

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
November 19, 2018

Attendance

Members Present: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Member Absent: Ms. Katz

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

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:38 p.m. in the Main Library Room F.

Roll Call: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Approval of Minutes

2018-57 Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the minutes of the October 15, 2018 Regular Board Meeting and October 29, 2018 Special Meeting.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

Community Comments

None

Presentation: Meghan Hays, Local History

Ms. Hays presented the information on the Local History collection as well as the active partnership with the schools, city, and community.

Ms. Garrett arrived at 7:01 p.m.

President's Report

A. Appoint Nominating Committee

Mr. Gleisser appointed Ms. Williams and Ms. Katz to the Nominating Committee. Board officers will be elected at the December meeting.

B. Facilities Task Force Meeting Update

Mr. Gleisser provided an update regarding the Joint Facilities Planning Task Force. A request for proposals was issued on November 19, 2018 for a Coordinated Facilities Master Plan for City of Shaker Heights, Shaker Heights City Schools, and Shaker Heights Public Library Phase 1 – Vision Plan. Phase 1 is expected to last 6-12 months. The City will be the fiscal agent for the project and a

contract or memorandum of understanding between the organizations will be completed. Community input will be solicited and the Task Force meetings will be public. Mr. Cicarella recommended that the contract ensures that all three organizations be satisfied with the recommendations and vision and that one party cannot be outvoted by the others.

Fiscal Officer's Report

A. PLF Update

The October 2018 Public Library Fund (PLF) distribution is 0.5% more than the Ohio Department of Taxation's (ODT's) revised estimate for the month. It is 2.7% higher than the original December 2017 estimate. Through the first quarter of the state's fiscal year (FY) 2019, revenues are exceeding projections by almost \$32 million (+0.6 %).

The October distribution of \$121,476 was 6.2% higher than the library received in October 2017.

Year-to-date, the total PLF distribution for calendar year 2018 is about 2.82% more than revised ODT's estimate and 3.7% higher than the original estimate. Year-to-date, the library has received \$39,035 (3.2%) more than 2017.

B. Financial Statements

During the month of October, the General Fund revenues continue to have a favorable balance. The real estate tax and HERB collections are complete for the year with a favorable balance. The passport revenue continues to exceed expectations.

The MyCom grant continues to show an unfavorable revenue balance due to the timing of the reimbursements, which run three months behind.

Ms. Lamont is working with staff who order materials to ensure the monies are all spent prior to year-end.

The Friends Fund currently represents a negative unencumbered balance due to the transactions for the van the Friends are purchasing for the library. The purchase order has been opened, but no monies have been exchanged at this time.

At this time, it still appears we should be able to transfer monies to the capital accounts at the end of the year.

General Fund through October 2018

Total 2018 Operating Revenue	\$ 4,587,623.66
Total 2018 Operating Expenditures	\$ 3,676,447.60

All Funds through October 2018

Beginning Year balance	\$ 2,266,597.36
2018 Receipts	\$ 4,596,716.16
2018 Expenditures	\$ 3,739,005.17
<hr/> Unexpended Balance	<hr/> \$ 3,124,308.35
Encumbrances	\$ 324,456.56
<hr/> Unencumbered Balance	<hr/> \$ 2,799,851.79

2018-58 Mr. Meinhard moved and Ms. Williams seconded the motion to accept the October 31, 2018 financial statements as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

C. Resolution to Request Advance of the 2019 Property Taxes

The library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes.

2018-59 Mr. Cicarella moved and Ms. Garrett 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 the Shaker Heights Public Library that may be in the County Treasury for the year 2019, except such amount that may be required by law to be paid State authorities.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

D. 2019 Pay Ranges

Effective January 1, 2019 the minimum wage increases from \$8.30 to \$8.55 per hour.

The 2019 pay ranges have been revised to reflect the new minimum wage for level 101. As a result, other range minimums have also been updated to ensure that their minimums are an appropriate amount higher than the level immediately below. This is to reflect the increasing complexity of jobs as the pay level increases.

Range maximums have also been adjusted to align with the Society for Human Resource Management standards for salary ranges, which affects the midpoint.

January 1, 2019 is in the December 23, 2018 to January 5, 2019 pay period. Paychecks for this pay period will be received January 18, 2019. In order to avoid changing pay rates in the middle of a pay period, the new salary scale will take effect December 23, 2018, to be paid January 18, 2019.

2018-60 Mr. Bertsch moved and Ms. Williams seconded the motion to accept the 2019 Pay Ranges as submitted.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

E. Municipal Advisor Update

Sudsina & Associates, LLC (Sudsina) has been selected as the library’s municipal advisor. Representatives from Sudsina met with the Fiscal Officer on November 6. They will be working closely with the bond counsel and Fiscal Officer to complete a plan of finance for the facility project. They will assist the library in establishing a credit rating with the credit bureaus and will assist through the sale of the bonds required. Their fees will be paid from proceeds from the bond sale. They anticipate providing a draft plan of finance for the December Finance Committee meeting.

Director’s Report

A. Written Report

Ms. Switzer reviewed her written report. She noted that a request for proposals for an Owner’s Representative for the Main Library renovation would be sent out the following week. Mr. Gleisser and Ms. Katz will participate in the interview and selection process. Ms. Switzer anticipates that an Owner’s Representative will be recommended for Board approval at the January Board meeting. After the Owner’s Representative is hired the next step will be to hire an Architectural Firm.

B. 2019 Technology Plan

In 2019 the Digital Services Department will continue to replace public and staff computer equipment in keeping with the strategic plan goal of having all computers no older than five years.

In addition, in 2018 we began preparations for a migration to Windows 10. Because Microsoft will stop supporting Windows 7, our current platform, soon, this migration is a top priority for 2019. All public and staff computers will be updated during the year.

2018-61 Ms. Garrett moved and Ms. Williams seconded the motion to approve the 2019 Technology Plan.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried.

C. Community Engagement Report

Ms. Switzer presented the written Community Engagement Report.

New Business

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

General Fund (101-6510)		
David & Linda Taylor		
In honor of Steve Gordon		\$60
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Annie Mae Jenkins		\$25
In memory of Bjorn Brinkman & Leo Brinkman		\$50
In memory of Mickey Luxenburg		\$25

Randy Kammer & Jeff Wollitz
In memory of Helen Mihalek \$25

2018-62 Mr. Bertsch moved and Mr. Cicarella seconded the motion to accept and appropriate the above gifts.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried

B. Personnel Action

Meredith Sims, Circulation Services Assistant, Half-time, Level 106, Hired, effective 10/31/2018

C. Executive Session

2018-63 Mr. Bertsch moved and Mr. Cicarella seconded the motion to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried

Trustees entered executive session at 7:58 p.m.
Trustees returned to regular session at 8:58 p.m.

2018-64 Mr. Meinhard moved and Mr. Cicarella seconded the motion to adjourn from Executive Session.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Ms. Garrett, Mr. Gleisser, Mr. Meinhard, Ms. Williams

Nays: None. Motion carried

Announcements

None.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Mr. Cicarella seconded the motion to adjourn the regular board meeting at 8:59 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 17, 2018 at 6:30 p.m. in the Main Library Room F.

Brian Gleisser, President

Susan Beaver, Fiscal Officer

Troy Meinhard, Secretary