

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting
June 17, 2019

Attendance

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

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

Mr. Gleisser called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m. in the Bertram Woods Branch Dietz Community Room.

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

Approval of Minutes

2019-35 Ms. Katz moved and Mr. Meinhard seconded the motion to approve the May 20, 2019 Regular Board Meeting Minutes.

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

Nays: None. Motion carried.

President's Report

A. Finance Committee Chair Update

Mr. Meinhard provided an update regarding the joint meeting with the representatives from the school and library finance team. He shared the draft Purpose Statement:

- We believe—based on community feedback—that Shaker Heights residents are requesting and will be better served if the three local government entities give them a longer range, more transparent, more comprehensive view of the funding required to support local government.
- The goal of our conversations is to define what financial information Shaker Heights residents are seeking, how to present three different entities' financial information on a consistent basis using appropriate shared definitions, and how to provide it in a way that supports the broader conversation about what it takes for Shaker Heights to be a healthy, vibrant community.

He reported that he met with Mayor Weiss to request that representatives from the city join these meetings.

Fiscal Officer's Report

A. Certificates of Participation Pricing Update

Michael Prcela of Sudsina & Associates presented a review of the Certificates of Participation pricing that took place Tuesday June 4, including market conditions and context for the rates the Library received. The funds will be received Tuesday June 25, 2019. Ms. Switzer thanked Mr. Prcela and Sudsina & Associates for their work securing financing for the Main Library renovation project.

B. PLF Update

The May 2019 PLF distribution was 19.8% higher than estimated and 20.8% more than the May 2018 distribution.

Ms. Switzer reported that on June 11 the Ohio Senate introduced its version of the Fiscal Year (FY) 2020-21 state budget bill, which included an increase in the Public Library Fund (PLF) from the current level of 1.68% to 1.7% of the state's General Revenue Fund (GRF).

C. Financial Statements – May 31, 2019

Ms. Ritchey reviewed the May 2019 financial statements.

General Fund through May 2019

Total 2019 Operating Revenue	\$ 3,320,414.21
Total 2019 Operating Expenditures	\$ 1,763,473.64

All Funds through May 2019

Beginning Year balance	\$ 2,703,452.98
2019 Receipts	\$ 3,335,077.01
2019 Expenditures	\$ 1,831,603.38
<hr/> Unexpended Balance	<hr/> \$ 4,206,926.61
Encumbrances	\$ 1,066,720.29
<hr/> Unencumbered Balance	<hr/> \$ 3,140,206.32

2019-36 Mr. Meinhard moved and Ms. Garrett seconded the motion to accept the May 2019 financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Written Report

Ms. Switzer reviewed her written report.

B. Approval of Construction Manager at Risk

Nine construction management firms submitted qualifications on May 1, 2019 for the Main Library renovation and repair project. The firms were:

1. AM Higley Co.
2. Cleveland Construction
3. Donley's
4. Greenspace Construction Services
5. Panzica Construction
6. Regency Construction Services
7. The Ruhlin Company
8. Shook Construction
9. Turner Construction Company

The selection team interviewed Donley's, Regency Construction Services, and Turner Construction Company on June 6, 2019. All three firms were highly qualified, with library construction experience. The team was impressed with the skills and qualifications of the three firms.

Proposed costs (excluding contingency) from each firm were as follows:

	Regency	Turner	Donley's
Total Cost for Phase I (Main)	\$730,418	\$886,918	\$887,301
Total Cost for Phase II (Woods)	\$227,228	\$166,640	\$265,017
Total Cost both Phases	\$957,646	\$1,053,558	\$1,152,318

After careful review, the interview team unanimously ranked the firms as follows:

1. Turner Construction Company
2. Regency Construction Services
3. Donley's

Although Turner was not the lowest cost, several factors contributed to them being the top choice:

- Extensive public library experience
 - Maple Heights, Brook Park, and Warrensville Heights branches of the Cuyahoga County Public Library
 - Main Library and new Mott Branch of the Toledo Lucas County Public Library
 - Main Library expansion and renovation of the Columbus Metropolitan Library, as well as three branches
- Significant experience renovating historic buildings
 - Roxboro and Monticello Middle Schools, Cleveland Heights-University Heights City School District
 - Case Western Reserve University Maltz Performing Arts Center Renovation

- Ohio Theatre Lobby Renovation
- Experience managing renovations during ongoing operations
- Deep knowledge of working in Shaker Heights and with Bialosky, as they worked on the Van Aken District
- Ability to pre-fabricate some items off site, which allows for more efficient, cost-effective work on a tight site
- A highly experienced team that has built their careers on complex new build, renovation and historical projects
- Access to excellent subcontractors, and strong equipment pre-purchasing power, that should result in overall cost savings for the project

To facilitate moving forward on the project promptly, Ms. Switzer asked the Board to approve the attached contract substantially as submitted, though there may be minor changes. Any such changes would be reviewed and approved by Ms. Gillis, Mr. Riachi, Ms. Katz, Mr. Gleisser, and Ms. Switzer. Should there be substantive changes to the attached contract, the revised contract would be returned to the Board for further review and approval.

