

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
May 16, 2022

Attendance

Members Present: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Members Absent: Mr. Bertsch, Mr. Cicarella

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

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

Roll Call: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Approval of Minutes

2022-28 Dr. Barnard moved, and Dr. Rashid seconded the motion to approve the minutes of the April 18, 2022 Regular Board meeting.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Forward Together Planning Process with Shaker Heights Schools

Dr. Glasner and Mr. Christman presented the Facilities Work Session information shared with the Board of Education at their April 26 2022 meeting.

President's Report

There was no President's Report as neither the Board President or Vice President were in attendance.

Diversity, Equity, and Inclusion Committee Report

Ms. Switzer and Ms. Brodar presented a summary of the results of the Diversity Climate Survey that the Diversity Center of Northeast Ohio conducted in January 2022.

Fiscal Officer's Report

A. PLF (Public Library Fund)

Ms. Switzer reported the April 2022 Public Library Fund (PLF) distribution was 21% more than budgeted and 15% more than received in April 2021.

B. Financial Statements – April, 2022

Ms. Ritchey reviewed the April 2022 financial statements.

**General Fund through April 2022**

Total 2022 Operating Revenue	\$ 3,139,834.34
Total 2022 Operating Expenditures	\$ 2,097,449.78

**All Funds through April 2022**

Beginning Year balance	\$ 9,992,021.31
2022 Receipts	\$ 3,808,576.56
2022 Expenditures	\$ 2,934,479.34
Unexpended Balance	\$10,866,118.53
Encumbrances	\$ 1,549,588.94
Unencumbered Balance	\$ 9,316,529.59

2022-29 Ms. Kaus moved, and Dr. Rogen seconded the motion to accept the April 30, 2022 financial statements as submitted.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. Budget Adjustment and Advance for Bertram Woods Branch Renovation

Ms. Ritchey presented a modified budget to cover the anticipated revenues and expenditures related to the renovation of the Bertram Woods Branch.

<b>Description/Fund</b>	<b>Revenue</b>	<b>Expenditures</b>
<u>General Fund (101)</u>	\$48,000	\$48,000
Advance out/back in for May & June Bialosky fees		
<u>Building and Vehicle Fund (401)</u>		\$22,500
Builder's Risk insurance, 2022 moving expenses		
<u>Technology Fund (403)</u>		\$100,000
2022 technology purchases		
<u>Bertram Woods Branch Renovation Fund (406)</u>	\$3,048,000	\$738,000
Advance in/back out for Bialosky May, June fees	\$48,000	\$48,000
2022 renovation project expenses		\$690,000
PLF notes revenue	\$3,000,000	

2022-30 Dr. Rogen moved, and Dr. Rashid seconded the motion to accept the modified appropriations budget as submitted, to authorize the advance of \$48,000 from the General Fund to the Bertram Woods Branch Renovation fund (406) to cover renovation expenditures prior to the receipt of the notes, and to authorize the advance out of the Bertram Woods Branch Renovation Fund (406) back to the General Fund when PLF Note revenues are received.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

D. 2023 Alternative Tax Budget

Ms. Ritchey requested approval of the 2023 Alternative Tax Budget.

2022-31 Dr. Rogen moved, and Dr. Rashid seconded the motion to accept the 2023 Alternative Tax Budget as submitted.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Policies: Reference and Information Services, Records Retention and Disposal

Ms. Brodar presented revisions to the Reference and Information Services policy and the Records Retention and Disposal policy.

2022-32 Ms. Kaus moved, and Dr. Rashid seconded the motion to accept the Reference and Information Services, Records Retention and Disposal policies as submitted.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

C. Quarterly Usage Report

Ms. Brodar presented the quarterly usage report.

New Business

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

General Fund (101-6510)

Jacobson Multimedia, LLC \$25

Marilyn Kammer Memorial Fund (209-6510)

Randy Kammer

In memory of William "Bill" Sheppard \$25

In memory of Marilyn Freedman \$25

2022-33 Dr. Rashid moved, and Dr. Barnard seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call: Ayes: Dr. Barnard, Ms. Kaus, Ms. Katz, Dr. Rashid, Dr. Rogen

Nays: None. Motion carried.

B. Personnel Action

Hired:

Morgan Bulger, Community Engagement Specialist, full-time, level 22, effective 4/4/22

Amanda Thompson, Circulation Services Assistant, half-time, level 14, effective 4/25/22

End of Employment:

Ellen Farrar, Circulation Services Assistant, half-time, level 14, effective 4/2/22

Change of Status:

Anna Marshall, Youth Services Associate, half-time, level 18, to Youth Services Librarian, full-time, level 22, effective 3/13/22

C. Other New Business

None

Adjournment

Since there was no further business to discuss, Dr. Rogen moved, and Dr. Rashid seconded the motion to adjourn the regular board meeting at 8:16 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, June 27, 2022 at 6:30 p.m.

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Michael Bertsch, President

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Susan Ritchey, Fiscal Officer

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Doreen Katz, Secretary