

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
August 19, 2024

Attendance

Members Present: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner,
Mr. Yépez

Members Absent: Ms. Cole-Kelly, Dr. Rogen

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: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez

Community Comments

None.

President's Report

Mr. Turner was sworn in prior to the start of the meeting. Mr. Cicarella welcomed him.

Consent Agenda

- Approval of Minutes – June 21, 2024 Regular Meeting
- Financial Statements – June 30, 2024
– July 31, 2024
- Budget Adjustment
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510) – Restricted	
Barrett Brown	
To purchase snacks for kids	\$500
General Fund (101-6510)	
Jacobson Multimedia, LLC	\$50
Marilyn Kammer Memorial Fund (209-6510)	
Karl Kammer	
In memory of Karen Steiger	\$25
Randy Kammer	
In honor of Lior Spring receiving the JCA Korman President's award	\$25

2024-24 Ms. Tendulkar moved, and Dr. Barnard seconded the motion to accept the consent agenda items as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez
Nays: None. Motion carried.

Fiscal Officer's Report

A. PLF Update

Ms. Ritchey said that the Ohio Department of Taxation (ODT) updated their calendar year (CY) 2024 estimates in June. The updated estimate is \$1,867,190. The Cuyahoga County Budget Commission has issued a revised Certificate of Estimated Resources showing this reduction of \$25,427.21 to the 2024 budget.

Ms. Ritchey reported that in July ODT issued their initial certifications for the PLF for calendar year CY 2025. The estimate for the library is \$1,922,996. This is the amount that will be used in the 2025 temporary budget presented in December for approval. Actual distributions will vary from the estimates.

B. Second Quarter Cleveland Foundation Statement

Ms. Ritchey shared the second quarter Cleveland Foundation statement.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Awarding Contract for the Main Library Façade Restoration Project

WHEREAS, the Shaker Heights Public Library Board of Trustees (the "Board") is undertaking the Façade Restoration Project (the "Project"); and

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and the advertisement is attached hereto and hereby entered in full by the Business Manager/Fiscal Officer on the record of proceedings of the Board; and

WHEREAS, five bids were received on July 30, 2024 and publicly opened and read aloud by the Business Manager/Fiscal Officer in the Library's Lomond Conference Room, immediately after the time for submitting such bids had expired; and

WHEREAS, the Fiscal Officer tabulated the bids that were received and such bid tabulation is attached hereto; and

WHEREAS, the apparent lowest bid was submitted by Mid State Restoration, Inc. ("Mid State"); and

WHEREAS, RFC Contracting (RFC) reviewed the bid submittal, contacted references, and recommends awarding the contract for the Project to Mid State, as the lowest responsible bid that is responsive, in the total amount of \$297,252.00 including all four add alternates; and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive ("Modifications") and to avoid Project delay and related costs, the Director or Business Manager/Fiscal Officer may be authorized to approve and execute such Modifications which shall not exceed the amount of \$25,000.00 in the aggregate.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the bid opening and based upon the recommendation of RFC Contracting and information provided, awards the contract for the Project to Mid State Restoration, as the lowest responsible bidder for the work.
2. The Board authorizes the Director and Business Manager/Fiscal Officer to sign the contract with Mid State in the total amount of \$297,252.00, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Director or Business Manager/Fiscal Officer to sign Modification(s) related to the Project where such Modifications do not exceed \$25,000.00 in the aggregate. Should the total of the Modifications exceed this amount, it will be brought to the Board for approval.

2024-25 Dr. Barnard moved, and Ms. Tendulkar seconded the motion as presented.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez
Nays: None. Motion carried.

C. Fund 401 Building and Vehicle Fund Budget Adjustment

2024-26 Mr. Turner moved, and Ms. Tendulkar seconded the motion to increase the Building and Vehicle Fund (Fund 401) expenditure appropriation by \$322,252.00 to cover the lowest responsible bidder for the Tuckpointing project, including the four additional alternatives and the potential modifications.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez
Nays: None. Motion carried.

D. Main Library Front Steps Seating and Shaker Reads Letters

Ms. Switzer said that as part of the value engineering process the original design for the aluminum Shaker Reads letters at the front entrance was modified to make the letters less expensive to manufacture so we could stay within our budget. Unfortunately, this means they are easier to damage, and they have been damaged four times to date.

She said that in the schematic design phase for Main Library, the design team envisioned stepped seating on each side of the front steps to address the groups that often gather outside at busy times. Unfortunately, due to budget constraints, stepped seating was not possible. Instead, simple hand railings that blocked off the sides of the steps were installed. Ms. Switzer said that at times there are still crowds congregating at the front steps and staff have gotten feedback that people don't realize the sides are intended for sitting.

As a result of those challenges, Ms. Switzer asked our architect, Bialosky, for suggestions to address the issues. They submitted a \$30,000 proposal for design services to replace the Shaker Reads letters with something sturdier and to incorporate bench-style seating at the stairs flanking the main entrance.

Ms. Switzer asked the Board if they wanted to move forward with either or both projects. After discussion, board members agreed they are not interested in pursuing either option at this time.

E. Draft Pay Range Revision: Afterschool Associate

Ms. Switzer said that in response to the behavior issues at the Main Library last school year, staff have been exploring new ways to manage behavior. After research and analysis, managers recommend reducing the contract security hours to 12 per week and hiring two part-time Afterschool Associates to work in Youth Services weekdays after school. This change is slightly less expensive than the current security arrangement.

The Afterschool Associate will move throughout the library to help maintain an environment conducive to appropriate, responsible library use and enjoyment, with an emphasis on positive interactions with young people. Staff will maintain a welcoming atmosphere for all customers and help ensure that the Code of Conduct is followed.

Ms. Switzer said the library will seek candidates with backgrounds in education, library science, social work, or a related field; experience working with youth and teenagers; and strong interpersonal, conflict resolution, and problem-solving skills.

2024-27

Dr. Barnard moved, and Mr. Cicarella seconded the motion to revise the 2024 pay ranges with the addition of the Afterschool Associate at level 20, as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez
Nays: None. Motion carried.

F. Policies First Review: Personnel Policies

Ms. Switzer presented the Personnel Policies for first review.

G. Policies First Review: Circulation and Code of Conduct Policies

Ms. Brodar presented revisions to the Circulation and Code of Conduct Policies.

2024-28 Ms. Tendulkar moved, and Dr. Barnard seconded the motion to approve the Circulation and Code of Conduct Policies as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Cicarella, Ms. Tendulkar, Mr. Turner, Mr. Yépez
Nays: None. Motion carried.

H. Second Quarter Usage Report

Mr. Grabski presented the second quarter usage report.

New Business

A. Personnel Action

Promoted:

Panighetti, Jules, Adult Services Associate, half-time, level 18 to
Technology Associate, full-time, level 20, effective 7/29/2024

Time Status Change:

Pierce, Jaz'min, Circulation Services Assistant, half-time, level 14 to
Circulation Services Assistant, full-time, level 14, effective 6/23/2024

End of Employment:

Rankin, Alli, Library Aide, half-time, level 12, effective 7/23/2024

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Ms. Tendulkar moved, and Mr. Turner seconded the motion to adjourn the regular board meeting at 7:57 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, September 16, 2024 at 6:30 p.m.

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Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Bruce Rogen, Secretary