2019-37 Ms. Katz moved and Dr. Rashid seconded the motion to approve the contract with Turner Construction Company, pending final review and approval from Ms. Gillis, Mr. Riachi, Ms. Katz, Mr. Gleisser, and Ms. Switzer.

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

Nays: None. Motion carried.

C. Main Library Design Update

On Wednesday June 12, Ms. Switzer, Ms. Brodar, Mr. Taphous, and Mr. Riachi met with Bialosky to begin discussing schedules and roles.

During the design phase the Building Committee (Mr. Gleisser, Ms. Katz, Ms. Switzer, Ms. Brodar, and Mr. Taphous) will meet with Mr. Riachi and the design team at key milestones when information has to be submitted or decisions made.

The first priority is the assessment of both the Main Library and Bertram Woods Branch facilities. Currently, Bialosky anticipates completing those assessments prior to the July Board meeting.

Staff and community engagement is also a high priority. On June 27 Bialosky will meet with staff, as well as representatives from Family Connections. Officers of Friends of Shaker Library will also be invited to a session. Participants will be discussing how spaces function and the work of various departments.

Bialosky presented a draft of their proposed outreach approach identifying the kind of outreach that could be performed. Outreach initiatives include surveys, open

houses, focus groups, community updates, micro-engagement opportunities, and construction communication.

Board members asked Ms. Switzer to arrange for representatives from Bialosky to present information about trends and best practices in library design at their July meeting.

D. Future of Facilities Priorities Exercise

On June 12, 2019, Forward Together held a Future of Facilities Priorities Open House at the Stephanie Tubbs Jones Community Building. Ms. Switzer shared the same exercise at the Board meeting so Board members had the opportunity to prioritize the Big Ideas identified in the April 11 visioning sessions.

E. 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 Restricted (101-6510)		
Overdrive, Inc.		
Summer Reading Program		\$500
Marilyn Kammer Memorial Fund (209-6510)		
Randy Kammer		
In memory of Dinah Kossof		\$25
In memory of Jeremy Gender		\$25
In memory of Rossie Walker		\$25
Bertram Woods Fund (208-6510)		
George Qua's Estate		\$5,000
General Fund (101-6510)		
Jodi and Tod Podl		\$100
Constance Powell		\$10

2019-38 Ms. Katz moved and Ms. Garrett seconded the motion to accept and appropriate the above gifts.

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

Nays: None. Motion carried.

B. Personnel Action

End of Employment:

Jeff Bowen, Technology Trainer, half-time, level 109, effective 5/16/19

Caitlin FitzGordon, Adult Services Associate, half-time, level 109, effective 5/31/19

Darrell Smith, Maintenance Specialist, full-time, level 107, effective 5/1/19

C. PLF Resolution

WHEREAS, Ohio's public libraries currently serve more than 8.4 million cardholders; and

WHEREAS, Ohio's public libraries have the highest use per capita in the nation; and

WHEREAS, state funding for public libraries through the Public Library Fund ensures all Ohioans have access to a minimum level of services statewide, regardless of their zip code; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$113 million since 2001 resulting in a 23% loss in funding; and

WHEREAS, The Shaker Heights Public Library currently receives 26% of our operating revenue from the state through the Public Library Fund; therefore be it

RESOLVED, That we, the members of the Shaker Heights Public Library Board of Trustees, thank Senator Sandra Williams and members of the Ohio Senate for making public libraries a priority in the state budget bill by increasing the Public Library Fund from 1.68% to 1.7% of the state's total General Revenue Fund for Fiscal Years 2020 and 2021.

BE IT FURTHER RESOLVED, That this Board respectfully urges the Ohio House of Representatives and the Governor to keep the Public Library Fund at 1.7% through the Conference Committee deliberations and include the provision in the final version of HB 166.

2019-39 Mr. Bertsch moved and Dr. Rashid seconded the motion to approve a resolution to thank the Ohio Senate for increasing the Public Library Fund (PLF) to 1.7% of the total General Revenue Fund (GRF) in House Bill (HB) 166 for Fiscal Year 2020-2021 and to urge the Ohio House of Representatives and the Governor to maintain the provision in the final bill.

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

Nays: None. Motion carried.

Adjournment

Since there was no further business to discuss, Mr. Meinhard moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:22 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, July 15, 2019 at 6:30 p.m. in the Main Library Room F.

Brian Gleisser, President

Susan Ritchey, Fiscal Officer

Troy Meinhard, Secretary