

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
December 13, 2016
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Mr. Parker

Absent: Mr. Hairston, Ms. Washington

Mr. Seifullah called the Joint Finance & Human Resources Committee Meeting to order at 1:23 p.m.

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, Anthony Parker

Absent: John Hairston

Ninth Amendment to the Year 2016 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that our certificate of estimated resources reflects a net decrease in Other Sources-General Fund by \$226,012.92 and a net increase in Other Sources-Special Revenue by \$10,678.46 to reflect the decrease in PLF expected to receive; return of the advance the Board approved on January 21, 2016 from the Friends fund of \$29,500; an increase in the Schweinfurth Special Revenue fund to reflect an additional 2015 distribution; and to reflect the resolution going before the Board for approval on December 15, 2016 to advance cash from the General Fund to the Special Revenue fund, MyCom, in the amount of \$15,750 for which repayment is to be in 2017. The general fund total appropriation remains unchanged but a transfer between Purchased/Contracted Services and Salaries & Benefits, Special Revenue funds appropriation is increasing \$40,178.46.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Year 2017 Annual Appropriation Measure

Carrie Krenicky, Chief Financial Officer, stated that the annual amount of the Year 2017 Appropriation Measure totals \$56,304,802.61 for the General Fund. The annual amounts for the General Fund, Special Revenue Funds, Capital Funds, Permanent Funds and Agency Funds are located on the attached schedules.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2017 through January 31, 2018

Carrie Krenicky, Chief Financial Officer, stated that this resolution requests authorization for the Library to make its annual contract cost to the CLEVNET Special Revenue Fund for the period of February 1, 2017 through January 31, 2018 in the amount of \$1,701,276.85 effective January 1, 2017. This is in order for the Special Revenue Fund to start expending immediately until revenue starts to come in because the remainder of the CLEVNET libraries are billed monthly for their contract costs.

Mr. Corrigan stated that we are advancing our third and allowing them to pay monthly. This is due to our leadership position with CLEVNET.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Amend Deposit Account for the State of Ohio Department of Education Grant for Family and Community Engagement Pilot Project

Carrie Krenicky, Chief Financial Officer, stated that this resolution is amending the deposit account for the State of Ohio Department of Education Grant for Family and Community Engagement Pilot Project. It was stated in the last resolution indicating that the grant funds should be deposited into the Restricted Gift Account.

Upon receiving the Subaward Agreement, it has come to the Library's attention that the Cleveland Public Library will be a subrecipient of federal awarded funds from the Federal Agency Office of Early Learning. Therefore, grant funds should be deposited into the Federal Aid Account instead of the Restricted Gift Account.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Amendment to Agreement with Braxton Educational and Technology Consulting LLC for MYCOM Out-Of-School Time Transitions Program

Carrie Krenicky, Chief Financial Officer, stated that last year in December, the Library entered into an agreement with Starting Point for a \$55,000 grant that ran through September 30, 2016 for the provision of out-of-school time and early learning transition services.

Starting Point is now going on to a calendar year and would like to fund the Library an additional amount of \$15,750 to extend our agreement from October 1, 2016 to January 31, 2017 (Note: This date was mistakenly identified as January 1, 2017 at the Finance Committee Meeting.) This would continue the same out-of-school time and early learning transition services that Braxton Educational and Technology Consulting LLC has provided at four of the Library's branches.

Mr. Corrigan asked if the Library was a fiscal agent in addition to providing the space.

Ms. Krenicky stated that the Library entered into the contract with Braxton and Starting Point reimburses us monthly.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Advance Cash from the General Fund to the MYCom Fund

Carrie Krenicky, Chief Financial Officer, stated that this resolution accompanies the previous resolution. If the Library enters in an agreement with Starting Point for the additional amount of \$15,750, we will need to encumber those funds in order to pay Braxton. Therefore, we will need to advance cash from the General Fund to the MYCom Fund in the amount of \$15,750.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Ratifying Agreement with Pitney Bowes

Carrie Krenicky, Chief Financial Officer, stated that on February 19, 2016, the Library signed a 60 month lease agreement with Pitney Bowes to provide mailing equipment at the Main Library for a monthly lease fee of \$782. Signing this new lease enables the Library to save of \$16,608 by eliminating all outgoing mail service from the Lakeshore Facility and transferring the service to the Main Library, thus rendering it unnecessary to lease mailing equipment for both facilities.

This is a new 60 month lease agreement for a total amount of \$46,920.00 from March 31, 2016 through March 30, 2021 (Note: These dates were mistakenly identified as April 22, 2016 to April 21, 2021, at the Finance Committee Meeting) and should have been brought to the Board for approval. Although we do have the option to terminate.

Mr. Corrigan stated that this item could have been treated as a monthly payment and remained under the total requiring Board approval.

Ms. Krenicky stated that the annual limit is \$9,384.

