

CLEVELAND PUBLIC LIBRARY
Joint Finance & CPL150 Ad Hoc Committee Meeting
June 23, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston, Mr. Parker, Ms. Washington

Ms. Rodriguez called the Finance Committee Meeting to order at 12:04 p.m.

Ms. Rodriguez introduced David H. Turner, External Affairs Manager, FirstEnergy Corp who presented the Library with a rebate check from FirstEnergy in the amount of \$63,722 for recent energy upgrades.

In addition to the rebate check, Mr. Turner presented Myron Scruggs with a certificate from John Darby, Vice President of Energy Efficiency, for spearheading the Library's campaign for energy efficiency.

Myron Scruggs, Director of Property Management, stated that this is a result of the renovation of Main Library and Louis Stokes Wing including the transferring from steam to gas. Because of these efficiencies, the Library was able to receive this rebate. Mr. Scruggs thanked Tim Murdock, Assistant Director of Property Management and acknowledged Tim Janos, Spectrum Energy Concepts, Inc. for his assistance as well.

On behalf of the Board, Ms. Rodriguez thanked Mr. Turner for the rebate check presentation.

CPL150 AD HOC COMMITTEE MEETING (Ms. Rodriguez, Chair)

Presentation: CPL150 Community Vision Plan, Group 1 Branches: Fleet, South, Sterling, and Woodland (David Jurca, Associate Director, Kent State University's Cleveland Urban Design Collaborative)

Mr. Jurca stated that his work with the first group of branches included community engagement, existing conditions analyses and design recommendations that would enable the Library to make decisions on the financial and strategic implications of these recommendations.

Input was solicited from patrons, non-library users and organizations: overall branch experience including the grounds and property; library services, comparisons relative to program use and size; survey responses, focus group sessions, 612 individual points of engagement.

Final recommendations for the current target neighborhoods were developed by Enlightenment Consulting Group and Cleveland Urban Design Collaborative in close partnership with the Library, through a carefully designed engagement process for each of the targeted branch locations. ECG's previous work gathered feedback from residents that promote community building and address community deficits. Building upon this initial engagement process, the CUDC advanced the community conversations into the realm of physical planning.

Cleveland Urban Design Collaborative led 6 focus group sessions, 8 public meetings, 12 advisory committee meetings, and collected over 280 surveys in English and Spanish. In order to stay connected with people unable to attend meetings in person, the design team shared frequent updates on the process through a project website at www.CPL150.org.

After first establishing the critical need to retain a branch location in each of the four neighborhoods, the team advanced to a branch-centered engagement strategy. Kent State University's Cleveland Urban Design Collaborative partnered with the Cleveland Public Library to conduct a planning process with four branch communities, together envisioning the 21st century library.

This Group 1 final report includes physical and programmatic recommendations tailored to each branch. The ideas are organized according to the library experience at multiple levels:

Library Building: Conceptual proposals for reprogramming interior spaces; Exterior architectural renovations for library branch buildings.

Library Grounds: Outdoor site improvements on library properties; Opportunities for site signage, bike and car parking; reading gardens.

Neighborhood: Improvements to pedestrian, transit, and bicycle accessibility; Streetscape enhancements to support neighborhood character; Safety concerns; Wayfinding and street signs.

Services: Creative ideas for bridging the digital divide. Opportunities for current library services to shift to other neighborhood locations.

Mr. Jurca reviewed the following key highlights from the recommendations:

Fleet Branch *Slavic Village neighborhood*

INTERNAL

- Need greater variety of environments (quiet, private spaces, flexible community room)
- Take advantage of the valuable outdoor property to better connect with community
- Express local music and ethnic culture through artistic building enhancements

EXTERNAL

- Library should serve as safe anchor for a future Learning Campus
- Coordinate shared parking nearby for special events
- Need better strategy to promote community programs inside & outside library

South Branch *Clark-Fulton and Tremont neighborhoods*

INTERNAL

- Need larger spaces for community programming and gathering
- Historic Carnegie library inspires strong local pride and should be reopened
- Provide more flexibility to manage competing uses (noise, crowds, etc.)

EXTERNAL

- Actual and perceived safety surrounding library must be improved
- Provide better transportation accommodations for car and bike parking
- Leverage Carnegie building as a physical and social anchor for the area

Discussion continued about expanding the rear of the branch, facade opportunities, handicapped accessibility, acquiring surrounding property for parking and shared parking agreements.

