

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources and Community Services Committee Meeting
December 13, 2011
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Rodriguez, Mr. Corrigan, Mr. Seifullah, Mr. Werner (arrived, 12:28 p.m.)

Absent: Ms. Butts, Mr. Hairston, Mr. Parker

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:04 p.m.

FINANCE COMMITTEE

Year 2012 Annual Appropriation Measure

Carrie Krenicky, Finance Administrator, reviewed the Year 2012 Annual Appropriation Measure noting that the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources of \$54,169,918.55 for the General Fund that includes \$28,450,570.43 in General Property Tax, \$19,837,771.12 in PLF and \$5,881,577.00 in Other Sources.

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

Eighth Amendment to the Year 2010 Appropriation

Carrie Krenicky, Finance Administrator, reviewed the Eighth Amendment to the Year 2011 Appropriation noting an increased Special Revenue—Other Sources by \$13,000.00 relating to the Friends Fund; a transfer of \$400,000.00 from the General fund Appropriation—Purchased/Contracted Services to the Salaries/Benefits; reopener to date is estimated at \$460,358.00.

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

Resolution to Authorize Expenditures for a Proper Public Purpose

Carrie Krenicky, Finance Administrator, stated that in accordance with Ohio Revised Code 3375.40, this resolution authorizes the Library Board to approve public funds expenditures for beverages, meals, refreshments, and promotional items associated with Library programs for the public.

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

Resolution to Enter Into New Agreement for Material and Cash Recovery Services With Unique Management Services, Inc.

Joyce Dodrill, Chief Legal Officer, gave background on the current budget neutral guarantee with Unique Management Services, Inc. whereby Unique guarantees not charge for the collection of fees more than the amount of money recovered plus amounts waived. Although the Library has benefitted from these services, Unique has proposed to provide collection services at a cost of \$8.95 per account referred between January 1, 2012 and June 30, 2012 in a total amount not-to-exceed \$35,000. Unique will continue to provide the budget neutral guarantee for collection services for accounts that have been referred by the Library to Unique between February 7, 2011 and January 1, 2012.

Mr. Corrigan stated that this agreement with Unique is appropriate and that patrons should be accountable for library materials.

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

Resolution to Revise Capital Assets Policy

Carrie Krenicky, Finance Administrator, stated that this resolution updates the current Capital Assets Policy to include the provisions of the Government Accounting Standards Board (GASB) Statement No. 51, Accounting and Financial Reporting for Intangible Assets.

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

Resolution to Purchase Graphics Copier and Scanner, Including a Service Agreement

Carrie Krenicky, Finance Administrator, stated that the Graphic Department recommends the replacement of graphics copiers and scanners including a service agreement. The current 60 month lease and maintenance agreement with Xerox Corporation is scheduled to expire on January 18, 2012.

Cathy Poilpre, Acting Assistant Marketing and Communications Administrator, stated that Library management has compared the quality, digital productivity, and affordability of three vendors and recommends the purchase of the Konica Minolta bizhub PRO 1051, the Konica Minolta bizhub PRO C6000, software to convert current files, and training for staff for a cost of \$109,600 from Blue Technologies, Inc. This purchase of a digital color and black and white copier/printer and scanner includes a service agreement.

After discussion of benefits of the replacement of graphics copiers and scanners, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Purchase Print Solution and Public Copiers

Bob Carterette, Automations Administrator, stated that the Library formed a team to review options to upgrade the printing process and upgrade the current copiers to incorporate multi-function devices. Four vendors demonstrated their print solution and multi functional equipment

that would provide staff and patrons the ability to use one source to print, fax, scan and copy. Library management reviewed the proposals and recommends that the Library purchase the print solution and multi functional equipment from Xerox Corporation that includes (49) Xerox WorkCentre 7120PT, (1) Xerox BK40P, (38) Boscop Virtual Cash Acceptors and the PaperCut print solution software and training for staff for a cost of \$550,271, as well as a service agreement for all parts, labor and travel for all emergency service, at an estimated annual cost not to exceed \$30,000.00.

