

CLEVELAND PUBLIC LIBRARY
Joint Finance & CPL150 Ad Hoc Committee Meeting
April 14, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Mr. Parker (arrived,
12:17 p.m.)

Absent: Mr. Hairston

Ms. Rodriguez called the Joint Finance & CPL150 Ad Hoc Committee Meeting to order at 12:05 p.m.

CPL150 AD HOC COMMITTEE MEETING (Ms. Rodriguez)

Phase 2 Project Update

Rick Ortmeyer, Principal, Bostwick Design Partnership, stated that priorities for Phase 2 were clarified at the last CPL150 Ad Hoc Committee Meeting held on March 16, 2015 at Carnegie West Branch. Mr. Ortmeyer identified those priorities as Main first floor, Louis Stokes Wing first and second floor that include spaces and comprehensive Wayfinding.

Meetings have been held with the design team to ensure the project fit within the \$5,000,000 project budget as approved by the Board of Trustees. These discussions included specifics about the second floor spaces and potential infrastructure changes, furniture solutions and first floor concierge and Lending Department changes.

Mr. Ortmeyer stated that discussions on comprehensive lighting update would address the challenge to include the installation of new lighting controls for Main and Louis Stokes Wing. When costs have been determined, alternates may be presented to the Board in the future that would include creative and efficient ways to address this challenge while remaining on budget.

Currently the budget is on target. Work will continue with Joyce Dodrill and the facilities team to vet necessary items as detail is added.

Dialogue has also been held concerning recommendations to implement the Phase 2 project. The State of Ohio has made changes within the last 3-4 years that expanded the options for public bidding for public entities. It used to be that projects had to be bid using multiple primes. Now at the Library's disposal is a General Contractor, Design Build, Construction Manager/Advisor, and Construction Manager at Risk.

Discussion will continue on which delivery method is best for the Library. The level of complexity for Phase 2 is unprecedented for the work that Bostwick has done. There exists a logistical challenge as the Library must safely maintain public accessibility and make changes to both front entrances and egress to Main and Louis Stokes Wing during construction on these front spaces. Therefore, the level of complexity may have a corresponding delivery method that will be recommended in the future.

The next meeting will review, in detail, lighting and other budget priorities that drive the total project cost.

Ms. Rodriguez stated that although an electrical update may be expensive, it will provide a significant return on investment to the Library.

Joyce Dodrill, Chief Legal Officer, introduced Paul Creighton who has been asked to serve as an advisor to the Library for this construction project as well as Safe, Warm and Dry. Ms. Dodrill reviewed some of Mr. Creighton's experience that included an extensive tenure with Cuyahoga Community College and Turner Construction and was recommended by architect Steven J. Zannoni. Mr. Creighton will be on a \$5,000 contract with the Library and his internal work will assist in identifying project delivery methods, bid specs preparation as well as supplement the work of Myron Scruggs and the Property Management staff.

Mr. Corrigan shared his acquaintance with Mr. Creighton and expressed his enthusiasm for Mr. Creighton's support of the Library and these important construction projects.

Mr. Creighton expressed his appreciation for the opportunity to work with the Library.

Mr. Ortmyer stated that the next meeting with the design team will continue with discussions on lighting

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Resolution to Renew the Maintenance Agreement with Tyler Technologies, Inc. for the Support and Update Licensing of the MUNIS ERP System

Carrie Krenicky, Chief Financial Officer, stated that the current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system terminates on May 16, 2015. The Library's ERP system includes Financials, Human Resources, Payroll and General Revenue. This resolution allows the Library to renew the agreement for the period May 17, 2015 through May 16, 2016 at a cost not to exceed \$57,326.45.

Per the original agreement, were are capped and cannot be increase more than 5% per year.

Mr. Corrigan asked if we were satisfied with this system and its performance.

Ms. Krenicky stated that she was pleased as this system is useful for Board support. Some modules that were not useful have been eliminated and one module has been added.

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

Resolution Authorizing First Amendment to an Agreement With Cintas Corporation for Uniform Rental Services

Myron Scruggs, Director of Property Management, recommended that the Library amend the agreement with Cintas to add uniforms for employees of the Safety and Protective Services Department, and to provide fire resistant uniforms for six Maintenance Mechanics.

