

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
November 18, 2014
Trustees Room Louis Stokes Wing
12:00 Noon

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

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

Ms. Rodriguez called the Joint Finance & Human Resources Committee Meeting to order at 12:10 p.m.

FINANCE COMMITTEE

Resolution Requesting Tax Advance

Carrie Krenicky, Chief Financial Officer, stated that this is an annual resolution to request that the Cuyahoga County Fiscal Officer advance property tax funds to the Cleveland Public Library prior to regular settlement dates during fiscal 2015 in order for the Library to meet current expenses.

Mr. Corrigan asked if this resolution was customarily done in December Board meeting..

Mr. Krenicky stated that the only requirement is that it reaches the Cuyahoga County Fiscal Office by year end.

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

Resolution Authorizing Change Orders #004, #005 and #006 for the Cleveland Digital Public Library Project

Myron Scruggs, Director of Property Management stated that this resolution is for the following change orders for the Cleveland Digital Public Library Project: #004 provides a credit deletion of receptacles and data ports TEC Engineers in the amount of \$3,063.50; #005 is needed to remove existing drywall at existing lighting power feed locations for “B” lights and rework of existing sub framing and wiring and install new drywall in the amount of \$6,011.50; and #006 is needed to upgrade to fiber optic cables from Jump Start Video Wall Processor and 4 HD display TV units and add 2 CAT 6 cables to Welcome Desk and upgrade paint in the amount of \$10,970.96. The total net increase of these change orders is \$13,918.96.

After discussion about the location of light fixtures, drywall replacement and decorative painting, Ms. Rodriguez stated that this item would go to the full board for approval.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point, and Enter Into An Agreement with Braxton Education and Technology Consulting, LLC, for MyCom Out-of-School Time Transitions Program

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that the contract with Braxton Educational and Technology Consulting LLC for after-school tutoring services expired on September 30, 2014. Tutoring services were provided to approximately 100 children at Addison, Walz, Woodland and Garden Valley branches.

In response to Ms. Rodriguez' inquiry about the number of children who take advantage of these tutoring services, Mr. Mason stated that on the average, tutors provide services to two to three students daily.

Mr. Hairston asked if this program focuses on the third grade reading initiative.

Mr. Mason stated that reading is a focus at all tutoring sites. America Reads tutors provide services to students around the sixth grade level.

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

Resolution to Accept Gift from the Grace Brody Trust and Determine Placement of Funds

Joyce Dodrill, Chief Legal Officer, stated that Grace Brody, Ph.D. served on the faculty at the Mandel School at Case Western Reserve University and died in March of this year. Ms. Brody set up a trust and donated the house to her son who predeceased her. The sale of the home will go to the Jewish Community Federation. The residue of the trust will go to the Cleveland Public Library and the Cleveland Heights-University Heights Public Library. The Library should receive approximately \$500,000. Once received, the funds will be placed in the Founders Fund for the support and development of The People's University initiative.

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

Resolution to Amend Design Services Agreement with Bostwick Design Partnership for Main Library Consolidation Phase 2

Rick Ortmeyer, Bostwick Design Partnership, gave a powerpoint presentation on Main Library Consolidation - Phase 2. The presentation included but was not limited to: 2010 Main Library Consolidation Plan –Phasing Diagram; Master Plan Phase Review –Phase 2 Re-Defined; Scope of Work; Comprehensive Design Needs (Branding, Wayfinding, Audio / Video and Exhibitory); Specific Spaces Design (First Floor Main / Brett Hall, First Floor Louis Stokes Wing and Other Spaces Under Consideration); Timeline with completion by the Republican National Convention in June/July of 2016; and Next Steps.

Bostwick has submitted a proposal dated November 13, 2014 for pre-design services which include the preparation of conceptual planning options, infrastructure analysis and existing

conditions documentation, and a branding, wayfinding, and audio video and exhibitry master plan, in an amount not-to-exceed \$74,450.00. This proposal will replace the proposal for the Discovery Center for Families and Children approved by the Board on July 19, 2012, and the \$17,005.00 approved contract allowance for the original Phase 2 will be applied to the cost of this proposal.

This resolution authorizes an amendment to the Agreement with Bostwick Design Partners for pre-design services for the redefined Phase 2 of the Main Library Consolidation Project in an amount not-to-exceed \$74,450.00, for a total contract amount of \$237,205.00.

Ms. Rodriguez asked if circulation would be entirely shut down on the two floors.

Mr. Ortmeyer stated that the process should be thoughtful and that Library leadership will provide input and direction.

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

Resolution Authorizing Sixth Amendment to a Contract with Strategy Design Partners, LLC.

Joyce Dodrill, Chief Legal Officer, stated that this resolution recommends that the Library continue to engage Strategy Design Partners, LLC to assist the Library with social media communications, marketing, and on a month-to-month basis commencing January 1, 2015 at the cost of \$4,000 per month. In addition, the Library would like to include crisis management services if needed in the scope of services, at the rate of \$ 150.00 per hour, at a cost not to exceed \$10,000.

Mr. Hairston asked for a definition of crisis management.

Cathy Poilpré, Director of Marketing & Communications, stated that because of their good relations with the press, Strategy Design Partners could proactively address issues and situations before the Library was misrepresented in the media.

Mr. Hairston asked if the Library had a crisis management plan.

Ms. Poilpré stated that the spokesperson would depend on the issue. However, at times, a prepared statement would suffice which she would prepare. If the issue requires a higher level response, Director Thomas may then respond.

Mr. Corrigan stated Strategy Design Partners was helpful during the recent shooting incident near the Eastman Branch, and during discussions of a possible employee strike during labor negotiations.

Ms. Poilpré stated Strategy Design Partners were not consulted to address the Confucius Institute controversy as it was handled internally.

Mr. Hairston emphasized the need for the Library to have a crisis management plan and that it may be beneficial to have Strategy Design Partners assist in developing one.

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.

Carrie Krenicky, Chief Financial Officer, stated that this resolution allows the Library to enter into a new agreement with Unique Management Services, Inc. for services related to the recovery of overdue fines. Unique has proposed to continue to provide collection services at the cost of \$8.95 per account referred between January 1, 2015 and December 31, 2015, for a total amount not-to-exceed \$110,000. On an average, these are approximately 221 accounts per week submitted. The number of accounts have been decreasing. Approximately \$1.8 in materials have been returned to the Library and it has received just over \$356,000 in overdue fines.

Mr. Corrigan stated that it is important that the Library have distance from those making the collections.

Ms. Krenicky stated that as one of their new services, once the account is paid, it will be removed for the patron's credit reports within 4-6 weeks. It currently stays on for 1 year.

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

Resolution Authorizing Purchase of Training Materials from VitalSmarts for Crucial Conversations

Ms. Rodriguez stated that this item was not prepared for discussion at the Finance Committee Meeting.

HUMAN RESOURCES COMMITTEE

Resolution to Enter into First Amendment with Reliastar Insurance Company (formerly known as ING Employee Benefits) For Short Term Disability Insurance

Joyce Dodrill, Chief Legal Officer, stated that this resolution is an amendment to the Library's existing agreement with ReliaStar Life Insurance Company to provide group life insurance coverage to employees. ReliaStar Life Insurance Company has proposed to provide basic short-term disability coverage to Local 244 Safety and Protective Services members and non-bargaining unit staff effective January 1, 2015, at the cost of approximately \$11,000.00 per year. The basic short-term disability benefit will be available to an employee once sick time is exhausted, and will provide a benefit of 50% of weekly income up to a maximum of \$1,200 per week for 11 weeks. Eligible employees shall also have the option to purchase more disability coverage over the basic amount. The premium is based on annual salary.

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

Resolution Acknowledging Terms of Agreement with District 1199 SEIU

Joyce Dodrill, Chief Legal Officer, stated that the Board has already ratified the contract when the Board adopted the Fact Finders report in September. However, the details of the non-financial terms were not included in that resolution or the Fact Finders report. This resolution includes all of the non-economic agreement points between the Union and the Library.

Mr. Corrigan asked if a mini-version of the contract was produced for employees.

Ms. Krenicky stated that a full version of the contract will be available for library employees on the Staff Intranet once complete. Detailed benefit information for SEIU, Local 244 and non-union employees is also on the Staff Intranet.

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

Ms. Rodriguez adjourned the meeting of the Joint Finance & Human Resources Committee at 12:45 p.m.