

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
July 20, 2020

Virtual Access Information

Livestreamed Meeting: <https://tinyurl.com/SHPL-Board-07-20>

Attendance

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

Members Absent: Ms. Hirsch

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

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

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

Approval of Minutes

2020-32 Dr. Rashid moved and Mr. Meinhard seconded the motion to approve the minutes of the June 29, 2020 Regular Board meeting.

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

Nays: None. Motion carried.

President's Report

Mr. Bertsch reported that he has signed the Guaranteed Maximum Price (GMP) contract amendment approved at the June meeting. On June 13, he provided an update to the Vice Mayor (Mr. Roeder) and School Board President (Ms. Weingart) regarding the construction, the project GMP, and the budget. He also shared information with them regarding the services being provided to library customers. A reply has been sent to Mr. Goforth regarding his question to the Board of Trustees at the May 18, 2020 meeting.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the June 2020 PLF distribution is 14% below the estimate for the month and 15.5% below June 2019.

Ohio Department of Taxation (ODT) issued their final estimates for the PLF distributions for Calendar Year 2020. ODT now estimates that the total CY 2020 PLF distribution will be 7.6% less than the library budgeted for the year.

B. Financial Statements – June 30, 2020

Ms. Ritchey reviewed the June 2020 financial statements.

General Fund through June 2020

Total 2020 Operating Revenue \$ 3,291,425.08

Total 2020 Operating Expenditures \$ 2,013,630.92

All Funds through June 2020

Beginning Year balance \$15,182,473.47

2020 Receipts \$ 3,362,620.31

2020 Expenditures \$ 2,699,330.34

Unexpended Balance \$15,845,763.44

Encumbrances \$ 5,848,992.63

Unencumbered Balance \$ 9,996,770.81

2020-33 Mr. Cicarella moved and Mr. Meinhard seconded the motion to accept the June 30, 2020 financial statements as submitted.

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

Nays: None. Motion carried.

C. 2020 Budget Amendment

Ms. Ritchey presented expenditure reductions for approval.

	2020 Temporary Appropriations	March 2020 Appropriations	July 2020 Approp Adj	2020 Appropriation
Revenue				
PLF	1,616,778	1,616,778		1,616,778
Property Taxes	4,100,718	4,100,718		4,100,718
HERB	395,092	395,092		395,092
Fines and Fees	49,630	49,630		49,630
Interest Earnings	62,700	62,700		62,700
Donations	875	875		875
Miscellaneous	14,025	14,025		14,025
Total Revenue	6,239,818.00	6,239,818.00		6,239,818.00
Advance In				
Total Revenue & Transfer In	6,239,818.00	6,239,818.00		6,239,818.00
Expenditures				
Salaries and Benefits	3,419,666	3,426,366	(400,149)	3,026,217
Supplies	65,670	65,670		65,670
Purchased Services	745,720	766,920	(45,000)	721,920

	2020 Temporary Appropriations	March 2020 Appropriations	July 2020 Approp Adj	2020 Appropriation
Materials	477,900	477,900		477,900
Capital	8,515	8,515		8,515
Other	27,608	27,608		27,608
Total Expenditures	4,745,079.00	4,772,979.00	(445,149.00)	4,327,830.00
Transfers to Capital Funds	690,000	690,000		690,000
Transfers for Security				
Repayment	425,250	425,250	(140,000)	285,250
Advance Out				
Expenditures & Transfers	5,860,329.00	5,888,229.00	(585,149.00)	5,303,080.00
Surplus/(Deficit)	379,489.00	351,589.00	585,149.00	936,738.00

2020-34 Mr. Meinhard moved and Mr. Gleisser seconded the motion to accept the 2020 Budget Amendment as submitted.

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

Nays: None. Motion carried.

D. 5 Year Forecast

Ms. Ritchey presented an updated five year forecast which included both the new appropriation reduction and a reduced 2020 revenue forecast.

Director's Report

A. Public Service Report

In her public service report Ms. Brodar noted that CLEVNET resumed system holds on July 6 and demand for curbside pickup of library materials has increased.

Virtual services, including programming, remain ongoing. The Summer Reading Program is continuing, with children tracking their reading online and receiving their prizes via curbside pickup. Drive-up voter registration events are planned for Main on July 21 and at Woods on July 22.

B. GMP Change Order #1

Ms. Switzer said the GMP included a "deduct alternate" of \$10,729 to eliminate the intermediate handrail at the entry stair. The city has agreed that eliminating the intermediate handrail is acceptable and meets code requirements.

