

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
February 26, 2024

Attendance

Members Present: Dr. Barnard, Mr. Cicarella, Ms. Cole-Kelly, Dr. Rogen,
Ms. Tendulkar

Members Absent: Ms. Katz, Ms. Kaus

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 6:38 p.m. at the Bertram Woods Branch.

Roll Call: Dr. Barnard, Mr. Cicarella, Dr. Rogen, Ms. Tendulkar

Nays: None. Motion carried.

President's Report

A. Board Bylaws

Dr. Barnard said she and Ms. Kaus reviewed the bylaws. Dr. Barnard said they suggest that the bylaws be revised to require that all trustees be qualified electors of the Shaker Heights City School District, not just the president and vice president. Trustees agreed it should be considered. Ms. Switzer noted that the bylaws require suggested revisions be shared in writing with the Board at least ten days before voting on the changes.

Ms. Cole-Kelly arrived at 6:43.

Consent Agenda

- Approval of Minutes
 - December 18, 2023 Regular Meeting – revised to include 2023 Temporary Appropriation figures
 - January 22, 2024 Regular Meeting
- Financial Statements – January 31, 2024, with the understanding the January and YTD budget will be modified when the system glitch is rectified.
- Gifts to be accepted and appropriated to the designated funds
 - General Fund (101-6510)
 - Jacobson Multimedia, LLC \$25
 - Marilyn Kammer Memorial Fund (209-6510)
 - Laura Rosenbaum \$98

2024-06 Ms. Cole-Kelly moved, and Ms. Tendulkar seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report:

A. Cleveland Foundation Fund Statement

Ms. Ritchey presented the 2023 fourth quarter fund statement for the Cleveland Foundation.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Main Library Tuckpointing Project

Background:

1. During the Main Library renovation (completed in 2021) per the advice of the library's architect and engineers, all necessary tuckpointing work was completed on the east and south elevations. On the west and north elevations minor tuckpointing required to keep water from infiltrating the building was completed. The remaining tuckpointing work on those sides of the building was determined to be less critical at that time and the library planned to complete it in the future over a period of years based on budgetary constraints. The Board of Library Trustees of Shaker Heights Public Library (the "Board") is now undertaking tuckpointing the west and north sides of the building at the Main Library (the "Project"); and
2. The Director and Fiscal Officer are working with working with Mr. Riachi (the "third-party Owner's Representative") and the Library's legal counsel to prepare the Bidding Package for the Project, which includes the design/specifications and legal bidding/contract documents, and a legal notice for the Project, to be placed in a newspaper of general circulation in the library territory, as required by Ohio Revised Code Section 3375.41, which will be entered in full in the record of proceedings of the Board at a future meeting of the Board; and
3. Board approval is needed to authorize the placement of the legal notice for the Bid Package for the Project, with sealed bids to be accepted until twelve o'clock noon on a date as may be determined by the Director or Fiscal Officer as the Board's authorized representative and authorize the Fiscal Officer or their designee to open and publicly read the bids aloud immediately

thereafter, at the place designated in the finalized legal notice, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Shaker Heights Public Library as follows:

1. The Board authorizes the Director and Fiscal Officer, working with the third-party Owner's Representative and legal counsel, to prepare the Bidding Package for the Project.
2. After finalization of the Bidding Package by the Director and Fiscal Officer, the Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of two weeks, with bids being accepted until twelve o'clock noon on a date as may be determined by the Library Director or Fiscal Officer, as the Board's authorized representative, by addendum, or by operation of law.
3. The Board authorizes the Fiscal Officer or their designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, as designated in the finalized legal notice. The bids will be tabulated following opening, and a report of the tabulation will be provided to the Board at its next regular meeting or at a specially called meeting.

2024-07 Dr. Rogen moved, and Dr. Barnard seconded the motion to approve the bid package for the Main Library Tuckpointing Project, legal notice of bids for the work, and opening of bids following time fixed in the legal notice as submitted.

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

Nays: None. Motion carried.

C. Code of Conduct, Customer Service Philosophy, Library Organization and Departmental Functions, PM 635 Cell Phone Subsidy Policy Revisions

Ms. Brodar reviewed the policy revisions for review.

2024-08 Ms. Tendulkar moved, and Ms. Cole-Kelly seconded the motion to approve the Code of Conduct, Customer Service Philosophy, Library Organization and Departmental Functions, and PM 635 Cell Phone Subsidy Policy Revisions as submitted.

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

Nays: None. Motion carried.

D. Annual Statistics Report

Mr. Grabski presented the annual statistics for review.

New Business

A. Personnel Action

Hired:

Ashley Hawkins, Adult Services Associate, half-time, level 18, effective 01/10/2024

Jack Paskin, Maintenance Specialist, full-time, level 16, effective 01/03/2024

Jason Petraska, Technology Associate, full-time, level 20, effective 01/02/2024

Status Change:

Allison Alston, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Krystal Carnes, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Shaquana Hall, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Sally Hendricks, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Renee Krakomberger, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Anne Tomazin, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

Carol Yates, Library Aide, part-time, level 12 to half-time level 12, effective 01/14/2024

End of Employment:

Daniel Francis, Circulation Services Assistant, half-time, level 14, effective 01/06/2024

B. Other New Business

None

C. Executive Session

2024-09 Dr. Rogen moved, and Dr. Barnard seconded the motion to enter Executive Session pursuant to Section 121.22 (G)(1) of the Ohio

Revised Code to review with legal counsel matters relating to the employment, compensation and other terms of employment of employees.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:19 p.m.
Trustees returned to regular session at 8:19 p.m.

Adjournment

Since there was no further business to discuss, Ms. Cole-Kelly moved, and Ms. Tendulkar seconded the motion to adjourn the regular board meeting at 8:20 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 18, 2024 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Bruce Rogen, Secretary