

CLEVELAND PUBLIC LIBRARY
Finance Committee Meeting
June 15, 2010
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Rodriguez, Ms. Butts, Mr. Seifullah, Mr. Parker, Mr. Corrigan (arrived 12:16 p.m.)

Absent: Mr. Werner, Mr. Hairston

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

FINANCE COMMITTEE

Resolution to Accept LSTA Grant to Administer KnowItNow

Sandy Kuban, Finance Administrator, stated that this grant in the amount of \$537,614 is awarded to Cleveland Public Library for the continued administration of KnowItNow for the period July 1, 2010 through June 30, 2011. Ms. Kuban noted that though this amount is slightly lower than last year's award of \$554,366, the program continues to be well funded.

Don Boozer, KnowItNow Project Manager, stated that the slight decrease in funding would not impede the provision of quality services.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution for an Interlibrary Software Collaboration Agreement

Sandy Kuban, Finance Administrator, explained that in the prior agreement with Multnomah County Public Library to administer statewide virtual reference services, the percent of cost-sharing was fixed in the contract. However, this amended agreement authorizes the Director to complete negotiations between Cleveland Public Library and Multnomah County, subject to review and approval of the contract by the Library's legal counsel and authorizes the President of the Board of Trustees to execute any agreements, amendments or other documents for the purpose of cost-sharing rather than initiating a yearly contract.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution for Material and Cash Recovery Services

Timothy Diamond, Special Assistant to the Director, stated that this resolution dovetails with the Resolution to Offer Fine & Fee Amnesty. Mr. Diamond gave some history on prior efforts to

recover materials as well as delinquent fines and fees and the complications of different library systems in the CLEVNET consortium. It was determined that Unique Management Services, Inc., which is currently or will soon be utilized by ten CLEVNET libraries provides the best solution. Mr. Diamond stated that material and cash recovery is necessary to continue the library's reputation for being a good steward of public funds and provided background on the professional and compassionate services offered by Unique Management Services, Inc.

Mr. Jonathan Hayes, Unique Management Services, Inc. representative, was available to provide additional information on Unique Management Services: its history, customer service and patron contact relationships, and overall effectiveness.

Mr. Diamond stated that the 90-day trial period would begin in October immediately following the fine and fee amnesty month in September.

After discussion, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Regarding Agreement With Cleveland Thermal Chilled Water Distribution, LLC

Timothy Diamond, Special Assistant to the Director, gave background on Cleveland Public Library's relationship with Cleveland Thermal Chilled Water Distribution, LLC as a service provider to the Main Library. Library legal counsel recommends a period of careful review and analysis prior to finalizing negotiations. This resolution authorizes the Director to negotiate an agreement between Cleveland Public Library and Cleveland Thermal Chilled Water Distribution, LLC, subject to review and approval of the contract by the Library's legal counsel and the final contract to be executed by the Board President.

After Mr. Corrigan gave a historic review of the decisions made during the Main Library building project in the 1990's regarding the heating and cooling of the downtown buildings, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution for the Purchase of Natural Gas

Myron Scruggs, Facilities Administrator, stated that contact prices for the purchase of natural gas fluctuate daily. This resolution permits the Facilities Administrator the ability to secure the best rate at or below last year's rate and have the contract ratified at the upcoming fall Board meeting.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Approving Architectural Design Services for Main Library Reconfiguration Plan

Timothy Diamond, Special Assistant to the Director, gave background on the bidding, interview and selection process of the architectural firm that will provide services for the design and reconfiguration of several floors and departments in the Main Library and Louis Stokes Wing. The selection process was in compliance with procedures set forth in Ohio Revised Code Sections 153.65-153.71. The selection committee consisting of Timothy Diamond, Facilities Administrator Myron Scruggs, Public Services Administrator Cindy Lombardo, and Assistant

Automations Administrator Larry Finnegan will present to the full Board the three firms determined to be the most qualified as well as their rankings at the upcoming Board meeting.

Mr. Diamond stated that there would be no structural changes other than systematic alterations in the Main Library to accommodate electrical and ventilation requirements for computers.

After requesting that additional information be provided by making the RFQ available on the Board website prior to the upcoming Board meeting, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Regarding Sports Research Center

Ms. Rodriguez stated that a sports research center at Cleveland Public Library is an outreach effort that would attract tourists and those who may not normally visit the Library.

After discussion about RGI International's scope of work that included interactive displays and exhibits, elevator signs, column wrap signage, locker shadow box, exterior window signage, theater wall and window films, Ms. Rodriguez stated that this item would go to the full Board for approval.

Change Order #5: Woodland Branch Construction & Improvements Project

Myron Scruggs, Facilities Administrator, stated that this change order provides for the contract sum amendment in the amount of \$26,616.00 for the installation of 50 data lines including materials and box to bring wiring up to code as a result of the asbestos removal discovered while opening the ceiling. An additional contract sum amendment in the amount of \$5,686.00 would provide for landscape and to raise the catch basin near the garage.

Sandy Kuban, Finance Administrator, noted that change orders for this project are at 25%.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Offer Fine & Fee Amnesty

Director Thomas stated that this resolution would make the month of September a fine-free month; encouraging patrons to return overdue materials by forgiving 50% of fines owed and forgiving 50% of fees owed for lost or damaged materials owned by Cleveland Public Library, subject to the terms and conditions of administrative procedures developed for the program.

After lengthy discuss regarding methods of community awareness and outreach campaigns in August, benefits of an amnesty period, and improving library and patron accountability, Ms. Rodriguez stated that this item would go to the full Board for approval.

Ms. Rodriguez adjourned the meeting of the Finance Committee at 1:11 p.m.