Sterling Branch *Campus District and Central neighborhoods*

INTERNAL

- Sterling Library is in a great location, but should be renovated and expanded
- Library should be more welcoming to adults to enable intergenerational learning
- Expand number of computers and range of technology available

EXTERNAL

- Actual and perceived safety surrounding library must be improved
- Support efforts to expand Institutional Campus frontage along E. 30th St.
- Encourage more public art, streetscape enhancements, and lighting in the area

Discussion continued about the composition of the Sterling Advisory Committee, location and lighting.

Woodland Branch *Central and Kinsman neighborhoods*

INTERNAL

- Leverage the garage and woodshop facilities for community training classes
- Renovate interior spaces to provide more private study areas
- Create a more visually appealing and weather protected building entry

EXTERNAL

- Create safe and active outdoor spaces on the library's ample property
- Support efforts to enhance crosswalks at nearby intersections along Woodland Ave.
- Partner with local organizations and residents to install public art near library

Discussion continued about exterior facade enhancements such as weather protection and benches, backside of the branch connecting to Kinsman Avenue, linking trails and outdoor green spaces connecting to Woodland Avenue.

Ms. Rodriguez thanked Mr. Jurca for his detailed information and recommended that Trustees review the report in detail.

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Presentation: Phase 2 (Rick Ortmeyer, Bostwick Design Partnership)

Mr. Ortmeyer stated that since the CPL150 Ad Hoc Committee met in March, 2015, the lighting control issue has been viewed as a separate project but we made efforts to absorb the costs of that project into the Phase 2 project scope. Unfortunately, the costs escalated creating complexity with the scope of the project. The magnitude of the lighting project caused initial priorities identified in Phase 2 to be reconsidered. Therefore, it is recommended that the lighting control issue be considered a separate infrastructure project and treated as such.

Mr. Ortmeyer gave an overview on the lighting control issues including the broken light breakers and control system. Fixing just one or the other separately will not entirely solve the issue.

Mr. Ortmeyer stated that the opinion of probable cost for lighting controls including Base cost – breakers; Base cost –control system; General Conditions / Overhead / Profit, Estimate Contingency; Construction Subtotal, Fees / Reimbursables; and CPL Contingencies is estimated at \$742,036.28

Mr. Ortmeyer shared the challenges of wiring the Main Library and the cost of technology and fees to engineer the solution.

Mr. Corrigan noted that a picture used in the presentation was misleading as the Library does not provide outdoor lighting on the Louis Stokes Wing.

Mr. Ortmeyer agreed that the picture was misleading as it was the result of a Google search. However, there was lighting designed with the building that is not being currently taken advantage of. This highlights an opportunity that the lighting project might address.

Myron Scruggs, Director of Property Management, stated that the current lighting system is not being supported efficiently and staff must manually turn off lighting panels. The company that designed the original system is no longer in business and the system is now obsolete.

Mr. Ortmeyer agreed that the breakers and control system are now obsolete and are no longer compatible.

Mr. Seifullah asked if there was a way to estimate potential savings the Library would benefit as a result of a new updated lighting system.

Mr. Ortmeyer stated that he will consult an engineer to provide data regarding estimated savings potential. Some data will have to be obtained regarding the current usage and the original cost with the lack of control.

In response to Ms. Rodriguez' inquiry, Mr. Ortmeyer stated that the lighting control project would provide updates to the entire campus including Main and Louis Stokes Wing.

Mr. Ortmeyer stated that although this maintenance item was overdue, it could not have been incorporated together with the Main Library Consolidation project budget but should be considered a separate project.

Mr. Ortmeyer continued his detailed presentation with the following update on Phase 2:

- Main First Floor (Brett Hall, Support spaces, Security Area)
- LSW First Floor (Friends' Gift Shop, Café , Indoor Garden, Lending, Concourse, Concierge, Security, LSW 1 Entry, Welcome to CPL/Legacy Exhibit, Creative Residence)
- LSW Second Floor (Existing Art Installations)
- All Campus Wayfinding and Branding

Discussion continued about meeting room spaces, public art location and flooring.

Mr. Ortmeyer stated that the Republican National Convention is the target date to complete all of the upgrades. The Construction Manager at Risk will assist in keeping the project on schedule.

After reviewing the balance of the Phase 2 timeline, Mr. Ortmeyer was available for any questions the Board may have had.

Mr. Seifullah thanked Mr. Ortmeyer for his presentation and update.

Resolution to Amend Agreement with the State Library of Ohio Regarding the LSTA Grant to Administer KnowItNow

Carrie Krenicky, Chief Financial Officer, stated that this will be a total decrease of \$66,285.95 from the current grant funding and the State Library of Ohio would like to extend the Agreement to terminate on December 31, 2015. The State Library will make a decision in September 2015.

Mr. Corrigan asked if KnowItNow was failing or not working.

