

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

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

Absent: Ms. Butts

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:15 p.m.

Presentation: Bostwick Design Partnership

Robert Bostwick, President and Director of Design, Bostwick Design Partnership thanked the Library Board, Administrators and staff for the opportunity to work on the Main Library consolidation and reconfiguration project.

Richard Ortmeyer, Principal, Bostwick Design Partnership, gave background on the process, the study and the recommendations for Main Library Consolidation Project. Mr. Ortmeyer introduced the core team consisting of representatives from Cleveland Public Library, Bostwick Design Partnership, Karen Skunta & Company, Tec, Inc. Engineering & Design and McGuiness Unlimited.

Mr. Ortmeyer's detailed presentation included but was not limited to: defining the scope of services; exploring design opportunities to support the program and enhance architecture; and forge new programmatic and financial partnerships. Recommendations included program changes by phases, design inspirations, potential timeline and conceptual budget.

Mr. Ortmeyer gave an overview of the project consisting of the following phases: (1) Tech Central; (2) First Floor Main Library; (3) First Floor Louis Stokes Wing; (4) Research Center; and (5) Discovery Center for Families and Children. Finally, Mr. Ortmeyer reviewed the potential budget and timeline by phase, construction budget and total project budget. Mr. Ortmeyer encouraged the exploration of forging partnerships with potential funders to offset expenses.

Mr. Corrigan thanked all participants for this valuable report.

Mr. Werner recommended a presentation be made for the Friends of the Cleveland Public Library as well as a full public rollout that will highlight potential partnership opportunities for project funding.

The summary document and presentation will be available on the Staff Center Intranet.

FINANCE COMMITTEE

Seventh Amendment to the Year 2010 Appropriation

Sandy Kuban, Finance Administrator, reviewed the Seventh Amendment to the Year 2010 Appropriation noting a transfer of \$54,600 from the General Fund representing the acceptance of the Gates Grant for Year Two of the two-year grant. The Founders Fund reflected at \$73,590.20 increase as a result of the acceptance of the following grants: PNC, Cuyahoga Arts and Culture, Target, and NPI St. Lukes totaling \$73,590.20. For accounting purposes, each grant will be tracked separately.

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

Year 2011 Annual Appropriation Measure

Sandy Kuban, Finance Administrator, reviewed the Year 2011 Annual Appropriation Measure noting that the Cuyahoga County Budget Commission issued a Certificate of Estimated Resources of \$57,516,264 for Cleveland Public Library that include \$29,214,469 in General Property Tax, \$21,272,33.73 in PLF and \$7,029,437 in Other Sources.

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

Resolution to Contract to Strategy Design Partners

Tena Wilson, Marketing & Communications Administrator, stated that Strategy Design Partners has satisfactorily provided enhanced marketing and communications services for Cleveland Public Library in 2010 that included proactive media relations counseling, idea development and ongoing strategic planning. Ms. Wilson recommended that Strategy Design Partners be contracted for services for 2011 at an estimated expenditure of \$4,000 per month.

After some discussion further clarifying the scope of work provided by Strategy Design Partners, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Requesting Tax Advance

Sandy Kuban, Finance Administrator, stated that this is regular routine request allows the Cuyahoga County Auditor to advance tax funds to Cleveland Public Library prior to regular settlement dates in order for the Library to meet current expenses.

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, gave background on the 90-day trial agreement with Unique Management Services, Inc. to provide material and cash recovery services to the Library. As a result of satisfactorily meeting expected benchmarks, Mr. Diamond recommends that the Library enter into a long-term agreement for material and cash recovery services with Unique Management Services, Inc. pending contract review by legal counsel.

Mr. Diamond reviewed the Cumulative Recovery report provided by Unique Management Services and identified trial period highlights as well as return on investment.

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

HUMAN RESOURCES COMMITTEE

Resolution for Staff Not Covered by the Collective Bargaining Agreement

Sharon Tufts, Human Resources Administrator, stated that this resolution affects staff not covered by Local 1199 and Local 244 agreements. The resolution provides for no step increases, no salary increases, a reduction in length of paid "supper time", 3 unpaid furlough days, rate adjustments for substitutes and pages, and sick retirement separation payment reductions in 2011.

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

Proposed Revisions to the Human Resources Manual

Sharon Tufts, Human Resources Administrator, reviewed in detail the proposed revisions in the Human Resources Manual in following Sections: 241 Retirement, 242 Resignations, 361 Sick Leave, 372 Vacation Time Allowances, 373 Holiday Time in Connection with Vacation Time, 376 Honored Vacation Extension, 381 Regular Time Allowance with Pay during the Workday and 385 Legal Holidays.

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

Resolution for Acceptance of Labor Contract with Local 244 City, County & Waste Paper Drivers

Sharon Tufts, Human Resources Administrator, stated that this resolution recommends the Library Board accept the Local 244 fact finder's labor contract recommendations for 2010 that includes: 4 furlough days, a change in the Teamsters' holiday pay rate, and no salary increases or step increments in 2010.

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

COMMUNITY SERVICES COMMITTEE

Resolution for Special Closings and Holidays in 2011

Sharon Tufts, Human Resources Administrator, stated that this resolution lists the dates for special closings and holidays in 2011. Ms. Tufts reviewed the list and identified Staff Development Day on June 3, 2011 that will be a special closing.

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 2:06 p.m.