

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
March 18, 2024

Attendance

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

Members Absent: Dr. Barnard (present via zoom)

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. at the Main Library.

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

Nays: None. Motion carried.

President's Report

A. Resolution of Appreciation for Doreen Katz

Whereas one of the greatest resources of the Library is the generous contribution of the Library Board's knowledge, skill, and leadership to chart the Library's course; and

Whereas Doreen Katz began her term on the Board of Trustees in April 2017, and

Whereas Doreen Katz served as Secretary of the Library Board in 2022 and as Vice President of the Library Board in 2023, and

Whereas Doreen Katz served on the Diversity, Equity, and Inclusion Committee in 2023, and

Whereas during Doreen Katz's term, Shaker Library passed a 1.9 mill operating levy to generate funds to renovate both library buildings and to reinstate Sunday hours at Main Library, and

Whereas Doreen Katz played a meaningful role during the levy campaign, highlighting the Library Board's sound fiscal stewardship and cultivating and maintaining personal relationships, and

Whereas during Doreen Katz's term, the Board began and completed work on both renovations at Main Library and the Bertram Woods Branch, with Doreen providing essential guidance through both renovation projects as a building committee member and playing a crucial role in the hiring of our owner's representative, architect, and construction manager at risk, and

Whereas Doreen Katz represented the Library on the Forward Together collaboration with the City of Shaker Heights, and the Shaker Heights City School District to jointly plan for the future of the City’s public facilities, and

Whereas Doreen Katz has served the Shaker Heights Public Library most ably and in a variety of capacities and has unselfishly proffered her expertise for the benefit of the Shaker Library and the greater Shaker Heights community, now.

Therefore, be it resolved that Doreen Katz receive the gratitude and appreciation of the library staff and Board of Trustees of the Shaker Heights Public Library for seven years of dedicated and distinguished service on the Shaker Heights Public Library Board of Trustees on this eighteenth day of March in the year two thousand twenty-four.

2024-10 Dr. Rogen moved, and Ms. Cole-Kelly seconded the motion of commendation as presented for Doreen Katz.

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

Nays: None. Motion carried.

Consent Agenda

- Approval of Minutes - February 26, 2024 Regular Meeting
- Financial Statements – February 29, 2024, with the understanding the Monthly 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)		
Andrew Bruml		\$500
Jacobson Multimedia, LLC		\$25
Frances Belman Fund (210-6110)		
Wendie Forman		\$35
Marsha Moses & Marilyn Gardner		
In honor of Barbara Winicki's Birthday		\$50
Ruth Levenson Fund (219-6110)		
Allison & Aaron Williams		\$2,500

2024-11 Ms. Tendulkar moved, and Dr. Rogen seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer’s Report:

A. Five-Year Financial Forecast

Ms. Ritchey presented the Five-Year Forecast.

B. Final Appropriations Budget

Ms. Ritchey presented the Final Appropriations Budget for approval.

**SHAKER HEIGHTS PUBLIC LIBRARY  
2024 MODIFIED APPROPRIATION  
GENERAL FUND**

	2024 Temporary Appropriations	March 2024 Adjustment	2024 March Adjusted Appropriation
<b>Revenue</b>			
PLF	1,912,213	(19,595.40)	1,892,617.60
Property Taxes	4,152,007	20,983.00	4,172,990.00
Other Intergovernmental	20,942	-	20,942.00
HERB	397,000	-	397,000.00
Fines and Fees	94,126	-	94,126.00
Interest Earnings	506,000	-	506,000.00
Donations	400	-	400.00
Miscellaneous	4,720	350.00	5,070.00
<b>Total Revenue</b>	<b>7,087,408</b>	<b>1,737.60</b>	<b>7,089,145.60</b>
<b>Advance/Transfer In</b>			-
<b>Total Revenue &amp; Transfer In</b>	<b>7,087,408</b>	<b>1,737.60</b>	<b>7,089,145.60</b>
<b>Expenditures</b>			
Salaries and Benefits	3,938,431	(65,317.00)	3,873,114
Supplies	103,042	2,598.00	105,640
Purchased Services	1,129,142	59,192.00	1,188,334
Materials	679,175	500.00	679,675
Capital	21,065	2,150.00	23,215
Other	26,310		26,310
<b>Total Expenditures</b>	<b>5,897,165</b>	<b>(877)</b>	<b>5,896,288</b>
<b>Transfers and Advance Out</b>			
Special Funds			-
Capital Funds	325,000		325,000
Main Renovation Repayment	662,800		662,800
Woods Renovation Repayment	204,650		204,650
Advance Out			-
<b>Expenditures &amp; Transfers</b>	<b>7,089,615</b>	<b>(877)</b>	<b>7,088,738</b>
<b>Surplus/(Deficit)</b>	<b>(2,207)</b>	<b>2,615</b>	<b>408</b>

**SHAKER HEIGHTS PUBLIC LIBRARY  
2024 MODIFIED APPROPRIATION  
SPECIAL FUNDS**

		2024 Temporary Appropriation	March 2024 Adjustment	2024 March Adjusted Appropriation
	<b>Revenue</b>			
	204 - Walter N. Lawson Trust Fund	425.00		425.00
	205 - Elaine Boots Fisher Trust	45.00		45.00
	206 - Sheldon Skip Baumoeel Trust	40.00		40.00
	207 - Barbara Luton Art Fund	1,965.00		1,965.00
	208 - Bertram Woods Branch Fund	600.00		600.00
	209 - Marilyn Kammer Fund	195.00		195.00
	210 - Frances Bellman Fund	125.00		125.00
	211 - Friends of Shaker Library	225.00		225.00
	212 - MyCom - OST Grant	7,500.00		7,500.00
	219 - Ruth Levenson Fund	430.00		430.00
	401 - Building & Vehicle Fund	290,000.00		290,000.00
	403 - Technology Fund	105,000.00	12,280.00	117,280.00
	405 - Facility Financing Fund	662,800.00		662,800.00
	406 - Bertram Woods Branch Renovation Fund	400.00		400.00
	407 - Bertram Woods Branch Renovation Financing Fund	204,650.00		204,650.00
<b>December 31, 2023 Unencumbered Balance</b>	<b>Total Revenue</b>	<b>1,274,400.00</b>	<b>12,280.00</b>	<b>1,286,680.00</b>
	<b>Expenditures</b>			
10,860.58	204 - Walter N. Lawson Trust Fund	2,750.00		2,750.00
1,193.77	205 - Elaine Boots Fisher Trust	500.00		500.00
947.52	206 - Sheldon Skip Baumoeel Trust	-		-
25,599.83	207 - Barbara Luton Art Fund	1,000.00		1,000.00
9,751.64	208 - Bertram Woods Branch Fund	5,000.00		5,000.00
882.45	209 - Marilyn Kammer Fund	650.00		650.00
1,240.29	210 - Frances Bellman Fund	215.00		215.00
3,563.03	211 - Friends of Shaker Library	2,000.00		2,000.00
14,295.24	212 - MyCom - OST Grant	7,500.00		7,500.00
11,387.08	219 - Ruth Levenson Fund	105.00		105.00
961,182.27	401 - Building & Vehicle Fund	280,275.00		280,275.00
730,595.76	403 - Technology Fund	176,578.00	21,285.00	197,863.00
205.61	405 - Facility Financing Fund	662,800.00		662,800.00
174,876.03	406 - Bertram Woods Branch Renovation Fund	143,438.00		143,438.00
10,763.82	407 - Bertram Woods Branch Renovation Financing Fund	204,650.00		204,650.00
	<b>Total Expenditures</b>	<b>1,487,461.00</b>	<b>21,285.00</b>	<b>1,508,746.00</b>

2024-12 Ms. Kaus moved, and Ms. Cole-Kelly seconded the motion to accept the final appropriations budget as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Main Library Front Step Replacement: Platform Cement, Inc. Proposal

Ms. Switzer presented Platform Cement, Inc.'s proposal to replace the center section of the Main Library front steps for approval.

2024-13 Ms. Katz moved, and Ms. Tendulkar seconded the motion to authorize the Director to approve the proposal from Platform Concrete to replace the center section of the Main Library front steps for \$50,000 as submitted.

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

Nays: None. Motion carried.

C. Policies First Review: Diversity, Equity, and Inclusion Policy, Confidentiality of Customer Records

Ms. Brodar presented the policy revisions for review.

2024-14 Ms. Cole-Kelly moved, and Ms. Kaus seconded the motion to approve the Confidentiality of Customer Records Policy and the Diversity, Equity, and Inclusion Policy as submitted.

Roll Call: Ayes: 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

Mr. Cicarella reported that he and Ms. Switzer continue to negotiate terms of a consent letter and release for T-Mobile's cell tower equipment upgrade, as well as addressing the water infiltration into the equipment room and remediating the water damage to that space. T-Mobile is responsible for repairs and remediation to the equipment room as part of their lease.

Mr. Cicarella said that T-Mobile has offered the library \$50,000 to repair and remediate the equipment room and release them for further responsibility for repairing the equipment room. Mr. Cicarella and Ms. Katz, who represent the Board on the building committee, recommend that the Board agree to accept the money and complete the repairs. Ms. Katz and Mr. Riachi agreed that the payment was sufficient to address the necessary repairs.

Mr. Cicarella said the lease requires T-Mobile to pay the library for utility usage charges (electricity). However, because the cell tower electric meters were

dramatically overstating their usage, for years the library has been unable to correctly bill Sprint (and then T-Mobile). In July 2023 T-Mobile replaced the meters that were functioning incorrectly, and they have been paying for their electricity since then. They agreed to compensate the library for usage from 2017 (the earliest date the library has records of cost per kilowatt hour) through the time they replaced the meters and began paying for electricity. The library and T-Mobile agreed that compensation would be based on the average monthly usage from August 2023 through February 2024. T-Mobile offered \$18,000 for the unpaid electricity charges and a release from further responsibility for past electricity usage.

Mr. Cicarella asked for the Board to authorize the Board President to sign the agreements with T-Mobile, with such changes as the Board President and Director deem reasonable to protect the interests of the library.

2024-15 Ms. Katz moved, and Ms. Kaus seconded the motion to authorize the Board President to sign the agreements with T-Mobile listed below, with such changes as the Board President and Director deem reasonable to protect the interests of the library.

- Antenna Site License Agreement to swap out the existing Sprint antennas that are currently located in the chimney with new T-Mobile antennas
- Letter Agreement for T-Mobile to pay the library \$50,000 to repair and remediate the T-Mobile equipment room
- Settlement and Release Agreement for T-Mobile's electric utility usage at the Main Library prior to July 20, 2023

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

Nays: None. Motion carried.

### Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Ms. Tendulkar seconded the motion to adjourn the regular board meeting at 7:31 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 15, 2024 at 6:30 p.m.

---

Thomas Cicarella, President

[16]

---

Susan Ritchey, Fiscal Officer

---

Bruce Rogen, Secretary