Attendee

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 6:40 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

2019-68 Dr. Rashid moved and Mr. Bertsch seconded the motion to approve the October 21, 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.

Community Comments

None

Ms. Katz arrived at 6:42.

Mr. Meinhard arrived at 6:45.

Ms. Garrett arrived at 6:49.

Bialosky Cleveland Presentation:

Mr. Hill and Mr. Crabtree from Bialosky Cleveland and Mr. Kellogg from Turner Construction joined Mr. Riachi from RFC Contracting to review the status of the project and answer questions.

The design team used feedback from the community, the Board of Trustees, and staff to create the schematic design. However, initial cost estimates, which are broad and based on cost per square foot estimates, were higher than the project budget. The project team is in the process of value engineering the project to ensure that it meets the library’s goals within the allocated budget.

The Building Committee will meet December 12 to review the value engineering options for the project.
President’s Report

Mr. Gleisser appointed Mr. Cicarella and Ms. Garrett to the Nominations Committee for 2020 Board officers. The election will take place at the December organizational meeting.

Fiscal Officer’s Report

A. PLF Update

Ms. Switzer reported that the October 2019 Public Library Fund distribution is 2.61% more than the state’s estimates for the month. The 2019 year-to-date PLF total is 4.6% ($58,586) more than 2018 YTD.

B. Financial Statements - October, 2019

Ms. Ritchey reviewed the October 2019 financial statements.

<table>
<thead>
<tr>
<th>General Fund through October 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 2019 Operating Revenue</td>
<td>$6,188,479.08</td>
</tr>
<tr>
<td>Total 2019 Operating Expenditures</td>
<td>$3,870,799.37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Funds through October 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Year balance</td>
<td>$2,703,452.98</td>
</tr>
<tr>
<td>2019 Receipts</td>
<td>$17,717,697.42</td>
</tr>
<tr>
<td>2019 Expenditures</td>
<td>$4,462,867.60</td>
</tr>
<tr>
<td>Unexpended Balance</td>
<td>$15,958,282.80</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>$976,308.28</td>
</tr>
<tr>
<td>Unencumbered Balance</td>
<td>$14,981,974.52</td>
</tr>
</tbody>
</table>

2019-69 Dr. Rashid moved and Ms. Katz seconded the motion to accept the October 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.

C. Year-End Projection Report

Ms. Ritchey reviewed the year-end projections, which were calculated based on known activity as of October 31, 2019. These will be updated for the December meeting.
D. Budget Process

Ms. Ritchey reviewed the 2020 budget process.

E. 2020 Salary Pay Ranges

Ms. Switzer shared the updated pay ranges for FY 2020. These represent the increase to level 101 due to the increase in Ohio minimum wage effective January 1, 2020.

2019-70 Mr. Cicarella moved and Mr. Bertsch seconded the motion to approve the 2020 Pay Ranges as submitted.

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

Nays: None. Motion carried

F. 2020 Tax Advance Resolution

Ms. Ritchey reminded the Board of Trustees that the Library is required to file an annual resolution with the County Budget Commission to request advances on real estate taxes.

2019-71 Mr. Cicarella moved and Mr. Meinhard seconded the motion 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 to the Shaker Heights Public Library that may be in the County Treasury for the year 2020, except such amount that may be required by law to be paid to State authorities.

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

Nays: None. Motion carried

G. Closure of Huntington Issuance Expense Account

The Certificates of Participation trust agreement with Huntington National Bank created separate accounts for the issuance expense costs and for the lease and interest payments. As of October 31, 2019, there is $3,017.82 remaining in the issuance account after payment of issuance expenses. Ms. Ritchey requested approval to transfer the remaining funds from the issuance expense account to the lease payment account and to close the issuance expense account.

2019-72 Mr. Meinhard moved and Mr. Cicarella seconded the motion to transfer the remaining funds from the issuance expense account to the lease payment account and to close the issuance expense account.

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. School-Library Collaboration Opportunity

Shaker Schools Superintendent Dr. David Glasner and Chief Academic Officer Dr. Marla Robinson joined Ms. Switzer to discuss a collaboration opportunity between the library and the schools, as part of the upcoming Main Library renovation. They recommended moving the school’s Family and Community Engagement services and registration office to the second floor of the renovated Main Library. This move will benefit the schools, the library, and the community. Services will be more convenient and accessible for families and they will also have an opportunity to take advantages of library services at the same time.

Ms. Switzer noted that the plan is to have a lease operating agreement that includes cost recovery on a per square foot basis over a number of years. Ms. Switzer recommended that both organizations sign a Memorandum of Understanding agreeing to the project in order to authorize the design team to proceed with designing the space for the schools. With an MOU, the lease operating agreement can be created and approved by both organizations in 2020. The Board directed Ms. Switzer to work with Dr. Glasner to create a draft Memorandum of Understanding for review.

Ms. Switzer and Mr. Bertsch will be attending the December School Board Meeting to provide an update on the renovation to the School Board and to discuss this collaboration opportunity.

B. Written Report

Ms. Switzer reviewed her written report.

C. 2020 Technology Plan – First Review

Ms. Brown reviewed the draft 2020 Technology plan. In 2020 the Library will primarily focus on the technology needs for the Library before, during, and after the renovations. This includes planning equipment moves, leveraging new technology, and planning for the implementation of new technology for updated spaces. In addition, the larger projects scheduled for 2020 include redesigning our website and moving all staff files from a networked file server over to the cloud-based SharePoint system provided by CLEVNET.

D. 3rd Quarter Usage Report

Ms. Brodar reviewed the quarterly usage report.

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

Bertram Woods Fund (208-6510)
Hollis Munoz
In memory of Beatrice Kay Wyse $100

Frances Belman Fund (210-6110)
Michael & Marilyn Gardner
In honor of Marsha Moses $25

Marilyn Kammer Memorial Fund (209-6510)
Randy Kammer
In memory of Edward Witten $25

2019-73 Mr. Bertsch moved and Ms. Katz 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

Hired:
Christopher Hicks, Custodian, half-time, level 105, effective 10/25/19
Kai Kyles, Library Assistant- Computer Center, half-time, level 106, effective 10/01/2019

C. Executive Session

2019-74 Mr. Cicarella moved and Mr. Bertsch 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, Ms. Katz, Mr. Meinhard, Dr. Rashid
Nays: None. Motion carried.

Trustees entered executive session at 8:27 p.m.
Trustees returned to regular session at 8:47 p.m.
Adjournment

Since there was no further business to discuss, Mr. Bertsch moved and Ms. Katz seconded the motion to adjourn the regular board meeting at 8:48 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees will be Monday, December 16, 2019 at 6:30 p.m. in the Main Library Room F.

________________________________________
Brian Gleisser, President

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Susan Ritchey, Fiscal Officer

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Troy Meinhard, Secretary