Mr. Scruggs stated that in the past, uniforms were purchased for Safety and Protective Services staff and were cleaned by Avon Cleaners. Cintas was reviewed for uniform lease providing additional uniforms for officers at a cheaper rate overtime.

Mr. Corrigan asked what would be the cost savings difference from Avon Cleaners, a local establishment from the cost of cleaning by Cintas.

Mr. Scruggs stated that more employees have been added to the Safety and Protective Services Department. The cost of uniforms for Maintenance Mechanics would be higher since uniforms would now be fire resistant.

Ms. Krenicky stated that the cost of Safety and Protective Services uniforms and cleaning by Cintas would be approximately \$6,600. In 2014, the library spent \$6,000 for uniforms and cleaning.

Ms. Butts asked the cost of uniform cleaning by Avon.

Ms. Krenicky stated that the cleaning cost by Avon would be approximately \$2,500 for cleaning annually. Including uniform purchase, the cost was approximately \$3,500.

Mr. Corrigan stated that although Cintas is a large corporation, they are not known for paying lower level employees well. Mr. Corrigan recommended that we maintain relationship with local vendors.

Ms. Krenicky stated that the Agreement with Cintas expires in April 2016. The Library will rebid for these uniform rental and cleaning services at this time.

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

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Redefined Phase 2 of the Main Library Consolidation Project

Joyce Dodrill, Chief Legal Officer, stated that Bostwick is in the process of preparing a preliminary project budget for the Redefined Phase 2 in an amount not-to-exceed \$5,000,000, but needs additional time and input from the Library in order to complete the estimate.

This resolution authorizes an amendment to the Agreement with Bostwick Design Partners to provide professional architect services necessary to design the project, design the wayfinding and multimedia, develop plans and specifications, provide bidding oversight services and construction administration services for the Redefined Phase 2 of the Main Library Consolidation Project in an amount not to exceed a total \$750,000.

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

Resolution Extending Agreement with G4S Secure Solutions, Inc. (USA)

Myron Scruggs, Director of Property Management, stated that the process of implementing staffing changes to the Department of Safety and Protective Services has been slower than expected because of the challenges in finding qualified candidates to hire, and the Department needs additional time to determine its needs for outside security services and recommends extending the G4S Agreement through December 31, 2015. G4S has agreed to extend the existing agreement at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, and \$25.22 per hour for an Account Manager.

Mr. Seifullah asked what challenges in the hiring process.

Mr. Scruggs stated that although interviews have occurred, applicants are having difficulties with passing drug tests and background checks.

The extension will allow time to evaluate bid needs for next year as some G4S positions will be eventually eliminated with the hiring of new staff.

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

Resolution to Approve Agreement with URS Corporation for Environmental Assessment for Safe, Warm and Dry Construction Initiative

Myron Scruggs, Director of Property Management, stated that as a part of the Safe, Warm and Dry initiative, this resolution allows URS Corporation to conduct an asbestos survey and testing to identify and quantify the existing asbestos containing materials in the branches so that budget and abatement options can be anticipated prior to construction. The Library has obtained a proposal from URS Corporation in the amount of \$48,000.00 to provide an asbestos survey and testing for the ten branches.

Mr. Corrigan asked how URS Corporation was selected.

Joyce Dodrill, Chief Legal Officer stated that URS Corporation submitted a current Statement of Qualifications to the Library, and under Ohio Revised Section 153.71, the Library is authorized to enter into a contract in an amount less than \$50,000 with an engineering firm that has submitted a current statement of qualifications within the preceding year.

Mr. Corrigan asked how would we determine if that price is fair market value.

Ms. Dodrill stated the only way to make that determination would be through the RFQ process for the services. In the interest of time, this would be the best procedure to accomplish the work.

Mr. Corrigan asked if there was a way to measure the rate, for example, with the last time similar services were required.

Mr. Scruggs stated that given the limited time, this would be the best way to accomplish the work. After the completion of the survey, URS will provide a comprehensive report to the Library within two weeks.

Mr. Corrigan requested that at the upcoming Board Meeting that staff provide record of the last time the Library had significant asbestos review that this is URS Corporation price is fair.

Mr. Corrigan stated the upcoming financial stress on libraries, such records are appropriate.

Ms. Rodriguez adjourned the meeting of the Joint Finance & CPL150 Ad Hoc Committee at 12:34 p.m.