

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

Attendance

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

Members Absent: Dr. Rogen, Ms. Tendulkar, Mr. Turner

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 6:34 p.m. at the Main Library.

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

Community Comment

None.

President's Report

A. Resolution of Commendation for Thomas Cicarella

Dr. Barnard presented the resolution of Appreciation for Thomas Cicarella.

Resolution of Commendation

Whereas one of the greatest resources of the Library is the generous contribution of the Library Board's knowledge, skill, and leadership to chart the Library's course; and

Whereas Tom Cicarella began his term on the Board of Trustees in November 2016, and

Whereas Tom Cicarella served on the Finance Committee from 2017-2022, and

Whereas Tom Cicarella served as Vice President of the Library Board from 2020-2022, and

Whereas Tom Cicarella served as President of the Library Board in 2023 and 2024, and

Whereas during Tom Cicarella's term, Shaker Library passed a 1.9 mill operating levy to generate funds to renovate both library buildings and to reinstate Sunday hours at Main Library, and

Whereas Tom Cicarella played a meaningful role during the levy campaign, highlighting the Library Board's sound fiscal stewardship and cultivating and maintaining personal relationships, and

Whereas during Tom Cicarella's term, the Board began and completed work on both renovations at Main Library and the Bertram Woods Branch, with Tom providing essential guidance through both renovation projects as a building committee member and

Whereas Tom Cicarella represented the Library on the Forward Together collaboration with the City of Shaker Heights, and the Shaker Heights City School District and

Whereas Tom Cicarella has served the Shaker Heights Public Library most ably and in a variety of capacities and has unselfishly proffered his expertise for the benefit of the Shaker Library and the greater Shaker Heights community, now

Therefore, be it resolved that

Thomas A. Cicarella

receive the gratitude and appreciation of the library staff and Board of Trustees of the Shaker Heights Public Library for eight years of dedicated and distinguished service on the Shaker Heights Public Library Board of Trustees on this twenty-fourth day of March in the year two thousand twenty-five.

2025-11 Ms. Cole-Kelly moved, and Mr. Yépez seconded the resolution of appreciation for Thomas Cicarella as submitted.

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

Nays: None. Motion carried.

B. Appoint Board Member to Finance Committee

Dr. Barnard appointed Mr. Yépez to replace Mr. Cicarella on the Finance Committee.

C. Board Bylaws

Ms. Switzer presented draft revisions to the Bylaws to permit virtual meetings, as required by ORC § 121.221 Public meetings - virtual meetings. After discussion, trustees directed Ms. Switzer to make revisions to the draft Bylaws for review at a future meeting. The Bylaws require that any changes must be shared with the Board in writing at least ten days prior to any vote to revise them.

Consent Agenda

- Approval of Minutes – February 24, 2025 Regular Meeting
- Financial Statements – February 28, 2025
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC

\$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer & Jeff Wollitz \$350

Karl Kammer

In memory of Sandra November \$25

Frances Belman Fund (210-6110)

Wendie Forman \$50

2025-12 Mr. Cicarella moved, and Ms. Cole-Kelly seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

Fiscal Officer's Report

A. Five-Year Financial Forecast

Ms. Ritchey presented the Five-Year Financial Forecast.

B. 2025 Final Appropriations Budget

Ms. Ritchey presented the 2025 Final Appropriations Budget for review and approval.

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

	2024 Final	2025 Temporary Appropriation	2025 March Adjustment	2025 March Appropriation
Revenue				
PLF	1,871,071.07	1,865,307.00	87,686.58	1,952,993.58
Property Taxes	4,409,218.58	4,142,131.00	134,027.00	4,276,158.00
Other Intergovernmental	20,212.26	10,000.00		10,000.00
HERB	401,484.45	390,685.00		390,685.00
Fines and Fees	109,256.47	97,171.00		97,171.00
Interest Earnings	585,580.41	494,500.00		494,500.00
Donations	8,250.00	500.00		500.00
Miscellaneous	8,897.97	4,150.00		4,150.00
Total Revenue	7,413,971.21	7,004,444.00	221,713.58	7,226,157.58
Advance In/Transfer In				
Total Revenue & Transfer In	7,413,971.21	7,004,444.00	221,713.58	7,226,157.58
Expenditures				
Salaries and Benefits	3,640,757.90	4,160,516.00	(67,014.00)	4,093,502.00
Supplies	69,181.69	74,300.00	892.00	75,192.00
Purchased Services	907,752.12	1,266,949.00	(24,083.00)	1,242,866.00
Materials	638,732.08	692,602.00		692,602.00
Capital	7,970.89	16,215.00	370.00	16,585.00
Other	21,516.94	26,390.00	(2,171.00)	24,219.00
Total Expenditures	5,285,911.62	6,236,972.00	(92,006.00)	6,144,966.00
Transfers to Other Special Funds				
Transfers to Capital Funds	325,000.00	300,000.00		300,000.00
Transfers for Main Renovation Repayment	662,800.00	666,200.00		666,200.00
Transfers for Woods Renovation Repayment	204,650.00	195,886.18		195,886.18
Advance Out				
Expenditures & Transfers	6,478,361.62	7,399,058.18	(92,006.00)	7,307,052.18
Surplus/(Deficit)	935,609.59	(394,614.18)	313,719.58	(80,894.60)