Ms. Krenicky stated that it would be working until December 31, 2015. The Library has contracted with Chatstaff to continue providing KnowItNow services. However, the service has been declining.

Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point for MyCom Out-of-School Time Transitions Program

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that the Library was approached by Starting Point to form a partnership for the provision of out-of-school time transition services. The Library has the opportunity to apply for support of the Library's Kindergarten Clubs. This Kindergarten readiness initiative will help prepare parents and children to start school in the fall. Classes will run from late June through October at the

Library's Collinwood and Sterling Branches. This will be an evening weekly or bi-weekly program for ten weeks. Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$25,000.00.

Mr. Mason stated that the Library will contract with two educators to facilitate the program.

In response to Mr. Seifullah's inquiry, Mr. Mason stated that the educators were not with CMSD.

Mr. Seifullah asked if the program was successful would there be an opportunity for expansion.

Director Thomas stated that this is a program that Starting Point has been doing with Cuyahoga County Public Library for a year. This is an opportunity for Cleveland Public Library to participate in the program with the possibility of expansion to other branches.

In response to Ms. Butts' inquiry, Mr. Mason stated that this program will be held after regular Library business hours as parents, caregivers and students can come together over a meal, have a session and split into two groups for an activity.

Mr. Seifullah stated that this item would go to the full Board for approval.

Fourth Amendment to the Year 2015 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this item reflects a net decrease in Other Sources – Special Revenue by \$146,408.21 relating to a decrease in the LSTA KnowItNow fund of \$171,408.21 and an increase in the MyCom Fund of \$25,000.00.

Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution Authorizing the Increase in Price to the Current Agreement with KONE, Inc. to Provide Maintenance for Elevators in Main Building and Louis Stokes Wing

Myron Scruggs, Director of Property Management, stated annually KONE staff receives a salary increase due to union contract negotiations. As a result, the Library's contract with KONE has increased.

Carrie Krenicky, Chief Financial Officer, stated that the Library has entered into a 5 year agreement with KONE Inc., effective July 1, 2014 through June 30, 2019, for full maintenance services for the elevators in the Main Library and the Louis Stokes Wing, at an amount not to exceed \$4,347 per month, \$52,164 annually. The agreement states the contract price will be adjusted annually on July 1 of each year of the contract. The payment adjustment will reflect the increase or decrease in labor costs. Effective July 1, 2015, KONE Inc. will be increasing the Library's price by 3.25%.

Ms. Krenicky requested Board authorization for the remaining three years of the agreement, that if the Library's price decreases or remains at an increase of 3.25%, Board approval will not be required. If the increase exceeds 3.25%, Board approval will be sought.

Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution Authorizing Cleveland Public Library to Enter Into an Agreement with CareWorks Absence Management Ltd.

Carrie Krenicky, Chief Financial Officer, stated that last year the Library entered into an agreement with Benefits Administrative Services International Corporation ("BASIC"), commencing on or about July 1, 2014 to provide FMLA administration. The Library entered into an agreement on June 26, 2014 for Ease Plus FMLA Administration and Absence Management Administration and on October 1, 2014 the Library notified BASIC that it was terminating the Agreement due to issues discovered during the first few set-up meetings prior to having services performed or work completed.

CareWorks Absence Management Ltd. has submitted a proposal to assist the Cleveland Public Library to administer the Library's FMLA and applicable state leave entitlements for 691 employees and 60 take-over claims. We are not sure if the Library will receive ADA administration services.

This resolution authorizes the Library to enter into an agreement with CareWorks Absence Management Ltd. commencing on or about July 1, 2015 in an amount not to exceed \$27,000 for the first year with includes a \$2,000 implementation fee, and \$25,000 each additional year.

Ms. Rodriguez stated that this reflects a large decrease from the prior system.

Ms. Krenicky stated that some of the problems with the prior systems included, but was not limited to: employee verification; automated system vs a live person; and length of the call.

After Ms. Krenicky shared additional highlights and benefits of utilizing the services that CareWorks provides, Mr. Seifullah stated that this item would go to the Board for approval.

Resolution to Enter Into Agreements for Legal Services With Thompson Hine

Joyce Dodrill, Chief Legal Officer, stated that this resolution and the following two resolutions are related to the Main Library Phase 2 Consolidation Project.

Ms. Dodrill stated that the Board authorized the Library Administration to manage the project with a construction manager at risk project delivery method, and directed the Library to follow the selection process pursuant to Ohio Revised Code Section 9.334.

Ms. Dodrill stated that due to the complexity of the construction manager at risk selection process, she has sought out the legal assistance and counsel of Thompson Hine.

