

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
November 27, 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 6:35 p.m.

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

Dr. Rogen arrived at 6:37.

Community Comments

Ms. Dorane Viggers expressed her concerns about teen behavior in the Tech Hub. She said many teens do not have respect for the purpose of the library and are not considerate of others trying to use the computers.

President's Report

Mr. Cicarella appointed Ms. Katz and Dr. Rashid to the nominations committee. They will return in December with recommendations for officers.

Mr. Cicarella reported that there will be meeting on November 30, 2023 with T-Mobile about proposed changes to the draft consent letter for equipment upgrades and equipment room repairs.

Mr. Cicarella commended staff for the Bertram Woods Branch Grand Reopening celebration.

Presentation – Erin MacLean, Green Team

Ms. MacLean presented information on the work of the library's Green Team.

Consent Agenda

- Approval of Minutes – October 16, 2023 Regular Meeting
- Financial Statements – October 31, 2023
- Budget Adjustment
- 2024 Property Tax Advance Resolution
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC

\$25

Frances Belman Fund (210-6110)

Marsha Moses

In honor of Marilyn Gardner's birthday

\$50

2023-30 Ms. Katz moved, and Dr. Rashid 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.

### Fiscal Officer's Report

#### A. Accounting Software Upgrade

Ms. Ritchey reported that the accounting software has been moved to the cloud. In addition to supporting business continuity, this change allows the library to improve its financial reporting.

#### B. 2024 Salary Pay Ranges

Ms. Switzer presented the proposed 2024 Pay Ranges for review.

2023-31 Ms. Katz moved, and Ms. Tendulkar seconded the motion to accept the 2024 Salary Pay Ranges to be effective with the pay period beginning December 31, 2023, to be paid January 26, 2024, 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. She thanked everyone for their work on the Bertram Woods Branch grand reopening celebration and thanked the board for their presence at the event. She noted that the community has had a positive response to the renovation. Ms. Switzer reported that the City of Shaker Heights recently installed the public art project "Readers' Picnic" on city property on the east side of the library. The library worked with the city to host public input on the book titles and librarians recommended local authors and titles to the artists.

B. 2024 Staff Professional Day and Quarterly Staff Training

2023-32 Dr. Rogen moved, and Ms. Katz seconded the motion to approve closing the library on May 17, 2024 for Staff Professional Day and the delayed opening of 10:30 am for both buildings on February 16, 2024, August 16, 2024, and November 15, 2024 for quarterly staff training.

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

Nays: None. Motion carried.

C. Policies - Personnel Manual Section 512.1, Meeting Room Policy, and Environmental Sustainability Policy

2023-33 Ms. Tendulkar moved, and Ms. Katz seconded the motion to approve the Personnel Policy Manual Section 512.1, Meeting Room Policy, and Environmental Sustainability Policy, as submitted.

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

Nays: None. Motion carried.

D. Technology Plan First Review

Ms. Brown presented the Technology Plan for first review and discussion.

E. Owner's Representative Contract with RFC Contracting

2023-34 Ms. Katz moved, and Dr. Rashid seconded the motion to extend the contract with RFC Contracting for Owner's Representative Services for completion of:

- Post-construction work for the Bertram Woods Branch renovation
- T-Mobile equipment room repairs and exterior waterproofing
- Main Library concrete steps work if the Board approves it

for a fee of \$11,000.00, with payments of \$5,500 per month in November and December 2023.

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

F. Third Quarter Usage Report

Mr. Grabski presented the third quarter usage report.

New Business

A. Personnel Action

Hired:

Bill Bass, Human Resources Officer, full-time, level 26, effective 10/9/2023

Alaine Kay, Technology Experience Specialist, full-time, level 22, effective 10/23/2023

Jules Panighetti, Adult Services Associate, half-time, level 18, effective 10/2/2023

End of Employment:

Alexis Chambers, Adult Services Associate, half-time, level 18, effective 10/25/2023

B. Other New Business

Ms. Ritchey reported that the Auditor of State's office has notified the library that there is a clean audit for 2021 and 2022. Ms. Ritchey shared the draft report with the board. The board signed a waiver for the post-audit conference.

C. Executive Session

2023-35 Ms. Katz 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 8:04 p.m.

Trustees returned to regular session at 8:39 p.m.

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Dr. Barnard seconded the motion to adjourn the regular board meeting at 8:40 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, December 18, 2023 at 6:30 p.m.

[44]

---

Thomas Cicarella, President

---

Susan Ritchey, Fiscal Officer

---

Timeka Rashid, Secretary