

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
September 15, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Ms. Rodriguez, Mr. Hairston, Ms. Washington,
 Mr. Parker

Absent: Mr. Seifullah

Mr. Corrigan called the Joint Finance and Human Resources Committee Meeting to order at 12:14 p.m.

FINANCE COMMITTEE MEETING (Mr. Corrigan, Vice Chair)

Resolution to Accept the State Library of Ohio LSTA Discretionary Grants for the Ohio Library for the Blind and Physically Disabled (OLBPD) and the Cleveland Digital Public Library

Carrie Krenicky, Chief Financial Officer, stated that this resolution recommends the Library accept five grants of \$4,999 each, totaling \$24,995, for the Ohio Library for the Blind and Physically Disabled, as well as seven grants of \$4,999 each, totaling \$34,993, for the Cleveland Digital Public Library from Library Services and Technology Act (LSTA) FFY 2014 carryover funds. These 2014 federal fiscal year funds must be encumbered by the end of this month and disbursed by October 31, 2015.

Mr. Corrigan asked for the reason for the separate parts.

Ms. Krenicky stated that these leftover discretionary grants that total no more than \$5,000 do not have to go to the State Library Board for approval.

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

Fifth Amendment to the Year 2015 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that the Certified Revenue was updated with the following:

- Increase the General Fund Property Tax by \$1,054,006.66 due to actual property tax received as of 8/31/15; and
- Net decrease in Other Sources by \$320,373.40 relating to:

- (\$540,850.20) decrease due to HB 64 and the phase out of the tangible personal property tax reimbursements,
- \$34,993 increase due to the LSTA discretionary grants for CDPL,
- \$185,483.80 net increase in miscellaneous revenue; and
- Increase the General Fund PLF by \$463,778.42 due the Ohio Department of Taxation's updated estimated Public Library Fund entitlement for calendar year 2015 issued June 30, 2015; and
- Increase the Special Revenue Unencumbered Balance and decrease Other Sources by \$100 due to a 2014 check voided in 2015 and not reissued; the PO was cancelled and unencumbered; and
- Increase in Other Sources – Special Revenue by \$138,108.93 relating to a reimbursement for CSU America Reads tutorial services in the amount of \$9,113.93, the LSTA discretionary grants for OLBPD in the amount of \$24,995, \$100,000 from Cleveland Thermal for Chilled Water Service Study and \$4,000 from the Friends Time Warner Cable grant for the Mini Maker Faire in June.

Ms. Krenicky noted that although the Certified Revenue was increased, we will only appropriate in the General Fund the \$34,993 for the LSTA Grant for the CDPL. The certified revenue still remains below our appropriation by \$2.7 million.

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

Resolution to Ratify and Approve the Purchase of Insurance Coverage for Policies Effective August 1, 2015 and September 18, 2015

Carrie Krenicky, Chief Financial Officer, noted that the only significant change was the Automotive Coverage provided by State Farm Auto Insurance Company; a new carrier and the Library's renewal decreased as a result of that change.

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

Resolution to Accept the State Library of Ohio Funding for the Ohio Library for the Blind and Physically Disabled (OLBPD)

Carrie Krenicky, Chief Financial Officer, stated that this is an annual agreement that began on July 1, 2015 through June 30, 2016.

Mr. Corrigan noted that this was not an area affected by the budget resulting in a decrease.

Ms. Krenicky stated there was no decrease in the funding amount.

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

Resolution Ratifying Agreements for the Purchase of Natural Gas and Electricity

Mr. Corrigan stated that the Board of Library Trustees authorized the Executive Director to enter into contracts for natural gas and electricity either through a broker or directly. The Library worked through broker consultant North Shore Energy Consulting, LLC to identify suppliers that have the best fixed rates for periods of time up to and including 36 months, provided the rates do not exceed the rates currently being paid by the Library for gas and electric. This resolution gives approval of the agreements that the Board authorized the Director to negotiate.

