

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
November 15, 2021

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid,
Dr. Rogen

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:34 p.m. in the Shaker Heights Public Main Library Café.

Roll Call: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Dr. Rashid

Approval of Minutes

2021-77 Mr. Cicarella moved and Ms. Katz seconded the motion to approve the minutes of the October 18, 2021 Regular Board meeting as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Katz, Dr. Rashid

Nays: None. Motion carried.

Mr. Meinhard and Dr. Rogen and arrived at 6:37 p.m.

Forward Together Update

Mr. Zannoni provided an update on the Forward Together Joint Master Facilities Plan work. He said the second round of community engagement has been moved to January or February and the interim options report will be completed after that round of engagement.

Mr. Cicarella asked how a proper analysis of the concepts can be performed unless there is a thorough presentation including the costs for the concepts proposed. Mr. Zannoni said that the team will present costs for the concepts they propose when they are complete.

Mr. Meinhard was concerned that the needs of Bertram Woods were being ignored. He said the building cannot continue for several years as is while the team decides what will be done.

Dr. Rogen said he does not want the Bertram Woods Branch to be forgotten. Building systems need replaced if the building is being kept and renovated. Plans by the team that do not start for three to five years will not maintain the branch.

Mayor Weiss said that there are many issues to address, including cost, input from the community, and the philosophy of education. He said it is important to be thoughtful and get the process right.

Fiscal representatives from all three taxing authorities will begin meeting Friday, November 19, 2021 to review financing options.

Construction Update

Mr. Kellogg from Turner Construction reviewed the monthly construction update.

A. Construction Contingency Usage

Turner Construction requested \$36,257 from their Construction Manager Contingency for the following PCOs:

- 113 Play and Learn acoustic panels, \$2,352
- 122 Additional Walkways Attic, \$12,038
- 144 Add Gutter and Down Spouts at the roof "Dog House", \$2,712
- 151 Family Restroom 117 Switches & Power, \$1,135
- 153 Data Poke Throughs in Rooms 255 + 257, \$3,567
- 158 Provide Extra Lights in Boiler Room, \$2,123
- 158.1 Provide Extra Lights in Attic, \$4,797
- 159 Change Children's Seated Light Fixtures, \$358
- 160 Add Track Lighting at East Corridor, \$1,055
- 162 Add Flex Pipe for Ceiling Height Conflicts, \$6,120

Mr. Riachi carefully reviewed the scope and cost of the work and recommended approval of Turner's request. Ms. Switzer also reviewed the request and approved it.

B. Change Order Ratification

Ms. Switzer presented one construction change order for ratification by the Board of Trustees with a cost of \$41,800

PCO 123 Cupola Repairs Cost: \$41,800

Review of cupola work has been ongoing, including extensive discussion with the building committee. The cupola repairs were originally estimated to be approximately \$35,000. However, when the work began it was discovered that the lightning protection at the cupola was severed and needed to be repaired/replaced.

There is \$19,163 of total construction contingency remaining after this PCO.

2021-78 Ms. Katz moved, and Dr. Rashid seconded the motion to ratify the Director's approval of PCO #123 Cupola Repairs for \$41,800.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

President's Report

Mr. Bertsch appointed Mr. Cicarella and Dr. Rogen to serve on the nominations committee.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the October 2021 Public Library Fund distribution was 13.9% more than budgeted and 12.9% higher than October 2020. Year-to-date the library has received \$170,546 more than budgeted.

B. Financial Statements – October 2021

Ms. Ritchey reviewed the October 2021 financial statements.

General Fund through October 2021

Total 2021 Operating Revenue	\$6,228,892.47
Total 2021 Operating Expenditures	\$3,719,736.32

All Funds through October 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$6,908,253.78
2021 Expenditures	\$9,905,912.85
<hr/>	
Unexpended Balance	\$11,704,141.51
Encumbrances	\$3,181,477.18
<hr/>	
Unencumbered Balance	\$8,522,664.33

2021-79 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the October 31, 2021 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. Year-End Projection Report

Ms. Ritchey presented the Year-End Projection report.

D. 2022 Tax Advance Resolution

Ms. Ritchey requested approval of the resolution to approve receiving tax advances.

2021-80 Dr. Rogen moved and Dr. Rashid seconded the motion to approve the resolution to request from the County Fiscal Officer to draw, and to pay by draft or through wire transfer to the Fiscal Officer of the library, all funds due to the Shaker Heights Public Library that may be in the County Treasury for the year 2022, except such amount that may be required by law to be paid to State authorities.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Staff Professional Day 2022

Personnel Policy Section 884 provides that the library close to the public one full day a year in order to provide a staff professional development day.

2021-81 Ms. Katz moved, and Dr. Rashid seconded the motion to close the library on September 16, 2022 for Staff Professional Day.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. 2022 Technology Plan, 1st Review

Ms. Brown introduced Mr. Perkins and Ms. Dasco and presented the 2022 Technology Plan.

D. Personnel Policies, Second Review

Ms. Switzer requested approval of the personnel policies on their second review.

Mr. Cicarella noted that he opposed permitting new hires whose most recent employer was a political subdivision in the state of Ohio to bring up to 120 hours of sick leave from the previous employer to the library. Ms. Switzer said that in Cuyahoga County Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, Euclid Public Library, Rocky River Public Library, and Westlake Porter Public Library all allow new employees to transfer sick leave from a prior public employer. Dr. Rashid noted that most public employers in Ohio permit this and that Shaker Library should, too. Ms. Katz also affirmed her support for the change.

2021-82 Ms. Katz moved, and Dr. Rashid seconded the motion to approve the Personnel Policy as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: Mr. Cicarella

Motion carried.

E. Locations and Hours of Service Policy

Ms. Brodar requested approval for the Locations and Hours of Service Policy, which was revised to include the Friday after Thanksgiving in the list of days on which the library is closed.

2021-83 Mr. Cicarella moved, and Ms. Katz seconded the motion to approve the Locations and Hours of Service Policy to align with the Personnel Policy.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

New Business

A. Gifts to be accepted and appropriated to the designated Funds.

General Fund (101-6510)

In memory of Renee Bradley	
Katten Muchin Rosenman LLP	\$100
Barbara Lowe & Scott Miller	\$75
Pearl Livingstone	\$25
Kay Shore	\$25
Jacobson Multimedia, LLC	\$25

Frances Belman Large Print Fund (210-6110)

Marsha Moses & Barbara Winicki	
In honor of Marilyn Gardner	\$50
Barbara Winicki	
In honor of Marsha Moses' Birthday	\$25

2021-83 Mr. Cicarella moved, and Dr. Rogen seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Meinhard, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

B. Personnel Action

Hired:

Jaz' min Pierce, Library Aide, part-time, level 12, effective 10/4/2021

End of Employment:

Alfred Hammett, Custodian, half-time, level 12, effective 10/04/2021

Karen Setser, Youth Services Associate, half-time, level 18, effective 10/29/2021

Adjournment

Since there was no further business to discuss, Ms. Katz moved, and Dr. Rashid seconded the motion to adjourn the regular board meeting at 8:21 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public

Library Board of Trustees is scheduled for Monday, December 20, 2021 at 6:30 p.m. in the Main Library Boulevard/Fernway Rooms.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Vacant, Secretary