2023 estimate for the library is \$1,939,763.

FY24-25 State Budget

Ms. Switzer said that Ohio Library Council (OLC) is working through the final language and vetoes and will provide a summary of the final bill soon. Although libraries requested that the PLF be set to 1.74% to hold libraries harmless from proposed tax cuts, the budget sets the PLF at 1.70% in permanent law.

Director's Report

A. Director's Report

Ms. Switzer shared the Director's written report. She said that this was Ms. Cullers final meeting after being with the organization for 22 years. She thanked Ms. Cullers for her years of service, as well as her wise counsel and support.

B. Strategic Planning Report

Ms. Switzer shared an update regarding staff's continuing work on the strategic plan. Caroline Taich will be working with the Implementation Team to facilitate the development of objectives, tactics, and metrics in support of the strategic plan. Ms. Taich submitted a proposal for this work, for \$16,000. The Implementation Team as well as Dr. Rogen and Ms. Kaus discussed the proposal and agreed that her support and guidance was critical in that process, particularly in light of the impact of various staff medical leaves, vacancies, and new hires on staff capacity.

Ms. Switzer anticipates sharing the objectives, tactics, and metrics with the Board at their October meeting.

New Business

A. Personnel Action

Hired:

Marlene Barbee, Summer Tutoring Coordinator, part-time, level 22, effective 6/9/2023

Lyndsey Brennan, Communications and Marketing Manager, full-time, level 24, effective 6/8/2023

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Dr. Rogen moved, and Dr. Barnard seconded the motion to adjourn the regular board meeting at 7:16 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, August 21, 2023 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary