

SHAKER HEIGHTS PUBLIC LIBRARY  
Board of Trustees  
Regular Meeting  
June 27, 2022

Attendance

Members Present: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus,  
Dr. Rogen

Members Absent: Dr. Rashid

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

Mr. Bertsch called the regular meeting of the Shaker Heights Public Library Board of Trustees to order at 6:32 p.m.

Roll Call: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus

Approval of Minutes

2022-34 Dr. Barnard moved, and Ms. Katz seconded the motion to approve the minutes of the May 16, 2022 Regular Board meeting.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus

Nays: None. Motion carried.

President's Report

Mr. Bertsch attended the DEI meeting and a recent Forward Together Leadership Committee meeting. He attended the Memorial Day parade with Dr. Barnard and Ms. Kaus.

Bertram Woods Branch Renovation – Bialosky Cleveland Design Development Presentation

Ben Crabtree, the project manager and design lead for the renovation, shared the design development presentation for the Bertram Woods Branch renovation.

Dr. Rogen arrived at 6:37.

Mr. Crabtree noted that the renovation focuses on the interior of the library, as well as required exterior repairs to cracked slate, damaged gutters, downspouts, and soffits, as well as brick and mortar. The skylight in the children's room, the entire HVAC system, and the electrical service all will be replaced. The plumbing received some touchless upgrades in 2020 with the COVID funds received, but remaining fixtures and the water heater need to be replaced. Additional cameras need to be installed and the fire alarm system needs to be replaced.

In addition to the building system repairs and replacements, study rooms will be added, the adult and children's information desks will be consolidated into a central desk, staff work areas will be reconfigured to be more useable, and the overall appearance and customer experience will be improved.

The cost estimate based on the design development documents will be completed in late July. The GMP is expected to be approved at the end of October. However, the project team does not yet know how supply chain issues will affect materials procurement. Construction is expected to begin in late fall 2022/early winter 2023, but that is subject to change based on materials availability.

### Diversity, Equity, and Inclusion Committee Report

Ms. Brodar and Ms. Cullers reported on the recent work of the DEI Committee.

### Fiscal Officer's Report

#### A. PLF (Public Library Fund)

Ms. Switzer reported the May 2022 Public Library Fund (PLF) distribution was 46.9% more than budgeted.

#### B. Financial Statements – May 31, 2022

Ms. Ritchey reviewed the May 2022 financial statements.

#### **General Fund through May 2022**

Total 2022 Operating Revenue	\$ 3,377,376.13
Total 2022 Operating Expenditures	\$ 2,447,122.39

#### **All Funds through May 2022**

Beginning Year balance	\$ 9,992,021.31
2022 Receipts	\$ 4,095,533.29
2022 Expenditures	\$ 3,305,265.37
<hr/> Unexpended Balance	<hr/> \$10,782,289.23
Encumbrances	\$ 1,499,350.74
<hr/> Unencumbered Balance	<hr/> \$ 9,282,938.49

2022-35 Mr. Cicarella moved, and Dr. Rogen seconded the motion to accept the May 31, 2022 financial statements as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Nays: None. Motion carried.

#### C. Bertram Woods Branch Renovation Project Financing Update

Ms. Ritchey reported that twenty-five-year Public Library Fund Notes were priced on Thursday June 9, 2022. These have coupons of 4 and 5 percent and generate a premium of \$144,494.55 which will cover closing costs of \$128,000, with \$10,341.55 available to apply toward the first note retirement. The first interest payment will be due June 1, 2023. The average annual payment is \$205,193.16. The library will receive the funds on June 29, 2022.

D. Fund 407 Budget Adjustment (Bertram Woods Branch Financing)

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

Description/Fund	Revenue	Expenditures
<u>Bertram Woods Branch Financing Fund (407)</u>	\$144,494.55	\$128,000
Premium from sale	\$144,494.55	
Cost of Issuance		\$103,000
Underwriters		\$25,000

2022-36 Dr. Rogen moved, and Dr. Barnard seconded the motion to accept the modified appropriations budget as submitted.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Nays: None. Motion carried.

E. Investment Professionals Update

Ms. Ritchey has been working with Sudsina and Associates, the library's municipal advisor, to hire an investment professional to maximize the returns on both the library construction funds and the cash balance in accordance with the library investment policy.

The library will hire an Investment Advisor for the cash balance and an Institutional Salesperson for the Bertram Woods renovation funds. The library released two requests for proposals for professional investors. Hilltop Securities, Meeder, and RedTree Investment Group responded. Ms. Ritchey anticipates selecting the investment professionals in the next few weeks.

F. First Quarter 2022 Cleveland Foundation Fund Statement

Ms. Ritchey reported that the fund started the year with a balance of \$201,103.95. As of March 31, 2022, the balance is \$189,271.54. The net decrease to assets for the year is \$11,832.41. In 2022, \$61,744.91 is available for distribution to the library from the fund.

Director's Report

A. Director's Report

Ms. Switzer reviewed her written report.

B. Main Library Elevator Modernization and Maintenance/Service Program

During the Main Library renovation project, the Building Committee and the Board discussed the need to modernize the Main Library elevators. The elevators currently have controls and equipment that are outdated and unable to be replaced as they are no longer produced. In addition, the previous agreement for maintenance of the elevators had been renewed for several years and it is in the library's best interest to receive updated, competitive pricing for such services. Working with Mr.

Riachi, we requested bids for the elevator modernization project and proposals for the maintenance contract.

Bids for the Project were received on May 19, 2022. The apparent low bidder did not provide a bid guaranty with its submittal and the bid is therefore non-responsive. The second lowest bidder's bid for the modernization work was significantly higher in cost.

The Shaker Heights Public Library Board of Trustees has the right to reject all bids for any reason per ORC Section 3375.41(F). After examining the bids and the library's options, the Director recommends that rejecting all bids is in the best interest of the library.

The work for the Project is critical for the elevators to be operational and maintain building accessibility. Therefore, the Project needs to be started and completed as soon as possible. Additionally, materials and equipment must be ordered as soon as possible due to severe market conditions and supply chain disruptions which could result in higher prices and delays in the acquisition of necessary equipment. Furthermore, the Library's current elevator maintenance/service agreement will expire August 31, 2022. Thus, this situation presents an urgent necessity under ORC 3375.41.

The Director recommends waiving competitive bidding for the Project based upon the urgent necessity exception in ORC Section 3375.41, in order to begin and complete the Project as soon as possible.

2022-37 Ms. Katz moved, and Ms. Kaus seconded the motion to Reject All Bids, Declaring an Urgent Necessity & Waiving Competitive Bidding for the Elevator Modernization & Maintenance/Service.

The Shaker Heights Public Library Board of Trustees resolves as follows:

1. The Board rejects all bids received for the Shaker Heights Public Library Elevator Modernization & Maintenance/Service Program Project based upon the authority granted to the Board by ORC Section 3375.41(F).
2. The Board determines there is an urgent necessity, based upon the authority granted to the Board by ORC Section 3375.41, and waives competitive bidding for the Elevator Modernization & Maintenance/Service Program Project.

Roll Call: Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Nays: None. Motion carried.

#### C. CLEVNET Return on Investment Study

Ms. Switzer reported that CLEVNET recently completed a Return on Investment (ROI) study, which examined the benefits obtained by the member libraries through participation in CLEVNET. The ROI for Shaker Heights Public Library cardholders is \$25.70 for each dollar of the 2019 CLEVNET dues, which totaled \$152,974. In 2022 there are 47 member libraries across twelve counties. As more libraries join the

consortium, the costs for individual libraries decrease. The dues for 2022 are \$124,589.79.

The consortium also has an impact on the individual member libraries, although that impact is more difficult to quantify. CLEVNET provides IT staff services and 24x7 technical support, IT equipment such as servers and wireless access points, VOIP phone service, database access, SirsiDynix ILS (Integrated Library System) software, and cataloging services. CLEVNET also provides much of the software Shaker Library uses, including time and print management software, meeting room and program calendar software, a variety of programs that support computer maintenance processes, and general business software like Office 365/SharePoint and a notification and paging system for staff.

Shaker Library has been a proud CLEVNET member since 1983 and this study clearly shows how the Shaker Heights community continues to benefit from this regional collaboration.

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 Alvin Frohman	\$25

2022-38      Ms. Katz moved, and Dr. Rogen seconded the motion to accept and appropriate the gifts to the designated funds.

Roll Call:      Ayes: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus,  
                    Dr. Rogen

                    Nays: None. Motion carried.

B. Personnel Action

Hired:

Gary Harris, Safety and Security Manager, full-time, level 24, effective 5/15/22

Caitlin Hunter, Youth Services Associate, half-time, level 18, effective 5/23/22

Adam Sheetz, Circulation Services Assistant, half-time, level 14, effective 5/9/22

Retired:

Wilbur Headen, Security Manager, full-time, level 24, effective 5/11/22

Lorraine Lamont, Technical Services Manager, full-time, level 24, effective 5/31/2022

C. Other New Business

None

D. Executive Session

2022-39 Ms. Katz moved and Dr. Rogen 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: Dr. Barnard, Mr. Bertsch, Mr. Cicarella, Ms. Katz, Ms. Kaus, Dr. Rogen

Nays: None. Motion carried.

Trustees entered executive session at 8:03 p.m.  
Trustees returned to regular session at 8:42 p.m.

Adjournment

Since there was no further business to discuss, Dr. Rogen moved, and Mr. Bertsch seconded the motion to adjourn the regular board meeting at 8:43 p.m. and trustees unanimously agreed. The next regular meeting of the Shaker Heights Public Library Board of Trustees is scheduled for Monday, July 18, 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