

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
January 22, 2024

Attendance

Members Present: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz, Ms. Kaus,  
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 6:34 p.m.

Roll Call: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz, Ms. Kaus,  
Dr. Rogen, Ms. Tendulkar

Swear in New Trustee Emily Cole-Kelly

Mr. Cicarella administered the oath of office to Ms. Cole-Kelly prior to the meeting being called to order. Ms. Cole-Kelly will complete the term vacated by Dr. Rashid.

Library Records Commission

A. Records Retention and Disposal Policy

Ms. Ritchey reviewed the updates to the Record Retention and Disposal Policy.

2024-01 Ms. Katz moved, and Ms. Kaus seconded the motion to revise the Record Retention and Disposal Policy as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz,  
Ms. Kaus, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

B. Disposal of Obsolete Records

Ms. Ritchey requested permission to dispose of the records that are past the retention period as outlined in the Records Retention and Disposal policy.

2024-02 Ms. Kaus moved, and Dr. Barnard seconded the motion to dispose of the obsolete records.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz,  
Ms. Kaus, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

### President's Report

#### A. Election of Board of Trustee Secretary

Mr. Cicarella nominated Dr. Rogen for the position of Secretary.

2024-03 Ms. Katz moved, and Dr. Barnard seconded the motion to appoint Dr. Rogen as Secretary for 2024.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz, Ms. Kaus, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

#### B. Board Bylaws

Mr. Cicarella appointed Dr. Barnard and Ms. Kaus to review the bylaws and bring any suggested changes in writing to the Board in time to review and vote on at the February meeting.

#### C. Mr. Cicarella noted that a recent post on social media about behavior in the library was not accurate. He said that staff responded promptly to the complaint and handled behavior according to library policy.

### Consent Agenda

- Approval of Minutes
  - December 18, 2023 Organizational Meeting
  - December 18, 2023 Regular Meeting
- Financial Statements – December 31, 2023
- Gifts to be accepted and appropriated to the designated funds
  - General Fund

Jonathan and Suzanne Scharfstein	\$500.00
John Davies	\$500.00
Ari Shapiro	\$100.00
Jacobson Multimedia, LLC	\$ 25.00

2024-04 Dr. Rogen moved, and Dr. Barnard seconded the motion to accept the consent agenda items as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz, Ms. Kaus, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Credit Card Rewards Report

Ms. Ritchey reported that the Visa rewards earned and received for staff during 2023 total \$524.99.

Director's Report

A. Director's Report

Ms. Switzer shared her written report. She highlighted the Human Library event on January 16 and reminded everyone of the Connie Schultz author talk February 10, the new Memory Care Collection available for circulation, and the MLK Keynote with Rev. Naomi Tutu collaborative event at the High School Auditorium on January 29, 2024.

B. Code of Conduct and Purchasing Policy Revisions

Ms. Brodar shared the draft Code of Conduct policy revisions and Ms. Switzer shared the Purchasing Policy revisions for review.

2024-05 Ms. Tendulkar moved, and Dr. Rogen seconded the motion to approve the Code of Conduct and Purchasing Policy Revisions as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Ms. Katz, Ms. Kaus, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

New Business

A. Personnel Action

None

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 7:15 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, February 26, 2024 at 6:30 p.m. at the Bertram Woods Branch.

[4]

---

Thomas Cicarella, President

---

Susan Ritchey, Fiscal Officer

---

Bruce Rogen, Secretary