Mr. Corrigan stated that this action would meet of approval of the State Auditor.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Amendment to Agreement with Albert M. Higley Co. LLC for the South Renovation Project

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authorization to amend the contract with Higley for the South Branch so that they can perform the assessment of the skylight at an additional cost of \$3,700.00. They will need to put up scaffolding and then have an

abatement contractor present. They will use their own staff to do the carpentry assessment work. This would increase the contract amount from \$368,353.75 to \$372,053.75.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Cleveland Public Library to Enter into an Agreement with Timothy J. Cosgrove, Esq. for Agent and Lobbyist Services

Joyce Dodrill, Chief Legal Officer, stated that this is our yearly renewal agreement with Timothy J. Cosgrove, Esq. of Squire Patton Boggs to provide legislative lobbying and executive agency representation on behalf of the Library over the past several years, and the Library desires to continue to engage his services at the cost of \$4,000 per month.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed with two in favor and one abstention by Mr. Corrigan who explained that he has a relative who is employed by Squire Patton Boggs but does not participate as an equity partner.

Resolution Authorizing Agreement with Ohio Auditor of State for a Fleet and Facilities Performance Audit

Carrie Krenicky, Chief Financial Officer, stated that the Auditor of State's Ohio Performance Team provides governments with an objective, third-party analysis of their operations to help them improve performance, reduce costs, and make informed, data-driven decisions. They were requested to give the Library a proposal to identify opportunities to improve property management and fleet operations with the Property Management department.

Ms. Krenicky stated that the Auditor of State has submitted a proposal to the Library in an amount not-to-exceed \$45,000, to provide a performance audit that will include an analysis of fleet utilization including the size and composition of the fleet assigned and pool vehicles and an analysis of the Library's current maintenance and operations practices compared to leading practices.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Agreement with Republic Services for Waste Materials Services

Joyce Dodrill, Chief Legal Officer, stated that the Property Management department requested proposals to provide waste material and recycling services for the Main Library, the Lakeshore Facility and the Woodland Garage. The Library has a current agreement with Republic Services and we informed them that we will terminate that agreement on December 31, 2016.

Ms. Dodrill stated that the Library received a new proposal from Republic Services with an estimated annual contract base fee that is significantly lower than the current agreement.

Ms. Rodriguez asked why we were terminating the agreement with Republic Services.

Ms. Dodrill explained that Republic Services raises their fees every year.

Carrie Krenicky, Chief Finance Officer, stated that if the Library does not terminate the agreement the contract is automatically renew for another year.

Ms. Dodrill stated that Republic Service has submitted a new proposal to provide waste material services at monthly a cost of \$1,263 which results in an annual savings of \$12,784.56 over the base price currently provided by Republic Services.

Ms. Dodrill stated that this resolution requests the authority for the Library to enter into three year Customer Service Agreements with Republic Services, to provide waste material and recycling services for the Main Library, the Lakeshore Facility and the Woodland Garage in the amount of \$1,263 per month, plus an additional cost for extra pick-ups as needed at a cost of \$96 per recycling pick up and \$80 for waste pick-up and additional charges of approximately \$700 per month, for a period of 36 months, in an amount not to exceed \$25,000.00 for each of the first two years and \$25,750.00 for the third year, for a total contract amount of \$75,750.00.

Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

HUMAN RESOURCES COMMITTEE MEETING (Mr. Parker, Member)

Present: Alice Butts, Thomas Corrigan, Anthony Parker

Absent: John Hairston

Resolution for Special Closings and Holidays in 2017

Joyce Dodrill, Chief Legal Officer, stated that this resolution reflect the 2017 holidays and special closings that Cleveland Public Library will observe.

Ms. Dodrill noted that the Library will not have a system wide closing for Staff Development Day as it has in the past. Staff Development Day will be broken up into shifts on various days throughout the year.

Director Thomas stated that February 17, 2017 is Founders Day. A launch of the People's University will happen during the day. That evening, we will have a Staff Appreciation Gala where employees will be recognized.

Mr. Parker motioned that this item would go to the full Board for approval. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Resolution Amending and Restating Cleveland Public Library's Commuter Benefits Plan

Joyce Dodrill, Chief Legal Officer, stated that the Library has had a Commuter Benefits Plan since 2008. This resolution clarifies provision in the Plan in order to update definitions, extend the time period for submitting claims, clarify that expenses incurred after termination of employment are not eligible for reimbursement, clarify that moneys remaining in accounts after termination of employment are forfeited, and that moneys remaining in accounts of active employees at the end of a Plan Year can be transferred to the next Plan Year.

If an employee has terminated their employment with the Library has money left in their account, they are unable to claim any parking expenses incurred after their employment terminates. If an employee terminates their employment with the Library, they now have a 90 day time period to submit claims for parking expenses incurred during their employment. For existing employees, they can roll over parking balances to the next year.

Mr. Parker motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Mr. Parker adjourned the meeting of the Joint Finance and Human Resources Committee at 1:40 p.m.