As a result, the Library has the option to accept this deduct alternate and the associated \$10,729 savings. Accepting the deduct alternate requires a Change Order.

The GMP approved at the June 29, 2020 Board Meeting is \$8,563,917. With the approval of Change Order #1 the GMP will be reduced by \$10,729, to a total of \$8,553,188.

2020-35 Ms. Katz moved and Mr. Gleisser seconded the motion to authorize the Director to approve, sign and deliver, in the name of and on behalf of the Library, Change Order #1, to eliminate the intermediate handrail at the entry stair for the Main Library Renovation Project. The Guaranteed Maximum Price (GMP) will be reduced by \$10,729.

The GMP for the Project is therefore revised to be \$8,553,188.

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

Nays: None. Motion carried.

C. Authorization for Director to Make Decisions During Main Library Renovation

To keep construction moving between Board meetings Ms. Switzer requested that the Board authorize the Director to make decisions, enter into additional contracts, make additional purchases, and approve change orders during construction up to an amount approved by the Board, with a detailed report of those actions for ratification at the next regular Board meeting.

2020-36 Ms. Katz moved and Dr. Rashid seconded the motion to authorize the Director to enter into additional contracts, make additional purchases, and approve change orders, that do not exceed \$50,000.00 in the aggregate as needed for the Main Library Renovation Project, with prompt notification to the Board President and a detailed report of such actions presented for ratification by the Board at the next regular Board meeting.

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

Nays: None. Motion carried.

D. Approval of Main Library Shelving Vendor

The shelving design for Main Library reuses as much shelving as possible. The reclaimed shelving will be updated for use in the newly renovated space.

Proposals were received from Library Design Associates (LDA) (\$128,218) and Patterson Pope (\$169,905) for furnishing, modifying and installing the library shelving, end panels, and canopy tops. Vendors based their proposals on Bialosky's shelving drawings from the bid set, as well as their own survey and inventory of the library's existing shelving.

The low bid amount was included in the line item for FF&E in the project budget that was shared at the June 29 Board meeting.

Initial proposals did not include the costs for moving and storage of the shelves during construction. At RFC's request Bialosky asked that LDA modify their proposal to include the scope of work associated with moving and storing the existing shelving in lieu of having the Library pay the moving company for that work.

LDA's current proposal of \$139,842 reflects an increase in cost of \$11,624, because they will have to move the shelves off site, store them and bring them back to install them. That will have to be done on two different occasions because of Phase 1 and Phase 2 work. Having LDA do the work makes LDA completely responsible for the shelves until they have been reinstalled at the library as a finished product.

The increase in cost for moving and storage was not included in the FF&E budget provided by Bialosky in June. However, the GMP reduction of \$10,729 in item V.B means the change to the June 29 project cost is a net of \$895.

Bialosky believes that Library Design Associates offers the best value for the Library for this scope of work and they recommend that the Library contract with LDA using the state purchasing program based on their proposal.

2020-37 Mr. Gleisser moved and Ms. Katz seconded the motion to authorize the Director to contract with Library Design Associates for furnishing, modifying and installing the library shelving, end panels, and canopy tops, as well as moving and storage of the shelves during construction for a total cost of \$139,842.

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

Nays: None. Motion carried.

E. Construction Update

Ms. Switzer provided an update on the construction project, including photographs of progress.

After the approval of the GMP, Turner Construction began completing contracts with their subcontractors.

The construction fencing was installed on July 10. Ms. Switzer said Turner's signage should be installed soon. On July 14 they leveled the floor and installed carpet at the east entrance, which is now the library entrance for staff and will be used by customers when the library is able to open for service.

The movers began working in the library on June 30. As of Wednesday July 15, 2020, the only work they have left to do is to install the shelving that will be mounted to the construction wall after Turner installs it.

New Business

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

Frances Belman Fund (210-6110)	
Michael Gardner	\$25
Marilyn Kammer Memorial Fund (209-6510)	
Randy Kammer	
In memory of Nicky Milikien	\$50
In memory of Marjorie Rosenbaum	\$50

2020-38 Mr. Meinhard moved and Mr. Cicarella seconded the motion to accept and appropriate the gifts to the designated funds.

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

 Nays: None. Motion carried

B. Personnel Action

No Activity

Adjournment

Since there was no further business to discuss, Ms. Katz moved and Mr. Meinhard seconded the motion to adjourn the virtual regular board meeting at 7:48 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, August 17, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary