

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 19, 2025

Attendance

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

Members Absent: Dr. Rogen

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 6:32 p.m. at the Main Library.

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

Ms. Cole-Kelly arrived 6:33.

President's Report

Dr. Barnard reported that she and Ms. Switzer attended the May Forward Together Steering Committee meeting. There is continuing discussion regarding supporting youth in Shaker Heights.

Dr. Barnard encouraged board members to participate in the upcoming Memorial Day Parade and to attend the League of Women's Voters Public Officials Reception June 11.

Consent Agenda

- Approval of Minutes – April 21, 2025 Regular Meeting
- Financial Statements – April 30, 2025
- 2026 Alternative Tax Budget
- Gifts to be accepted and appropriated to the designated funds

General Fund (101-6510)

Jacobson Multimedia, LLC

\$25

2025-16

Dr. Bynum moved, and Mr. Turner seconded the motion to accept the consent agenda items as submitted.

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

Nays: None. Motion carried.

## Fiscal Officer's Report

### A. Cleveland Foundation Fund Statement – First Quarter

Ms. Ritchey shared the first quarter 2025 Cleveland Foundation Report. The fund balance as of March 31, 2025 is \$220,591.26.

## Director's Report

### A. Director's Report

Ms. Switzer shared her written report.

### B. Policies First Review: Displays of Library Materials; Exhibits; Meeting Rooms; Senior Person Responsibilities;

2025-17 Ms. Cole-Kelly moved, and Mr. Turner seconded the motion to accept the Displays of Library Materials; Exhibits; Meeting Rooms; Senior Person Responsibilities policies as submitted.

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

Nays: None. Motion carried.

### C. Personnel Policies for First Review: PM 433 Salary Increases In Initial Evaluation Period; PM 461.1 Resignation Letter; PM 634 Tuition Reimbursement; PM 711.23 Rest Breaks; PM 711.24 Break Time for Nursing Mothers; PM 745 Staff Areas; PM 851 [Bereavement Leave] Definition; PM 880 Attendance at Conferences, Meetings, Workshops and/or Courses

Mr. Yépez asked if there was a clear definition of “regular employee” in the policy manual, since that term is referred to in PM 851. Trustees agreed to delay approval of PM 851 so that issue could be addressed. Ms. Switzer requested approval of the other policies.

2025-18 Dr. Bynum moved, and Ms. Cole-Kelly seconded the motion to accept Personnel policies: PM 433 Salary Increases In Initial Evaluation Period; PM 461.1 Resignation Letter; PM 634 Tuition Reimbursement; PM 711.23 Rest Breaks; PM 711.24 Break Time for Nursing Mothers; PM 745 Staff Areas; and PM 880 Attendance at Conferences, Meetings, Workshops and/or Courses as submitted.

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

Nays: None. Motion carried.

### D. Quarterly Usage Report

Mr. Grabski presented the 2025 First Quarter Usage Report. He said that the library has begun using Power BI to create usage reports and shared the new reports with

the Board. Ms. Switzer and Dr. Barnard thanked Mr. Grabski for the extensive work he has done.

E. Strategic Planning Update

Ms. Switzer shared the written Strategic Planning Update.

F. Public Library Fund Allocation Agreement January 1, 2026 through December 31, 2027

In 2023 the nine independent public library systems in Cuyahoga County entered into an agreement with the Cuyahoga County Budget Commission setting the percentage of the total County Public Library Fund (PLF) that each library was to receive annually through December 31, 2025.

Directors of the libraries met this year and agreed to extend the agreement for two more years. The length of the agreement was changed to align with the state budget cycle because there is so much uncertainty about the PLF. Additionally, the nine directors have agreed to meet within 60 days of the adoption of the State biennium budget to discuss any impacts said budget might have on funding libraries and the PLF distribution agreement between the nine libraries.

The agreement, which begins January 1, 2026 and ends on December 31, 2027, requires approval by the Boards of each of the nine library systems. Under the terms and conditions set forth in this agreement the percentage of PLF to be allocated to Shaker Heights Public Library remains 2.83520%.

2025-19 Dr. Bynum moved, and Ms. Tendulkar seconded the motion to accept the Public Library Fund Agreement for January 1, 2026 through December 31, 2027 as submitted.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

Hired:

Austin O'Driscoll, Adult Services Associate, half-time, level 18, effective 4/21/2025

Rowan Petrey, Library Aide, half-time, level 12, effective 4/28/2025

Scott Robertson, Maintenance Manager, full-time, level 24, effective 4/1/2025

Time Status Change:

Ashley Hawkins, Adult Services Associate, half time to full-time, level 18, effective 3/30/2025

B. Other New Business

None.

Adjournment

Since there was no further business to discuss, Mr. Turner moved, and Ms. Tendulkar seconded the motion to adjourn the regular board meeting at 7:27 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, June 16, 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