

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
December 16, 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 6:33 p.m. at the Main Library.

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

Election of Officers

Mr. Cicarella reported that the Nominating Committee (Ms. Tendulkar and Dr. Rogen) are nominating the following officers:

President: Dr. Barnard
Vice President: Dr. Rogen
Secretary: Ms. Tendulkar

2023-41 Mr. Turner moved, and Mr. Yépez seconded the motion to approve Dr. Barnard as President, Dr. Rogen as Vice President, and Ms. Tendulkar as Secretary for 2025.

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

Appoint Finance Committee Members

Mr. Cicarella appointed the following board members to the Finance Committee for 2025:

1. Chair – Dr. Rogen
2. Ms. Tendulkar
3. Mr. Cicarella (through March 2025)

Organizational Consent Agenda

- Approve 2025 Board of Trustees Meeting Schedule
- Appoint Fiscal Officer and Deputy Fiscal Officer
- Authorize the Director or designated members of the staff to dispose of materials
- Authorize Acceptance of Materials Donations

2024-42 Dr. Barnard moved, and Ms. Tendulkar seconded the motion to accept the organizational consent agenda items as submitted.

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

Review Responsibilities of Library Board of Trustees

Mr. Cicarella asked trustees to review and sign the Responsibilities of Library Board of Trustees form and return it to Ms. Switzer.

Community Comment

None.

President's Report

None.

Regular Meeting Consent Agenda

- Approval of Minutes – November 18, 2024 Regular Meeting
- Financial Statements – November 30, 2024
- Authorize Renewal of Contracts and Services Over \$50,000
- Transfers to Special Funds
- Gifts to be accepted and appropriated to the designated funds

General Fund – Restricted (101-6120)

Heights Christian Church

Snacks for hungry children and teens at Bertram Woods branch, and hungry adults at either location	\$1,000
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General Fund (101-6510)

Eileen & Jim Wilkoff

\$100

Jacobson Multimedia, LLC

\$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of Susan Massari Cohn	\$50
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2024-43 Mr. Yépez 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. Five-Year Forecast

Ms. Ritchey presented the Five-Year Forecast.

B. 2025 Temporary Appropriations Budget and 2025 Raises

Ms. Ritchey presented the 2025 Temporary Appropriations Budget and 2025 Raises for approval.

**SHAKER HEIGHTS PUBLIC LIBRARY
2025 TEMPORARY APPROPRIATION
GENERAL FUND**

	2024 Year-End Projections	2025 Temporary Appropriation
Revenue		
PLF	1,894,837.49	1,865,307.00
Property Taxes	4,409,218.58	4,142,131.00
Other Intergovernmental	20,942.00	10,000.00
HERB	401,484.45	390,685.00
Fines and Fees	107,401.17	97,171.00
Interest Earnings	581,280.43	494,500.00
Donations	6,550.00	500.00
Miscellaneous	23,547.98	4,150.00
Total Revenue	7,445,262.10	7,004,444.00
Advance In/Transfer In		
Total Revenue & Transfer In	7,445,262.10	7,004,444.00
Expenditures		
Salaries and Benefits	3,668,402.48	4,160,516.00
Supplies	76,151.82	74,300.00
Purchased Services	985,565.86	1,266,949.00
Materials	725,126.83	692,602.00
Capital	10,514.40	16,215.00
Other	22,085.11	26,390.00
Total Expenditures	5,487,846.50	6,236,972.00
Transfers to Other Special Funds		
Transfers to Capital Funds	325,000.00	300,000.00
Transfers for Main Renovation Repayment	662,800.00	666,200.00
Transfers for Woods Renovation Repayment	204,650.00	195,886.18
Advance Out		
Expenditures & Transfers	6,680,296.50	7,399,058.18
Surplus/(Deficit)	764,965.60	(394,614.18)

