

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
October 21, 2024

Attendance

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

Members Absent: Ms. Cole-Kelly

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 6:39 p.m. at the Main Library.

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

Community Comment

Resident Mike Schneider shared his concerns with the violent content of some video games available on the internet to youth at the library.

Executive Session

2024-32 Dr. Rogen moved, and Ms. Tendulkar seconded the motion to enter Executive Session to review with legal counsel to confer with counsel on imminent, reasonably anticipated court action.

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

Nays: None. Motion carried.

Trustees entered executive session at 6:49 p.m.
Trustees returned to regular session at 8:07 p.m.

Consent Agenda

- Approval of Minutes – September 16, 2024 Regular Meeting
- Financial Statements – September 30, 2024
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC

\$25

2024-33 Dr. Rogen moved, and Dr. Barnard seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. General Fund Cash Reserve Balance

Ms. Ritchey reported that the Finance Committee reviewed the Government Fiscal Officers Association (GFOA) cash reserve best practice spreadsheet to analyze the library's risk factors, as well as the impacts of size, budget practices, and borrowing capacity, to determine a final score. The library's score of 18 falls in the Low to Moderate Level of risk (17-24). At this level, GFOA recommends a general fund cash balance in the range of 17-25% of annual revenues/ expenditures. The Finance Committee affirmed that the library should continue to maintain a cash reserve balance of 20 percent for the current review period.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

B. Policies First Review: Digital Video Surveillance Policy; Unattended or Disruptive Youth

Ms. Brodar shared the revisions to the Digital Video Surveillance Policy and the Unattended or Disruptive Youth Policy.

2024-34 Mr. Turner moved, and Dr. Rogen seconded the motion to approve the Digital Video Surveillance Policy and the Unattended or Disruptive Youth Policy as amended.

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

Nays: None. Motion carried.

C. Third Quarter Usage Report

Mr. Grabski presented the third quarter usage report.

D. Website Design Firm

Ms. Brown reported that staff received proposals from web design firms and interviewed three finalists. Ms. Brown said staff recommend hiring The FORM Group to design the new library website.

	The FORM Group	Madhouse	Buckeye Innovations
Timeline (months)	7-9	6.5	3-4
Design & build costs	\$48,000	\$60,705	\$50,000
Annual Maintenance costs	\$ 4,200	\$ 2,980	\$12,000
Year 1 total costs	\$52,200	\$63,730	\$62,000

2024-35 Ms. Tendulkar moved, and Dr. Barnard seconded the motion to approve hiring FORM Group to create a new library website for \$48,000 and annual maintenance costs of \$4,200 for a total of \$52,200 with an additional contingency up to 10% (\$5,200) to address unanticipated issues.

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

Nays: None. Motion carried.

E. Personnel Policy

Board members decided to review the personnel policy revisions at the November meeting.

New Business

A. Personnel Action

Hired:

Emily Cawley, Circulation Services Assistant, half-time, level 14, effective 9/1/2024

Matthew Holland, Library Aide, half-time, level 12, effective 9/8/2024

Nat Lenington, Circulation Services Assistant, half-time, level 14, effective 9/1/2024

Haimanti Pakrashi, Adult Services Associate, half-time, level 18, effective 9/9/2024

Anne-Kathrin Wielgosz, Library Aide, half-time, level 12, effective 9/10/2024

Promotion:

Renee Krakomberger, Library Aide, half-time, level 12 to Circulation Services Assistant, half-time, level 14, effective 9/8/2024

End of Employment:

Anne Tomazin, Library Aide, half-time, level 12, effective 9/23/2024

Jack Paskin, Maintenance Specialist, full-time, level 16, effective
9/10/2024

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Yépez moved, and Mr. Turner seconded the motion to adjourn the regular board meeting at 8:27 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, November 18, 2024 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Bruce Rogen, Secretary