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

		2024 Final	2025 Temporary Appropriation	2025 March Adjustment	2025 March Appropriation
	Revenue				
	204 - Walter N. Lawson Trust Fund	669.94	400.00		400.00
	205 - Elaine Boots Fisher Trust	54.63	40.00		40.00
	206 - Sheldon Skip Baumel Trust	51.78	35.00		35.00
	207 - Barbara Luton Art Fund	1,398.68	1,000.00		1,000.00
	208 - Bertram Woods Branch Fund	783.93	325.00		325.00
	209 - Marilyn Kammer Fund	142.22	25.00		25.00
	210 - Frances Bellman Fund	157.27	45.00		45.00
	211 - Friends of Shaker Library	2,479.65	28,585.00		28,585.00
	212 - MyCom - OST Grant	-	-		-
	219 - Ruth Levenson Fund	5,819.13	475.00		475.00
	401 - Building & Vehicle Fund	372,279.45	241,000.00		241,000.00
	403 - Technology Fund	125,658.99	129,500.00		129,500.00
	404 - Facility Fund	-	-		-
	405 - Facility Financing Fund	663,024.00	666,205.00		666,205.00
	406 - Bertram Woods Branch Renovation Fund	6,877.38	-		-
	407 - Bertram Woods Branch Note Retirement	204,650.00	195,886.18		195,886.18
Dec 2024 Unencumbered Balance	Total Revenue	1,384,047.05	1,263,521.18	-	1,263,521.18
	Expenditures				
10,280.93	204 - Walter N. Lawson Trust Fund	1,314.26	2,750.00		2,750.00
962.28	205 - Elaine Boots Fisher Trust	286.12	500.00		500.00
999.30	206 - Sheldon Skip Baumel Trust	-	-		-
26,998.51	207 - Barbara Luton Art Fund	-	-		-
9,535.57	208 - Bertram Woods Branch Fund	1,000.00	4,000.00		4,000.00
397.52	209 - Marilyn Kammer Fund	645.86	405.00		405.00
1,401.90	210 - Frances Bellman Fund	1.50	200.00		200.00
4,784.68	211 - Friends of Shaker Library	1,258.00	32,200.00		32,200.00
14,295.24	212 - MyCom - OST Grant	-	-		-
17,206.21	219 - Ruth Levenson Fund	-	105.00		105.00
1,137,568.71	401 - Building & Vehicle Fund	(52,427.28)	480,000.00		480,000.00
715,021.40	403 - Technology Fund	107,250.83	208,622.32	(40,871.00)	167,751.32
-	404 - Facility Fund	-	-		-
429.61	405 - Facility Financing Fund	662,800.00	666,200.00		666,200.00
-	406 - Bertram Woods Branch Renovation Fund	340,596.24	-		-
10,763.82	407 - Bertram Woods Branch Note Retirement	204,650.00	206,650.00		206,650.00
	Total Expenditures	1,267,375.53	1,601,632.32	(40,871.00)	1,560,761.32

2025-13 Ms. Cole-Kelly moved, and Mr. Cicarella seconded the motion to accept the 2025 Final Appropriations Budget as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer shared her written report.

New Business

A. Personnel Action

Hired:

Juan Gil, Circulation Services Assistant, half-time, level 14, effective
2/19/2025

Jasmine Hayes, Afterschool Associate, part-time, level 20, effective
2/24/2025

Hannah Toth, Circulation Services Assistant, half-time, level 14, effective,
2/19/2025

Rehire:

Luke Darby, Circulation Services Assistant, half-time, level 14, effective
2/24/2025

Promotion:

Amanda Tedrick, Circulation Services Assistant, half-time, level 14 to Adult
Services Associate, full-time, level 18, effective 2/24/2025

Retired:

Rusty Taphous, Maintenance Manager, full-time, level 24, effective
2/28/2025

End of Employment:

Mita Sanyal, Technical Services Assistant, full-time, level 14, effective
2/21/2025

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Yépez moved, and Ms. Cole-Kelly seconded the motion to adjourn the regular board meeting at 7:57 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, April 21, 2025 at 6:30 p.m.

Laura Barnard, President

Susan Ritchey, Fiscal Officer

Rajani Tendulkar, Secretary