

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
October 19, 2020

Virtual Access Information Livestreamed Meeting: <https://tinyurl.com/SHPL-Board-10-20>

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 6:35 p.m.

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

Approval of Minutes

2020-49 Mr. Gleisser moved and Dr. Rashid seconded the motion to approve the minutes of the September 21, 2020 Regular Board meeting.

Roll Call: Ayes: Mr. Bertsch, Mr. Cicarella, Mr. Gleisser, Mr. Meinhard, Dr. Rashid
Nays: None. Motion carried.

Construction Update

Mr. Kellogg from Turner Construction provided the monthly construction update. He reviewed the change order process. When a site condition is discovered or the owner requests a change Turner gets pricing for the change. After internal review and approval Bialosky and RFC Contracting review and approve the pricing before submitting to the library for approval.

Ms. Katz arrived at 6:45.

Turner installed the area well along the east building wall in September 2020. Mr. Kellogg noted that although the east foundation drain is blocked, there hasn't been any water in the basement since the drain for the area well was connected to the existing downspout.

Ms. Katz asked for further review of the issue, as well as a summary of the background, work done, current conditions, and recommendations for the November Board Meeting.

At this time the project remains on schedule for Substantial Completion on October 27, 2021.

President's Report

Mr. Bertsch reported that he continues to meet regularly with the Vice Mayor and School Board President. Mr. Bertsch and Dr. Rashid are attending a Co-Creating an Equitable Future workshop series presented by Erica Merritt.

Fiscal Officer’s Report

A. Public Library Fund (PLF) Report

Ms. Switzer reported that the September 2020 PLF distribution was 9.6% above the Ohio Department of Taxation’s (ODT) June 2020 estimate and 6% more than September 2019. Year-to-date Shaker Library has received \$22,139 less than budgeted for the year.

B. Financial Statements – September 30, 2020

Ms. Ritchey reviewed the September 2020 financial statements.

General Fund through September 2020

Total 2020 Operating Revenue	\$ 5,712,427.16
Total 2020 Operating Expenditures	\$ 3,199,932.99

All Funds through September 2020

Beginning Year balance	\$15,182,473.47
2020 Receipts	\$ 6,127,833.70
2020 Expenditures	\$ 4,433,195.08
<hr/> Unexpended Balance	<hr/> \$16,877,112.09
Encumbrances	\$ 2,454,889.34
<hr/> Unencumbered Balance	<hr/> \$14,422,222.75

2020-50 Mr. Cicarella moved and Dr. Rashid seconded the motion to accept the September 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. Year-end Projection Report

Ms. Ritchey provided the year-end projections for the General Fund. The library is still on track for revenues in excess of expenditures at the end of 2020. Since the actual revenues have increased since the last projections, the year-end forecast has improved.

D. 5-Year Forecast

Ms. Ritchey presented the updated 5-Year Forecast.

E. Revised Financial Statements January – August 2020

Prior to submitting the Temporary Appropriations to the Board of Trustees for Approval in December, the Revenue from financing the Bertram Woods renovation was removed. This was not removed from the accounting system and has been represented in the budget column of the financials since that time.

The budgeted revenues for Fund 404 are being updated to reflect what was approved in December. No other changes have been made to these monthly financial statements.

2020-51 Mr. Cicarella moved and Mr. Gleisser seconded the motion to accept the revised financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Fine Free Update

On October 1, 2019 the library discontinued overdue fines for Shaker Library materials. Ms. Brodar shared a progress report on the impact of eliminating overdue fines.

In order to assess the impact of discontinuing fines on how long items were overdue and whether items were being returned, Ms. Brodar analyzed weekly snapshots of the number of days that currently-overdue items were out past their due date and monthly statistics on the value of items returned on accounts that had been sent to the library's materials recovery service.

Before discontinuing fines, the average overdue item was 12.3 days overdue. In the month before closing for the pandemic, the average was 10.3 days. The monthly average value of returned materials January to September 2019 was \$955. The monthly average October 2019-February 2020 was \$2032.

Once the library closed due to the pandemic, customers were unable to return materials and referrals to the materials recovery service were suspended. Ms. Brodar noted that many customers have expressed relief at not having to worry about fines during the pandemic. Staff have reported that the tension fines can bring into the library has dissipated, that they are having more positive interactions with customers, and that they feel good knowing that we are not adding the stress of worry about fines to the many stresses with which our community members are dealing.

C. Holiday Schedule

Ms. Switzer presented the Holiday Schedule for 2021.

2020-52 Mr. Gleisser moved and Ms. Katz seconded the motion to accept the holiday schedule as submitted.

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

Nays: None. Motion carried.

D. Policies: Personnel Policy (second review)

Ms. Switzer reviewed the key changes to the Personnel Policy. Mr. Bertsch noted that he had not completed review of the policy changes and recommended that approval for most of them be delayed until the November meeting. He recommended approval of PM 726, Telework Policy, at Ms. Switzer’s request.

2020-53 Dr. Rashid moved and Mr. Gleisser seconded the motion to approve PM 726 Telework Policy as submitted.

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

Nays: None. Motion carried.

E. Third Quarter Usage Report

Ms. Brodar shared the third quarter usage statistics. Usage continues to be very different from a typical year as a result of the ongoing pandemic.

New Business

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

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer	
In memory of Rubye Safer	\$25
In memory of Marty Trachtenberg	\$25
In memory of Chayeale "Ray" Palevsky	\$25
In honor of the marriage of Alex & Hannah Clementi	\$25
Jeff Wollitz and Randy Kammer	
In memory of Betty Ann Warnock	\$25

2020-54 Mr. Cicarella moved and Mr. Gleisser 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

End of Employment:

Angel Perry, Library Assistant, half-time, level 106, effective 9/19/2020

Wendy Simon, Early Literacy Specialist, full-time, level 111, effective 9/4/2020

Sam Stavole-Carter, Community Engagement Specialist, level 111, full-time,
effective 9/3/2020

C. Other New Business

Ms. Switzer reviewed three potential change orders that were pending. They were shared with Mr. Bertsch September 28, 2020.

- The break room door has to be changed to fit in the available space. Cost: \$996.
- The basement requires a bulkhead into the staff area to make it level. Cost: \$965.60.
- Removal of a masonry partition wall in the boiler room to enable plumbing for the washer and dryer. Cost: \$2,608.

The total cost is \$4,569.60. This will reduce the buyout savings, which is currently \$138,268. These PCOs will be presented to the Board for ratification in November after the Director has the final signed documents.

Adjournment

Since there was no further business to discuss, Mr. Gleisser moved and Ms. Katz seconded the motion to adjourn the virtual regular board meeting at 8:10 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, November 16, 2020 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary