

CLEVELAND PUBLIC LIBRARY  
Joint Finance, Human Resources and Community Services Committee Meeting  
September 14, 2010  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present:        Ms. Rodriguez, Mr. Corrigan, Mr. Seifullah, Mr. Werner, Mr. Parker, Ms. Butts,  
                         Mr. Hairston (arrived, 12:21 p.m.)

Absent:         None

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:08 p.m.

**FINANCE COMMITTEE**

Fourth Amendment to the Year 2010 Appropriation

Sandy Kuban, Finance Administrator, reviewed the Fourth Amendment to the Year 2010 Appropriation noting a total increase of \$610,614.00 in the Special Revenue Funds that included \$537,614.00 for the KnowItNow-LSTA Grant and \$73,000.00 from the Cleveland Foundation tied into the MyCom Grant that provides transitional services for youth.

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

Bids for Bookbinding

Patricia Lowrey, Technical Services Administrator, gave background on the bid, evaluation and selection process for bookbinding services for Cleveland Public Library. Ms. Lowrey noted that the lowest bid reflecting total project annual cost totaling \$38,991.40 was submitted by The HF Group and recommended this five year contract be awarded respectively.

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

Ratification of Public Officials Liability Insurance

Sandy Kuban, Finance Administrator, gave an overview of this annual process of placing public officials liability insurance for the Board of Trustees and stated that Colin Dean of McGowan & Co. solicited bids, reviewed three proposals and recommended Darwin National Insurance Company for the period of September 18, 2010 through September 18, 2011. Ms. Kuban stated that the proposed premium quote of \$25,445.00 from Darwin National Insurance Company was just slightly more than last year's premium of \$24,956.25 for the same coverage amount as last

year, liability limit of \$1,000,000 with a deductible of \$50,000 per claim. Ms. Kuban also stated that included was additional favorable contract language including the option to have defense outside of the limits of liability for an annual premium of \$2,625 with a total policy cost of \$28,070.00.

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

Resolution to Extend Agreement With Board of Cuyahoga County Commissioners/Family and Children First Council

Merce Robinson, Grants & Development Coordinator, gave background on the agreement with Cuyahoga County Commissioners/Family and Children First Council with the Library to provide transitional services for youth and noted that this one-year agreement was scheduled to end on September 30, 2010. Ms. Robinson stated that the Cuyahoga County Commissioners/Family and Children First Council desires to extend the agreement with the Library from October 1 through December 31, 2010 to provide the financial support for the Library to coordinate and develop collaborative services with MyCom. This extension would align the Library to operate within the calendar year with service providers and allow reimbursement by the County.

Ms. Robinson provided a detailed update on the Library's role with the MyCom initiative that included an evaluation and tracking component provided by Kent State University working with MyCom staff.

Director Thomas stated MyCom evaluations would be shared with the Board when they become available.

Mr. Werner explained that he will abstain from voting as he serves as the Deputy County Administrator for Health and Human Services, of which Family and Children First Council is a part.

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

Resolution For Tutoring Services Provided By Cleveland State University's College of Education

Merce Robinson, Grants & Development Coordinator, stated a part of the MyCom initiative and \$31,590.00 of a \$73,000 grant made available by the Cleveland Foundation, tutoring services would be provided by Cleveland State University's College of Education graduate and undergraduate students. Participating Grant funds will be used to pay student wages and operational expenses for tutors in the six identified MyCom neighborhoods.

Ms. Robinson recommends the acceptance of this grant to provide tutoring services

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

Resolution for Teen/Parent Retreat Series Provided By Cuyahoga Community College's Pathway Programs

Merce Robinson, Grants & Development Coordinator, stated that the Cleveland Foundation has made available \$32,000 of a \$73,000 grant to MyCom to operate a four-week teen/parent workshop series provided by the Cuyahoga Community College's Pathway Programs to assist 11<sup>th</sup> and 12<sup>th</sup> grade students and their families prepare for successful entry into the workforce or college. The workshop series will address topics such as career exploration, college admission, financial aid, youth entrepreneurship and summer youth employment.

Ms. Robinson stated that participants would be supported in a retreat atmosphere while acquiring additional information about after high school opportunities.

Mr. Werner explained that he will abstain from voting as he serves as the Deputy County Administrator for Health and Human Services, of which Family and Children First Council is a part.

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

Resolution Ratifying the Purchase of Natural Gas

Myron Scruggs, Facilities Administrator, stated a previous Board resolution granted him authority to investigate natural gas prices for the Library. Interstate Gas Supply, Inc. is offering a one-year pricing of \$5.99 per thousand cubic feet for a savings of \$2.00 per thousand cubic feet compared to the price the Library currently pays. Mr. Scruggs recommends, as the most economical plan, the Board ratify a one-year purchase agreement of natural gas covering the Library's 29 locations with Interstate Gas Supply, Inc.

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

Mr. Corrigan stated that at the June meeting of the Board of Trustees, the Board President, Director and designated staff were authorized to resolve the Chilled Water matter. With the assistance of outside counsel and after consulting with Joyce Dodrill of the Cuyahoga County Prosecutor's Office, a resolution is anticipated in the near future.

Change Order #6: Woodland Branch Construction and Improvement Project

Myron Scruggs, Facilities Administrator, stated that this change order totaling \$27,093.00 to Sterling Professional Group is to rework the front and rear driveway aprons to accommodate the Bookmobile so that entry and exit is unobstructed. Mr. Scruggs noted that some of the existing driveway had to be removed prior to reworking the aprons. Mr. Scruggs stated that the architect's initial plans neglected to address existing concrete levels in relation to the aprons.

After some discussion of additional expenditures that may have been prevented by the architect, Mr. Corrigan stated that counsel is investigating possible claims discussions with the architect and/or their insurance carrier.

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

## **HUMAN RESOURCES**

### Proposed Revisions to the Human Resources Manual

Sharon Tufts, Human Resources Administrator, stated that the proposed revisions in the Human Resources Manual that has been approved by the Administrative team recommending the Library be closed on New Year's Eve in 2010 as a special closing. This recommendation would be advantageous to staff scheduling and customer service as New Year's Eve has historically been a slow business day for the Library.

After some discussion regarding scheduling and a recommendation to amend the proposed revisions to reflect a four-day schedule, Mr. Seifullah stated that this item would go to the full Board for approval.

## **COMMUNITY SERVICES**

### Approval of Fines and Fees

Timothy Diamond, Special Assistant to the Director, stated that in an effort for the Library to be more accountable, the Fines and Fees Schedule has been revised and updated to provide greater clarity and definition to library operations and services and, if approved, will go into effect October 1, 2010. Mr. Diamond gave an overview of the Schedule and noted several changes such as raising the bill threshold from \$10.00 to \$25.00. Accounts with bills over \$25.00 will be blocked and referred to collection with Unique Management. Replacement of a lost or stolen library card will cost \$1.00. The fee for replacing an item borrowed through interlibrary loan will be \$100.00 if no list price is provided. The Library will no longer provide the first five copies from computer printers for free; the Library will charge \$.10 per black and white copy and \$.50 for each color copy.

After lengthy discussion, Mr. Werner stated that this item would go to the full Board for approval.

### Policy on Internet and Computer Use

Timothy Diamond, Special Assistant to the Director, reviewed in detail the proposed revision to the policy on internet and computer use. Library cards must be in good standing to use the computers; computer use time limit standardized across the system to two hours per person; removal of free printing allowance; and designated computers for children. Mr. Diamond anticipates additional changes for the Board's future review.

Director Thomas stated that library staff, upon their discretion, will have the ability to address hardship cases and allow computer usage especially to students.

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

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

Ms. Rodriguez adjourned the joint meeting of the Finance, Human Resources and Community Services Committee at 1:06 p.m.