

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
September 16, 2024

Attendance

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

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. Cole-Kelly, Dr. Rogen, Ms. Tendulkar, Mr. Turner, Mr. Yépez

Community Comments

None.

Presentation: Meghan Hays, Local History Librarian

Ms. Hays shared a presentation regarding the Local History archives and her responsibilities.

President's Report

Mr. Cicarella said the contracts with T-Mobile have been completed and the work has started. Ms. Switzer thanked Mr. Cicarella for his work on the contracts.

Consent Agenda

- Approval of Minutes – August 19, 2024 Regular Meeting
- Financial Statements – August 31, 2024
- Fund 406 Budget Adjustment and Expense Transfer
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC

\$25

2024-29 Ms. Cole-Kelly moved, and Dr. Rogen 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, Mr. Turner, Mr. Yépez

Nays: None. Motion carried.

Fiscal Officer's Report

A. Auditor of State Fraud Training

The Ohio Auditor of State released new video training on Fraud Reporting. This training is required for all employees of political subdivisions. It is a best practice for all board members to complete the training. Board members agreed to watch the video and send their certificate of completion to the Fiscal Officer prior to the next board meeting.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Strategic Planning Update

Ms. Switzer shared the Strategic Planning Update.

C. Policies First Review: Library Programs and Classes

Ms. Brodar shared the revisions to the Library Programs and Classes policy.

2024-30 Ms. Tendulkar moved, and Ms. Cole-Kelly seconded the motion to approve the Library Programs and Classes policy as amended.

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

Nays: None. Motion carried.

D. Policies Second Review: Personnel Policy

Ms. Switzer shared the changes to the Personnel Policy, noting that text in bold is library policy and approved by the Board, while text that is not bold is procedure, which does not require Board approval. Mr. Cicarella and Mr. Yépez asked that the entire policy manual be reviewed by the library's attorney before approving all the changes. The Board approved the proposed changes to the following sections:

- 312.1 Internal Recruitment
- 829.3 Recipient Eligibility Criteria
- 833 Use of ETO
- 833.1 ETO Requests (Non-Holiday)
- 850 Bereavement Leave
- 852 Immediate Family
- 881.1 Meetings

2024-31 Dr. Barnard moved, and Mr. Yépez seconded the motion to approve the following sections as submitted: 312.1 Internal Recruitment, 829.3

Recipient Eligibility Criteria, 833 Use of ETO, 833.1 ETO Requests (Non-Holiday), 850 Bereavement Leave, 852 Immediate Family, 881.1 Meetings.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

Status Change:

Ariael Organ, Circulation Services Assistant, half-time, level 14 to
Circulation Services Assistant Substitute, half-time, level 14 effective
8/31/2024

End of Employment:

Bill Bass, Human Resources Officer, full-time, level 26, effective 8/9/2024

Kat Pursell, Circulation Services Assistant, half-time, level 14, effective
8/9/2024

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Turner moved, and Ms. Cole-Kelly seconded the motion to adjourn the regular board meeting at 7:52 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, October 21, 2024 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Bruce Rogen, Secretary