After lengthy discussion of the benefits to staff and patrons, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution for Improvement to Jefferson Branch Parking Lot

Joyce Dodrill, Chief Legal Officer, stated that Tremont West Development Corporation and the Library have entered into a Parking Lot License and Use Agreement for 14 parking spaces at the Jefferson Branch for use by neighborhood restaurants after library hours for a \$250 month fee. Tremont West Development Corporation proposed improvements to the parking lot that would reconfigure the parking lot allowing the increase of 10 additional parking space; the installation of a storm water reclamation demonstration project; 700 square feet of bio-swales, approximately 200 plantings and the removal of asphalt and a concrete island. The estimated project cost is \$35,000 and the Library is requested to contribute \$5,000 to the project. As a part of this project, the Library will install water proofing on the parking lot side of the building to prevent seepage into the basement at a cost not too exceed \$25,000 borne by the Library. Tremont West Development Corporation has agreed to increase the monthly fee for use of the parking spaces to \$400. This increase will help the Library to recover some expenses incurred with the project. Parking lot improvements are expected to be completed by May 15, 2012.

Ms. Rodriguez stated that this resolution would allow the Library to help the Treemont neighborhood.

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

Resolution to Accept Cleveland Foundation Grant for Library Learning Centers

Carrie Krenicky, Finance Administrator, stated that this resolution will allow the Library to accept a \$162,000 grant from the Cleveland Foundation to establish learning centers at six branch libraries including Fleet, Fulton, Sterling, Collinwood, Eastman, and Langston Hughes. Modeled after the Rice Branch Learning Center, these centers would provide neighborhood elementary students, teens and adults with educational support and resources in areas of college preparation, GED, SAT and Ohio Proficiency Test preparation, tutoring, and citizenship and ESOL classes. New laptop computers will also be provided at each learning center.

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

HUMAN RESOURCES COMMITTEE

Resolution Terminating the Cleveland Public Library Section 403(b) Tax-Sheltered Annuity Plans

Larry Novotny, Assistant Human Resources Administrator, gave background on Library's 403(b) Tax-Sheltered Annuity Plans and the Board previously resolved that the Library should no longer sponsor a plan under Section 403(b) of the Tax Code and should suspend future contributions to the Library's 403(b) Plan. As a result, the Library will provide information to employee and retirees about various options to transfer funds with existing vendors after termination or receive distribution of their funds remaining in the Plan. December 31, 2011 is the formal termination date with a wind-down period through at least January 31, 2012 to be provided after termination.

A representative from ING was available to answer any questions about the termination as well as the transfer or receive distribution of funds remaining in the Plan.

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

Resolution for Reduction of Unpaid Furlough Days in 2012

Carrie Krenicky, Finance Administrator, stated that current economic conditions have reduced funding to the Library from both the Public Library Fund and Property Tax revenues less than originally estimated for 2012. As a result, the number of furlough days can now be reduced from 5 unpaid days to 2 days for 2012. This resolution will authorize Library Management to negotiate with the Local 244 and District 1199 to modify the union contract to include 2 unpaid furlough days instead of 5 unpaid furlough days for 2012. The same reduction will apply for Library staff not covered by a collective bargaining agreement.

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

COMMUNITY SERVICES COMMITTEE

Resolution to Adopt Circulation Policy

Anastasia Diamond-Ortiz, Assistant Planning and Research Administrators, stated that the Library has had rules and procedures in place to govern the use of collections by the public. This resolution will codify procedures that support the Circulation Policy and will communicate to the public that rules and procedures are grounded in policies set forth by the Board of Library Trustees.

Ms. Diamond-Ortiz noted the following changes: library cards renewals are scheduled for every 2 years instead of every 3 years; with parental approval, juveniles may check out DVDs; and staff may ask for additional identification for verification.

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

Mr. Corrigan moved to adjourn into Executive Session to discuss personnel matters. Mr. Werner seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 12:42 pm.

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

The Regular Board Meeting resumed at 1:00 pm.

Mr. Corrigan adjourned the joint meeting of the Finance, Human Resources and Community Services Committee at 1:02 p.m.