**SHAKER HEIGHTS PUBLIC LIBRARY
2025 TEMPORARY APPROPRIATION
SPECIAL FUNDS**

		2024 Year- End Projection	2025 Temporary Appropriation
	Revenue		
	204 - Walter N. Lawson Trust Fund	665.00	400.00
	205 - Elaine Boots Fisher Trust	53.00	40.00
	206 - Sheldon Skip Baumoeel Trust	50.00	35.00
	207 - Barbara Luton Art Fund	1,400.00	1,000.00
	208 - Bertram Woods Branch Fund	475.00	325.00
	209 - Marilyn Kammer Fund	141.00	25.00
	210 - Frances Bellman Fund	155.00	45.00
	211 - Friends of Shaker Library	2,470.00	28,585.00
	212 - MyCom - OST Grant	-	-
	219 - Ruth Levenson Fund	5,735.00	475.00
	401 - Building & Vehicle Fund	353,074.32	241,000.00
	403 - Technology Fund	125,182.12	129,500.00
	404 - Facility Fund	-	-
	405 - Facility Financing Fund	662,810.00	666,205.00
	406 - Bertram Woods Branch Renovation Fund	6,877.38	-
	407 - Bertram Woods Branch Note Retirement	204,650.00	195,886.18
Nov 2024 Unencumbered Balance	Total Revenue	1,363,737.82	1,263,521.18
	Expenditures		
10,128.88	204 - Walter N. Lawson Trust Fund	1,559.27	2,750.00
958.07	205 - Elaine Boots Fisher Trust	500.00	500.00
994.93	206 - Sheldon Skip Baumoeel Trust	-	-
26,880.45	207 - Barbara Luton Art Fund	-	-
9,193.87	208 - Bertram Woods Branch Fund	1,000.00	4,000.00
395.68	209 - Marilyn Kammer Fund	676.16	405.00
1,395.77	210 - Frances Bellman Fund	200.00	200.00
4,763.76	211 - Friends of Shaker Library	1,258.00	32,200.00
14,295.24	212 - MyCom - OST Grant	-	-
17,080.97	219 - Ruth Levenson Fund	105.00	105.00
868,743.79	401 - Building & Vehicle Fund	256,338.51	480,000.00
701,530.16	403 - Technology Fund	172,760.00	208,622.32
-	404 - Facility Fund	-	-
205.71	405 - Facility Financing Fund	662,800.00	666,200.00
-	406 - Bertram Woods Branch Renovation Fund	340,595.64	-
10,763.82	407 - Bertram Woods Branch Note Retirement	204,650.00	206,650.00
	Total Expenditures	1,642,442.58	1,601,632.32

2024-44

Mr. Turner moved, and Ms. Tendulkar seconded the motion to approve the 2025 Temporary Appropriations Budget as submitted

and to approve a 3% raise for all staff, including the Director and Fiscal Officer, whose compensation is set by the Board. These raises will be effective with the pay period beginning December 29, 2024, to be paid January 24, 2025.

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

Nays: None. Motion carried.

Set Salary of Fiscal Officer Susan Ritchey for 2025

Mr. Cicarella recommended that the Board set the 2025 salary for Ms. Ritchey at the rate of \$3,763.20 per pay period. This raise will be effective with the pay period beginning December 29, 2024, to be paid January 24, 2025. *[Note added after meeting: a revised resolution with the corrected salary is on the January 2025 Board Meeting agenda.]*

2024-44 Dr. Barnard moved, and Ms. Tendulkar seconded the motion to set the salary for Ms. Ritchey at \$3763.20 per pay period for 2025 effective with the pay period beginning December 29, 2024.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

Dr. Rogen arrived at 7:07 pm.

B. Policy First Review: PM 170 Religious Accommodation Policy, PM 826 Pregnancy Policy

Ms. Switzer presented the new Religious Accommodation Policy and the revised Pregnancy Policy to the board. Mr. Yépez noted that these policies are straightforward and comply with the law. Mr. Cicarella said the Board would vote on them at the next meeting.

C. 2025 Technology Plan

Ms. Brown presented the Technology Plan for approval.

2024-45 Ms. Tendulkar moved, and Dr. Barnard seconded the motion to accept the Technology Plan as presented.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

End of Employment:

Allison Holley, Teen Librarian, full-time, level 22, effective 11/20/2024

B. Other New Business

None.

C. Executive Session

2024-46 Mr. Turner moved, and Dr. Barnard seconded the motion to enter Executive Session pursuant to Section 121.22 of the Ohio Revised Code, to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

Nays: None. Motion carried.

Trustees entered executive session at 7:13 p.m.

Trustees returned to regular session at 7:46 p.m.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved, and Dr. Barnard seconded the motion to adjourn the regular board meeting at 7:46 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, January 27, 2024 at 6:30 p.m.

Thomas Cicarella, President

Susan Ritchey, Fiscal Officer

Bruce Rogen, Secretary