

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
October 16, 2023

Attendance

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

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: Dr. Barnard, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rashid,
Ms. Tendulkar

Dr. Rogen arrived at 6:33

Executive Session

2023-27 Ms. Kaus moved, and Dr. Rashid seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

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

Nays: None. Motion carried.

Trustees entered executive session at 6:33 p.m.

Trustees returned to regular session at 7:13 p.m.

Diversity Equity an Inclusion Committee Report

Dr. Rashid reported that Dr. Lawrence Burnley attended the meeting to share information regarding Shaker Schools' Diversity, Equity, and Inclusion (DEI) work, including the mission, vision, and guiding principles. She noted that library staff continue to focus on managing customer behavior and public space from a DEI perspective. The workgroup is working on revisions to the guidelines for progressive discipline and procedures and informational documents for staff.

Consent Agenda

- Approval of Minutes – August 21, 2023 Regular Meeting
- Financial Statements – August 31, 2023
– September 30, 2023
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)
Jacobson Multimedia, LLC \$50

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
In memory of Edward Morris \$25
In honor of Sandy Zimmerman receiving the \$25
Joe P. Safer award from the Jacksonville
Jewish Federation

2023-28 Ms. Katz moved, and Ms. Tendulkar 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, Ms. Tendulkar

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared the Director's written report. Bertram Woods reopened on Wednesday October 11, 2023. She said the grand reopening celebration will be Saturday, November 4, 2023. Ms. Switzer noted that Finance Committee asked about moving the regular November board meeting from November 20 to November 27. Board members agreed to move the meeting.

B. Strategic Planning Report

Ms. Switzer provided an update on the Strategic Planning work staff have been doing.

C. Policies First Review: Environmental Sustainability Policy

Ms. Brodar presented the Environmental Sustainability Policy for first review and discussion.

New Business

A. Personnel Action

Hired:

Alli Alston, Library Aide, part-time, level 12, effective 9/11/2023

Krystal Carnes, Library Aide, part-time, level 12, effective 9/11/2023

Alexis Chambers, Adult Services Associate, half-time, level 18, effective 9/5/2023

Beth Colquitt, Circulation Services Associate, half-time, level 14,
effective 9/18/2023

Kat Pursell, Circulation Services Associate, half-time, level 14,
effective 9/18/2023

Chloe Schlenk, Circulation Services Associate, half-time, level 14,
effective 9/18/2023

Reclassification:

Erin MacLean, Administrative Services Associate, full-time, level 18
to Administrative Coordinator, full-time, level 20, effective
9/10/2023

Leave of Absence:

Carol Yates, Library Aide, part-time, level 12, effective 9/2/2023 to
10/12/2023

End of Employment:

Saseah Hooks, Library Aide, part-time, level 12, effective 8/8/2023

B. Other New Business

2023-29 Dr. Barnard moved, and Ms. Katz seconded the motion to approve a bonus of \$3,000 for each of the next five (5) paychecks (totaling \$15,000) to Digital Services Manager Susie Brown in recognition of her work managing and installing all the technology necessary for the renovation of the Bertram Woods Branch in the absence of an IT Support Specialist, while also doing her regular job and that of the IT Support Specialist.

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

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Dr. Barnard moved, and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:43 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, November 27, 2023 at 6:30 p.m.

Thomas Cicarella, President

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Susan Ritchey, Fiscal Officer

Timeka Rashid, Secretary