

SHAKER HEIGHTS PUBLIC LIBRARY
Board of Trustees
Regular Meeting (Virtual)
February 15, 2021

Virtual Access Information Livestreamed meeting: <https://tinyurl.com/SHPL-Bd-02-2021>

Attendance

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

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:33 p.m.

Ms. Katz arrived 6:35.

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

Forward Together Update

Mayor David Weiss, Dr. David Glasner, Superintendent of Shaker Schools, and Ms. Switzer presented information on the proposed Forward Together Master Facility Plan and discussion of next steps in the process. Heather Weingart, President of the Board of Education and Joyce Braverman, Shaker Heights Planning Director also joined the discussion.

Approval of Minutes

2021-12 Mr. Gleisser moved and Mr. Cicarella seconded the motion to approve the minutes of the January 25, 2021 Organizational Meeting, Special Board Meeting, and Regular Board meetings as submitted.

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

Nays: None. Motion carried.

Construction Update

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

A. Potential Change Order Ratification

Ms. Switzer presented five change orders for ratification by the Board of Trustees totaling \$10,062.

PCO #52 Friends Sorting Room 51 Ceiling - \$2,140

Due to site conditions ductwork that was originally intended to be routed down the basement corridor had to be rerouted through the Friends Sorting Room.

PCO #55 Lower Level Corridor 40 Drywall Ceiling Re-Build - \$2,459

Because of existing site conditions ductwork had to be rerouted and lowered in the lower level Admin Corridor.

PCO #56 Add Wall between Corridor 120 & Circulation Workroom 131 - \$876

A wall needed to be added for the circulation workroom.

PCO #57 Tech Studio power changes - \$792

Electrical wiring needed to be adjusted to accommodate the Tech Studio (creation space) equipment.

PCO #60 Rekey existing doors to new system - \$3,795

A number of existing doors are remaining, while other rooms have new doors being installed. The existing doors need to be rekeyed onto the new system so multiple master keys don't need to be used throughout the building.

The costs for these PCOs will be deducted from the buyout savings the library has accumulated as contingency, so the cost does not change the GMP. The cumulative buyout savings to date is \$41,018. The remaining buyout savings after these costs are deducted is \$30,956.

2021-13 Ms. Katz moved and Mr. Cicarella seconded the motion to ratify the Potential Change Orders as submitted.

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

Nays: None. Motion carried.

B. Additional Moving and Storage Services

In July 2020 the Board approved hiring Armbruster Moving and Storage for the Main Library move. The approval included \$29,450 with an allowance of \$10,000 for additional storage and unexpected issues. The total used for Phase I was \$31,510, leaving \$8,490 for phase II. Due to limited space on site during Phase II, and additional items being moved offsite for storage, an additional \$7,510 is anticipated. Ms. Switzer requested approval of an additional \$10,000, allowing \$2,490 to be spent if the amount being stored has been underestimated.

2021-14 Ms. Katz moved and Mr. Gleisser seconded the motion to approve \$7,510 in additional moving and storage fees to Armbruster Moving and Storage and an additional allowance of \$2,490 to be spent with the Director's authorization, for a total of \$10,000.

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

Nays: None. Motion carried.

President's Report

A. Bylaw Review

Mr. Bertsch and Mr. Cicarella will review the Board of Trustee bylaws prior to the March meeting and present any recommended changes to the full Board for discussion and approval.

Fiscal Officer's Report

A. PLF Report

Ms. Switzer reported that the January 2021 PLF distribution was 16.1% higher than the estimate and 4.8% higher than January 2020. The library received \$18,123 more than budgeted for January.

B. Financial Statements – January 31, 2021

Ms. Ritchey reviewed the January 31, 2021 financial statements.

General Fund through January 2021

Total 2021 Operating Revenue	\$ 506,446.40
Total 2021 Operating Expenditures	\$ 283,835.36

All Funds through January 2021

Beginning Year balance	\$14,701,800.58
2021 Receipts	\$ 507,145.85
2021 Expenditures	\$ 948,760.72
Unexpended Balance	\$14,260,185.71
Encumbrances	\$ 8,061,515.63
Unencumbered Balance	\$ 6,198,670.08

2021-15 Dr. Rashid moved and Ms. Hirsch seconded the motion to accept the January 31, 2021 financial statements as submitted.

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

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Sale of Surplus Furniture and Equipment

In preparation for the move to phase two of the Main Library renovation, Ms. Switzer presented a list of furniture and equipment to be sold or disposed of with the approval of the Board of Trustees.

2021-16 Mr. Gleisser moved and Ms. Hirsch seconded the motion to approve the sale and disposal of surplus furniture and equipment as presented.

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

Nays: None. Motion carried.

C. Policies: Political Campaigns statement and Library Organization and Departmental Functions.

Ms. Brodar presented revisions to the Political Campaigns Statement and Library Organization and Departmental Functions policies for review and approval.

2021-17 Ms. Hirsch moved and Mr. Cicarella seconded the motion to approve the revised policies as presented.

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

Nays: None. Motion carried.

New Business

A. Personnel Action

Retired:

Linda Lissauer, Circulation Services Assistant, half-time, level 14, effective 1/8/2021

Adjournment

Since there was no further business to discuss, Mr. Gleisser moved and Dr. Rashid seconded the motion to adjourn the virtual regular board meeting at 8:38 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, March 15, 2021 at 6:30 p.m.

Michael Bertsch, President

Susan Ritchey, Fiscal Officer

Melissa Hirsch, Secretary