

CLEVELAND PUBLIC LIBRARY
Minutes of the Special Board Meeting
December 11, 2012
Trustees Room Louis Stokes Wing
12:00 p.m.

Present: Mr. Corrigan, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Mr. Werner

Absent: Ms. Butts, Mr. Parker

Mr. Corrigan called the Special Board Meeting to order
at 12:12 p.m.

Motion to Temporarily Suspend the Regulations

Mr. Corrigan stated that because this was a Special
Board Meeting, agenda items were not previously
considered in Finance Committee, and requested a motion
to temporarily suspend the regulations.

Mr. Werner moved to temporarily suspend the Regulations
of the Board of Trustees in Article IX and X
requiring referral of resolutions to committees, to
consider the following resolution. Mr. Seifullah
seconded the motion, which passed unanimously by roll
call vote.

Resolution Accepting Bid and Awarding Contract for the
Temporary South Branch Relocation Project and
Authorizing Purchase of Sign

Mr. Corrigan moved approval of the following resolution.
Ms. Rodriguez seconded the motion, which passed
unanimously by roll call vote.

WHEREAS, At the August 23, 2012 special meeting of the
Cleveland Public Library Board of Trustees, this Board
authorized the Director to solicit competitive bids for
the Temporary South Branch Relocation Project; and

WHEREAS, On November 20, 2012 and November 27, 2012 a
Notice to Bidders was published in the Cleveland Plain
Dealer requesting bids for the Project; and

WHEREAS, Sealed bids were received for the Project by
12:00 Noon (local time) on Wednesday, December 5, 2012;
and

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

RESOLUTION
ACCEPTING BIB
AND AWARDING
CONTRACT FOR
THE TEMPORARY
SOUTH BRANCH
RELOCATION
PROJECT AND
AUTHORIZING
PURCHASE OF
SIGN
Approved

WHEREAS, Richard L. Bowen + Associates, Inc. has tabulated the bids received, evaluated the lowest bid as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bid, and has recommended the lowest and responsible bidder for the Temporary South Branch Relocation Project;

WHEREAS, The Marketing and Communications Office has obtained a proposal from Brilliant Electric Sign Co., Ltd. to construct a new illuminated sign for the exterior of the Library's relocated South Branch, in the amount of \$4,598.00. The Library has purchased other signs from this vendor for its branches, and is satisfied with the quality of its products; now therefore be it

RESOLVED, That the Library Board of Trustees hereby accepts the recommendation of Richard L. Bowen + Associates, Inc., and awards a contract for the Temporary South Branch Relocation Project to the following contractor which this Board determines is the lowest, responsible bidder:

Contractor	Trade	Bid
Lauren Building Co., LLC	General Contractor	\$354,000

With the total expenditure of Three Hundred Thousand Fifty-Four Thousand (\$354,000) being charged to Building & Repair Fund, Account 40178305-55300-10783; and be it Further

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute a contract for the above awarded contract, which contract shall be subject to the approval of the Library's Chief Legal Officer, and be it further

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to purchase a new sign from Brilliant Electric Sign Co., Ltd. in the amount of Four Thousand Five Hundred Ninety-Eight Dollars (\$4,598.00) being charged to Building & Repair Fund, Account 40178305-55300-10783, and to execute such contracts, instruments or documents as may be necessary for the purchase, subject to the approval of the Library's Chief Legal Officer.

Joyce Dodrill, Chief Legal Officer, stated that this resolution authorizes the award of contract for the temporary South Branch Relocation Project to Lauren Building Co., LLC, the lowest and responsible bidder at \$354,000. Three bids were received. Richard L. Bown + Associates, Inc. tabulated the bids, reviewed qualifications and references, and provided a letter recommending that the Board approve the contract award to Lauren Building, Co., LLC.

In addition, Ms. Dodrill, recommends acceptance of a proposal from Brilliant Electric Sign, Co., Ltd to construct a new illuminated sign for the exterior of the Library's relocated South Branch, in the amount of \$4,598.00.

Myron Scruggs, Director of Property Management, gave an overview of plans for the relocated South Branch that included, but was not limited to: space design and layout; parking lot accommodations; building entrances and exits; heating and cooling; furniture; raised flooring for convenient electrical outlet access; and space for 30 public computers and laptops.

Mr. Scruggs also confirmed that just about everything the Library will be installing in the temporary South Branch can be removed once the lease terminates.

Ms. Dodrill stated that Lauren Building, Co., LLC, is located in Chagrin Falls and has been in business since 2004. This firm meets the bonding requirements, and has provided a financial letter from their bank, as well as a listing of subcontractors.

In response to a query by Mr. Corrigan regarding moving expenses, Mr. Scruggs stated that no moving expenses will be incurred as materials will be moved by library staff.

In response to a query by Ms. Rodriguez regarding the expense to relocate to a temporary location, Mr. Scruggs stated that the library has a two year lease agreement with an option for a third year lease agreement. The monthly lease cost is \$2,500.

Mr. Scruggs stated that although some materials will remain at the existing South Branch, the building will be winterized to protect remaining property once it is closed.

Mr. Scruggs stated that Westleigh Harper from Richard L. Bowen + Associates Inc. would be in attendance at the next regular board meeting for a formal presentation regarding the Temporary South Branch.

Ms. Rodriguez expressed concern over the cost of constructing the temporary South Branch.

Director Thomas stated that Westlake Reed and Leskosky will evaluate South Branch and provide a comprehensive overview of the property and recommendations for restoration.

In response to an query by Mr. Seifullah regarding the opening of the relocated South Branch, Mr. Scruggs stated that although the opening was scheduled for January 22, 2013, delays are anticipated due to contract signing, AT&T line installation and ordering furniture. The Board will be notified when the opening date is confirmed.

Director Thomas stated that South Branch will remain open until it is time to move materials. At that time, the branch will be closed for approximately two weeks to accommodate the relocation.

Mr. Scruggs stated that Cathy Poilpre has a comprehensive communication plan to inform patrons of the relocation.

Mr. Werner inquired about the total costs of relocating the South Branch, and stated that it is important, as the Board considers all of the library's facilities, to establish criteria about the level of investment.

Director Thomas stated that this process will assist in preparing a master plan for considering facilities.

Discussion: Tax Levy

Director Thomas stated that since he has been informed by the Cuyahoga County Board of Elections that there will be no one going out for the May 2013 election, he was seeking direction from the Board so that a resolution can be prepared for the May or September election.

Mr. Corrigan stated the he would prefer not to go in September but has no choice and that a resolution might be entertained at the December regular board meeting

that the library plan for the September elections with an alternate date of the November election.

Mr. Werner stated that if we are not going in May, he would prefer that the resolution should be held until after December.

Ms. Rodriguez stated that she had no objection of waiting until September for the levy.

Discussion: The Friends of Cleveland Public Library Foundation Update

Mr. Corrigan stated that the Friends of Cleveland Public Library recently held their annual meeting and Anne Marie Warren has been elected president. The general discussion about an upcoming foundation was favorably received by attendees. He also stated that a nominating committee has been formed to identify and recommend potential members of the foundation's board. With the cooperation of the Friends, the organization would no longer continue, but transfer programs and services to the new foundation after it is organized.

Mr. Corrigan adjourned the Special Board meeting at 12:42 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary