

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
February 24, 2025

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

Dr. Barnard called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:33 p.m. at the Bertram Woods Branch.

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

Community Comment

None.

President's Report

A. Board Bylaws

Mr. Turner said that he and Ms. Cole-Kelly reviewed the Bylaws. While they did not recommend changes at this time, Mr. Turner noted that there were some formatting issues that needed to be fixed.

B. New Trustee update

Dr. Barnard said interviews for the new library trustee are in progress. She noted that there was a strong pool of applicants. The new trustee will be appointed at the March 4, 2025 Board of Education meeting.

Consent Agenda

- Approval of Minutes – January 27, 2025 Regular Meeting
- Financial Statements – January 31, 2025
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)  
Jacobson Multimedia, LLC \$25

Bertram Woods Branch Fund (208-6110)  
Rich and Dian Bourbeau  
In memory of Ann Austin Gaskin \$35

Marilyn Kammer Memorial Fund (209-6510)  
Kammer Family

In honor of Shirley Shatten's 98 <sup>th</sup> Birthday	\$150
Randy Kammer	
In memory of Robert King	\$25

2025-08 Mr. Turner moved, and Mr. Cicarella 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. Cleveland Foundation Report

Ms. Ritchey shared the 2024 year-end Cleveland Foundation Report.

### Director's Report

#### A. Director's Report

Ms. Switzer shared her written report.

#### B. Policy First Review: Library Organization and Departmental Functions; Petty Cash Policy

Ms. Brodar presented the draft revision to the Library Organization and Departmental functions policy.

Ms. Ritchey presented the draft revision to the Petty Cash Policy.

2025-09 Mr. Cicarella moved, and Dr. Rogen seconded the motion to approve the Library Organization and Departmental Functions and Petty Cash Policies as submitted.

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

Nays: None. Motion carried.

#### C. Policies Second Review: PM 635 Library Wireless Communication Devices Policy

Ms. Switzer presented Personnel Manual PM 635 Library Wireless Communication Devices changes for review. At the January meeting Dr. Barnard asked how much providing library phones instead of a subsidy would cost. Ms. Switzer said that the current telephone subsidy select staff receive is \$50 a month and the cost to provide library cell phones instead of the subsidy is \$54.50 a month, including estimated fees. The two maintenance specialists have flip phones with no data or texting. Ms. Switzer said the library wants to provide smart phones instead the flip phones, with a slightly less expensive plan, so staff can promptly

respond to work orders assigned by their supervisor via software. The cost for those two phones would be \$44.50 per month, including estimated fees. The current plan is \$26.97 a month.

2025-10 Dr. Rogen moved, and Ms. Tendulkar seconded the motion to approve PM 635 Library Wireless Communication Devices as submitted.

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

##### Hired:

David Hein, Maintenance Specialist, full-time, level 16, effective 1/6/2025

##### Promotion:

Gretchen Witt, Adult Services Associate, full-time, level 18 to Adult Services Librarian, full-time, level 22, effective 1/12/2025

##### Change of Status:

Nat Lenington, Circulation Assistant, half-time, level 14 to Circulation Assistant Substitute, part-time, level 14, effective 1/19/2025

##### End of Employment:

Arieal Organ, Circulation Assistant Substitute, part-time, level 14, 1/2/2025

Jules Panighetti, Technology Associate, full-time, level 20, effective 1/9/2025

#### B. Other New Business

Ms. Switzer announced that Mr. Taphous will be retiring at the end of the month.

Adjournment

Since there was no further business to discuss, Mr. Cicarella moved, and Mr. Turner seconded the motion to adjourn the regular board meeting at 7:07 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 24, 2025 at 6:30 p.m.

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Laura Barnard, President

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Susan Ritchey, Fiscal Officer

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Rajani Tendulkar, Secretary