

CLEVELAND PUBLIC LIBRARY
Finance Committee Meeting
September 16, 2008
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Ms. Rodriguez, Mr. Seifullah, Mr. Corrigan, Mr. Hairston,
 Ms. McClung (arrived 12:09 pm)

Absent: Mr. Werner

Ms. Butts called the meeting to order at 12:05 p.m.

Resolution for Youth Opportunities Unlimited (Y.O.U.)

Craig Dorn, Vice President, Youth Opportunities Unlimited summarized the activities proposed under the Youth Opportunities Unlimited *Prime Time Program* that included its mission, workforce development plans, branch site location, service components, and targeted participants as well as successes of last year's program.

Responding to a query from Mr. Corrigan, Mr. Dorn stated that at least half of the YOU program participants continued to pursue college education.

Mr. Dorn stated that this year's college tours and job fairs will continue. An independent program evaluation will be incorporated this year made possible by grant funding from the Cleveland Foundation and Gund Foundation that will include best practice studies and participant impact.

Mr. Corrigan stated that budget cuts were anticipated for next year's budget and that outside programs should be aware of possible fiscal implications relative to future program funding.

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

Resolution for Read, Baby, Read! Book Club

Holly Carroll, Interim Director stated that additional information was requested from Debbie McHamm, Director, A Cultural Exchange, therefore the resolution included the term "pending".

Ms. Carroll stated that the resolution be presented to the Board in order for the program to begin according to the proposed schedule.

A detailed discussion of the Ready, Baby, Bead! Book Club program continued including newsletter content, printing costs and distribution, branch library visits and participant transportation issues, and return on investments, and resolved program service delivery issues, Ms. Carroll stated that she and staff would follow up with Ms. McHamm.

Mr. Corrigan stated that he has previously discussed with Ms. McHamm an anticipated budget decrease and possible implications affecting all outside programming due to decreased funding.

Mr. Corrigan recommended that this item go to the full Board for approval with the resolution edited as follows: *That the Board of Library Trustees accepts the proposal (pending a more detailed proposed budget, on-site library activities and a timeline for executing all proposed activities) from A Cultural Exchange for services related to Read, Baby, Read! Book Clubs with Twenty-one (21) neighborhood branch libraries/schools with payment not to exceed \$126,697 being charged to General Fund Account: 17010053-53710 (Professional Services).*

Resolution for Bids for New Rice Branch

Richard Ortmeier, Principal, Bostwick Design Partnership, gave an overview of the bid process and contract award recommendations for the new Rice Branch Library in the areas of general trades, plumbing, HVAC and fire suppression.

Both electrical and technology bid items will be re-advertised. The one electrical bid received exceeded 10% of the estimated cost and no bids were received for technology.

Mr. Corrigan stated that the new Rice Branch construction is occurring during a time of strong fiscal and financial pressures and that Board oversight is paramount and inquired if it would be beneficial to delay the project.

Mr. Ortmeier reviewed pros and cons relative to project delay that included financial risks, school opening coordination, public expectation, adverse project perception, property owner stipulations and expectations.

Ms. Rodriguez requested the record clearly reflect that the Board requested specific information regarding bid advertisement placement to greater exposure for increased minority contractor participation. Ms. Rodriguez commended the staff for follow up on those recommendations.

Attorney Jean Korman, Benesch Friedlander stated the architect's vetting process was satisfactory and comments were neutral with minimal concerns about recommended contractors. She also stated regarding rejecting all bids, Cleveland Public Library is trying to enclose structure before winter, and electrical contractor is coordinated with other mechanical contractors.

Mr. Hairston stated that it is imperative for the Board to keep its commitment to do all within its power to ensure and monitor diversity on the new Rice Branch construction project.

Ms. Korman stated that Attorney Peter Kirsanow of Benesch Friedlander is providing support and counsel to Cleveland Public Library on this issue of diversity.

Mr. Ortmeyer stated that as official representatives for Cleveland Public Library, bid contracts include language stated in the resolution regarding diversity commitment and contractor compliance will be ensured as best as possible.

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

Resolution to Amend Bid Amounts for Lorain Branch Re-Roofing

Sandy Kuban, Finance Administrator, gave a detailed overview of the problem discovered with the Lorain Branch roof and its resulting contract bid award originally approved by the Board in May 2008. Unfortunately, a calculation error on both bids resulted in incorrect estimates. This amended resolution provides corrected bid estimates still leaving the previous awardee as the lowest bidder.

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

Resolution Regarding Emergency Structural Roof Repairs at Lorain Branch

Myron Scruggs, Facilities Administrator gave a detailed presentation of the structural problems resulting in emergency roof repair at the Lorain Branch. Possible causes, scope of repairs, length of repair time were all discussed.

Mr. Scruggs stated that asbestos abatement of the affected area and the hazardous nature of the structural repairs necessitate branch closing for several weeks.

Holly Carroll and Jan Ridgeway continued the discussion regarding plans for coordinating patron service options and alternatives to neighboring branches, the use of the Mobile Unit, security and temporary staff relocation to other branches.

Mr. Scruggs stated that the work would start as soon as possible with conclusion by December.

Mr. Corrigan commended staff for their efforts and stated that this item would go to the full Board for approval.

Resolution to Amend LSTA Grant to Administer KnowItNow

Sandy Kuban, Finance Administrator, clarified and recommended Cleveland Public Library board of trustees accept the additional \$100,000 LSTA grant award from FFY 2007 carryover LSTA funds for a total award amount of \$548,631.56 for the year beginning July 1, 2008.

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

Resolution to Accept Fit For Life Grant

Sandy Kuban, Finance Administrator gave an overview of the fitness-oriented grant of \$25,000 that is now designed to target families whereas last year's grant targeted youth.

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

Fourth Amendment to the Year 2008 Appropriation

Sandy Kuban, Finance Administrator, presented the Fourth Amendment to 2008 Appropriations which would increase as a result of accepting the \$25,000 Fit For Life Grant and accepting the \$100,000 balance of the KnowItNow Grant.

Mr. Corrigan requested that starting in January 2009 we should find a statistical way to describe what percentage of this regional asset, Cleveland Public Library is being supported only on the backs of City of Cleveland tax payers but whose use extends beyond school district taxing boundaries.

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

Ratification of Public Officials Liability Insurance

Sandy Kuban, Finance Administrator, reviewed this standard policy for liability insurance for Trustees and recommended its renewal.

Ms. Kuban stated that this proposal for renewal was reviewed by Crain, Langer & Co. who support the purchase of this coverage.

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

Mr. Corrigan adjourned the Finance Committee meeting at 1:53 p.m.