

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
January 27, 2025

Attendance

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

Members Absent: Mr. Cicarella

Staff Present: Ms. Ritchey, Ms. Switzer, Implementation Team

Dr. Barnard called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:31 p.m. at the Main Library.

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

Library Records Commission

Ms. Ritchey presented obsolete records for disposal approval.

2025-01 Dr. Rogen moved, and Ms. Tendulkar seconded the motion to approve disposal of obsolete records.

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

Nays: None. Motion carried.

Community Comment

None.

President's Report

A. Board Bylaws

Ms. Cole-Kelly and Mr. Turner will review the bylaws and present any suggested changes to the President in time for the next board meeting.

B. Correct Fiscal Officer Salary

The Fiscal Officer salary was not presented at the full 3% approved at the December meeting. Dr. Barnard recommended that the Board set the 2025 salary for Ms. Ritchey at the corrected rate of \$3,772.80 per pay period effective with the pay period beginning December 29, 2024, to be paid January 24, 2025.

2025-02 Ms. Cole-Kelly moved, and Mr. Turner seconded the motion to set the salary for Ms. Ritchey at \$3772.80 per pay period for 2025 effective with the pay period beginning December 29, 2024.

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

Nays: None. Motion carried.

Approval of Minutes

The December 16, 2024 Minutes were presented with a footnote referring to the January minutes regarding the salary correction for the Fiscal Officer.

2025-03 Ms. Tendulkar moved, Dr. Rogen and seconded the motion to approve the December 16, 2024 minutes as presented.

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

Nays: None. Motion carried.

Consent Agenda

- Financial Statements – December 31, 2024
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jonathon & Suzanne Scharfstein	\$500
Fred Livingstone	\$100
Jacobson Multimedia, LLC	\$25

Bertram Woods Branch Fund (208-6110)

George Dent	\$300
-------------	-------

Ruth Levenson Fund (219-6110)

Linda Seidman	
In honor of Ida Williams	\$50

2025-04 Ms. Tendulkar moved, and Mr. Turner seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Credit Card Rewards Report

Ms. Ritchey reported that the Visa rewards earned and received for staff purchases during 2024 total \$590.50.

### Director's Report

#### A. Director's Report

Ms. Switzer shared her written report.

#### B. Policy First Review: PM 513.3 Across-the-Board Adjustments, PM 635 Library Wireless Communication Devices

Ms. Switzer presented Personnel Manual (PM) 513.3 Across-the-Board Adjustments and PM 635 Library Wireless Communication Devices changes for review. The Board had some follow-up questions regarding the type of devices available and ancillary costs associated with phone accessories before approving PM 635. Ms. Brown will bring additional information to the February meeting.

2025-05 Mr. Turner moved, and Dr. Rogen seconded the motion to approve PM 513.3 as submitted.

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

Nays: None. Motion carried.

#### C. Policies Second Review: PM 170 Religious Accommodation Policy, PM 826 Pregnancy Policy

Ms. Switzer presented PM 170 Religious Accommodation Policy and PM 826 Pregnancy Policy for approval.

2025-06 Mr. Yépez moved, and Ms. Tendulkar seconded the motion to approve PM 170 Religious Accommodation Policy and PM 826 Pregnancy Policy for approval as submitted.

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

Nays: None. Motion carried.

#### D. Approve Legal Services

The Board of Trustees tasked Ms. Switzer with comparing a variety of attorneys regarding the collective bargaining agreement (CBA) negotiations. Discussions were held with attorneys from four firms regarding experience negotiating CBAs, including initial contracts, experience with OAPSE, experience with public libraries, approach to the process, and fees. Based on these interviews and Dr. Barnard's discussion with the finalist, the library recommended hiring Mike Hanna and Elaine Brown from Squire Patton Boggs as the library's legal counsel in this matter.

2025-07 Mr. Yépez moved, and Ms. Cole-Kelly seconded the motion to approve hiring Squire Patton Boggs for library legal services in 2025 within the approved budget.

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

Nays: None. Motion carried.

E. 2024 Final Usage Statistics

Mr. Grabski presented the 2024 Final Usage Statistics.

F. Strategic Planning Update

Ms. Switzer presented an update to the Strategic Plan. Dr. Barnard thanked her for the update and summary of library activities.

New Business

A. Personnel Action

Hired:

Helena Dalton, Afterschool Associate, part-time, level 20, effective 12/3/2024

End of Employment:

Emily Cawley, Circulation Services Assistant, half-time, level 14, effective 12/26/24

Luke Darby, Adult Services Associate, full-time, level 18, effective 12/17/2024

Renee Krakomberger, Circulation Services Assistant, half-time, level 14, effective 12/28/2024

B. Other New Business

Dr. Barnard confirmed that the February meeting will be on February 24th at Bertram Woods Library.

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 6:59 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, February 24, 2025 at 6:30 p.m. at the Bertram Woods Branch.

[5]

---

Laura Barnard, President

---

Susan Ritchey, Fiscal Officer

---

Rajani Tendulkar, Secretary