Ms. Dodrill explained the selection process in detail that included the Request for Qualifications, establishing an evaluation committee and evaluation criteria, reviewing and ranking proposals, issuing Requests for Pricing and Technical proposals to the top ranked firms, preparing the proposed construction manager at risk contract and general conditions, interviewing all top ranked firms, establishing evaluation criteria, and ranking the short listed firms.

Ms. Dodrill stated that under the direction of Jeff Appelbaum, Thompson Hine has assigned two construction attorneys to this project who have drafted all the required documentation necessary for the selection process and have provided legal advice with regard to the process so far.

Ms. Dodrill recommends that the Library continue to engage the services of Thompson Hine during contract negotiations and negotiation of the Guaranteed Maximum Price after design has been completed. In addition, Thompson Hine has assisted by providing risk management and liability advice to protect the Library.

Thompson Hine has agreed to provide all the above services plus assistance with regard to an insurance and risk management program for the project, for a fixed fee of \$37,500 plus reimbursables in an amount not-to-exceed \$1,000, for a total contract amount of \$38,500.

Ms. Dodrill noted that once this process has been completed, the Library will have all document templates necessary for future construction manager at risk projects.

Mr. Corrigan noted that “Stokes Renovation Project” was listed on the engagement letter. Mr. Corrigan requested that the letter be amended that reflects “Main Library Consolidation Phase 2 Construction Project” as the correct title.

Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution Announcing Construction Manager at Risk Determined to Be Best Value and Authorizing Negotiation of Construction Manager Agreement

Joyce Dodrill, Chief Legal Officer, stated that the Construction Manager at Risk selection committee met a total of four days and an entire day for interviews. Eight proposals were submitted. Although the law requires only three, the committee ranked four construction manager firms as the most qualified for its short list as the third and fourth ranked firms were very close.

Ms. Dodrill explained in detail the remainder of the process that included: issuing a Request for Pricing and Technical Proposal to the four short-listed firms; interviewing all four construction manager firms; evaluating and scoring the technical qualifications.

Ms. Dodrill stated that price proposals were evaluated separately and then combined with the technical proposal to determine the best value based on a weighted comparison of qualifications to price. Based upon the ratings obtained from combining qualifications and pricing scores, the evaluation committee has ranked the short-listed firms in the following order:

- 1) The Albert M. Higley Co., LLC \$456,014
- 2) Panzica Construction Company \$557,919
- 3) Infinity Construction Co., Inc. \$576,690
- 4) Ozanne Construction Company, Inc. \$771,624.48

Ms. Dodrill stated that the recommendation of the evaluation committee is the selection of The Albert M. Higley Co., LLC as the firm presenting the pricing and technical proposal which represents the best value.

Mr. Corrigan stated that he was familiar with the other firms from many public projects and asked if The Albert M. Higley Co., LLC demonstrated recent experience with public building projects.

After Ms. Dodrill affirmed that Higley has demonstrated experience with public projects, Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution Approving Budget for Main Library Consolidation: Phase 2, and Lighting Control Project

Joyce Dodrill, Chief Legal Officer, stated that this resolution reflects the current estimated budget as prepared by Bostwick Design Partners for design services fees and project costs for the Phase 2 project at approximately \$4,999,861.93. The estimated cost for the lighting control replacement is \$742,036.28.

The lighting control will be a part of the project but will not count against the \$5,000,000 budget.

Based upon the budget estimates provided by Bostwick it recommends that the Library allocate the sum of \$5,000,000 to Phase 2 of the Main Consolidation Project and an additional \$750,000 for lighting control replacement, for a total of \$5,750,000, from the Building and Repair Fund.

Ms. Rodriguez requested that Bostwick provide documentation on the estimated savings to the Library as a result of the lighting control replacement.

Rick Ortmeyer, Bostwick Design Partners, stated that he will work with Mr. Scruggs to compile the requested information.

Mr. Seifullah stated that this item would go to the full Board for approval.

Resolution to Authorize Replacement of the Cooling Tower at Lake Shore Facility

Myron Scruggs, Director of Property Management, stated that the original cooling tower used for the chiller at the Lake Shore facility needs to be replaced. The Lake Shore facility, Ohio Library for the Blind and Physically Disabled, and Memorial Nottingham Branch contain equipment and library materials that must be kept in a temperature controlled environment in order to avoid damage.

After Mr. Scruggs explained the two-day replacement process that would cause minimal disturbance to staff, Mr. Seifullah stated that this item would go to the full Board for approval.

Ms. Rodriguez adjourned the meeting of the Joint Finance & CPL150 Ad Hoc Committee at 1:09 p.m.