Carrie Krenicky, Chief Financial Officer, stated that the Library entered into an electricity supply agreement with Dynegy Energy Services, LLC at the rate of \$5.270 per kWh which was a decrease from the previous rate of \$6.260 per kWh. In addition, the Library entered into an agreement with Interstate Gas Supply, Inc. at the rate of \$3.14 per Mcf from November 2015 billing cycle through October 2016 billing cycle. The Library currently has a contract with Interstate Gas Supply, Inc. through October 31, 2015 at the rate of \$4.14 per Mcf.

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

Resolution to Enter into an Agreement with HF Group LLC for Binding and Rebinding Library Service Materials

Mr. Corrigan asked if HF Group LLC was a new vendor.

Tish Lowrey, Director of Technical Services, stated that this is the same vendor that the Library has used in the past but noted that they had a name change and are located in Chesterland, Ohio.

Mr. Corrigan asked if HF Group LLC was the lowest bid.

Ms. Lowrey explained that although the bid submitted by HF Group LLC was approximately \$100.00 higher, the lowest bidder which was located in Massachusetts was unable to meet the bids specifications particularly in regards to transporting Library materials and supplying some requested insurance documents.

Mr. Corrigan noted that in light of Ms. Lowrey's explanation, the Library has selected the lowest, responsible and most qualified bid.

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

Resolution Accepting the Recommendations of Kent State University Regarding the South Branch of the Cleveland Public Library

Mr. Corrigan stated that the community engagement process was successful. Kent State University's Cleveland Urban Design Collaborative stated that the Advisory Committee of residents and stakeholders in the South Branch neighborhood, formed as part of the Library's engagement process, recommended that the Carnegie building on Scranton Road be reopened.

Ms. Butts asked for clarification on the next steps relative to requests for qualifications and proposals for architects and engineers.

Joyce Dodrill, Chief Legal Officer, stated that the next steps would be for the Library to send out requests for qualifications for architects and engineers to help update the facilities assessment and prepare bid specifications.

Ms. Butts stated that there are some architects who are more experienced in rehab as opposed to new construction.

Ms. Dodrill stated that within the request for qualification we will ask for specific expertise in the rehab of historic renovation.

Ms. Butts asked how soon the branch will reopen.

Mr. Corrigan stated that renovation would probably be next construction season.

Ms. Dodrill stated that it will take several months to get an architect.

Mr. Corrigan stated that construction would probably begin in the summer of 2016 and the reopening in 2017.

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

Resolution Authorizing Agreement with Bravo Wellness LLC for Wellness Incentive Program Services and Amending Agreement with Arthur J. Gallagher & Co.

Joyce Dodrill, Chief Legal Officer, stated that this resolution recommends the Library renew its agreement with Bravo Wellness LLC for the Wellness Incentive Program Services for another year through 2016 and renew its agreement with Arthur J. Gallagher & Co. for the same period.

Ms. Dodrill stated that Gallagher is paying most of the cost of the BRAVO Wellness contract through its commission received from Medical Mutual for having the Library's business. It is anticipated that Gallagher will obtain approximately \$70,000 in commission which they will commit to the cost of the BRAVO contract. Therefore, the Library may only have to pick up approximately \$5,000 cost for the program.

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

Resolution Authorizing Agreement with Cleveland State University for America Reads Tutoring Services

Joyce Dodrill, Chief Legal Officer, stated that the Library would like to enter into an agreement with Cleveland State University to provide tutorial services from October 5, 2015 through May 31, 2016 at twelve (12) branches. For the past three years, the Cleveland Public Library has

entered into agreements with Cleveland State University Career Service Center for America Reads tutoring services at various branches.

Mr. Corrigan asked if the Library's metrics for student participation were good.

Sherri Jones, Literacy & Education Coordinator, Outreach Programming Services, stated that Merce Robinson, America Reads Coordinator at Cleveland State University, provides annual reports. This past year over 5,000 students were served at 12 Library branches.

Mr. Hairston requested a list of branches that provide tutoring services.

Director Thomas stated that 12 branches are served by America Reads and 4 branches are served by Braxton Consulting. The Cleveland Foundation funds America Reads and Starting Point funds Braxton Consulting. America Reads tutors are students. Tutoring from Braxton Consulting services are provided by tutors who possess Masters degrees. A proposal has been submitted to Starting Point to expand those services.

Mr. Hairston stated that there is a good success rate for third grade tutoring.

Ms. Washington asked if the Library or tutor service providers tracked other outcomes in addition to the number of students served.

Ms. Jones stated that America Reads provides metrics on tutoring sessions by branch. Since the Library has a partnership with Cleveland Metropolitan School District, additional information could possibly be obtained.

Director Thomas stated that Braxton Consulting concentrates on grades K-3 supporting the third grade guarantee initiative. America Reads is more general for homework help on a walk-in basis.

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

Resolution Authorizing Agreement with the Cuyahoga County Land Bank for Acquisition of Real Property for Use as a Glenville Branch Parking Lot

Mr. Corrigan stated that this resolution is a result of the recent presentation by The Cuyahoga County Land Bank and represents an expenditure that makes the Glenville branch and the neighborhood it serves better.

Ms. Rodriguez asked about Councilman Kevin Conwell's support regarding loans and other financing from the City of Cleveland and other sources necessary to proceed with parking lot construction.

Director Thomas stated that an opportunity may exist for a forgivable loan may exist with the City of Cleveland for this project.

Joyce Dodrill, Chief Legal Officer, stated that the Library must provide sufficient documentation that this project will serve a public need and that data must be presented to support how this parking lot supports the community.

Mr. Hairston stated that he will follow up on a recent conversation that he had with Councilman Kevin Conwell regarding additional funding support for this project.

Ms. Rodriguez stated that this new parking lot is good for the neighborhood and will provide a safe place for the library patrons to park.

Director Thomas stated that there may be other options of funding available that the Library could explore.

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

Resolution Authorizing Negotiations With UC3 City Center LLC for the Construction of a New Martin Luther King, Jr. Branch and Sale of the Existing Building

Mr. Corrigan stated that he is pleased that service at the Martin Luther King, Jr. branch will continue without interruption until the new branch location is available. The new site is preferred to the old site relative to visibility and accessibility to public transportation.

Ms. Butts and Mr. Rodriguez complimented Peter Whitt and Enlightenment Consulting on coordinating the recent community engagement meeting held at the Martin Luther King, Jr. Branch regarding the new location.

Mr. Corrigan thanked staff who assisted with the community meetings.

Ms. Rodriguez stated that with the new location, there is an opportunity to highlight the legacy of Dr. Martin Luther King, Jr.

Ms. Butts stated that there may also be an opportunity to highlight the Anisfeld-Wolf Book Awards as well.

Director Thomas stated that this may present an opportunity to approach the Cleveland Foundation for support an effort to highlight the Anisfeld-Wolf Book Awards.

Mr. Corrigan stated that this entire project would be completed in phases.

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

Resolution Accepting Donation from Cleveland Thermal Energy for Engineering Study

Mr. Corrigan commended Ms. Dodrill for her efforts in bargaining with Cleveland Thermal as well as Myron Scruggs, Director of Property Management for his support.

Myron Scruggs, Director of Property Management, expressed appreciation to Ms. Dodrill for her hard work and efforts for this initiative.

Mr. Corrigan stated that this is an independent study that is being paid for by Cleveland Thermal to ascertain if the Library should be serviced with onsite chillers or remain with Cleveland Thermal.

Ms. Dodrill stated that this resolution also authorizes the Library to utilize Tim Janos to study the economic feasibility of installing on-site chillers at the downtown campus instead of purchasing chilled water from Cleveland Thermal in the future.

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

HUMAN RESOURCES COMMITTEE MEETING (Mr. Hairston, Chair)

Resolution Approving Executive Director's Employment Agreement

Mr. Corrigan stated that during his tenure on the Board of Trustees, no director has declined a professional salary increase, which is admirable.

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

Ms. Rodriguez adjourned the meeting of the Joint Finance & Human Resources Committee at 12:42 p.m.