

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
December 17, 2013
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Rodriguez, Mr. Seifullah, Mr. Corrigan (arrived, 12:36 p.m.)

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

Mr. Seifullah called the Human Resources Committee Meeting to order at 12:16 p.m.

HUMAN RESOURCES COMMITTEE

Mr. Seifullah stated that a quorum of Community Services Committee members was not present. Items to be considered for this committee would be reviewed by Trustees who were present for informational purposes only. However, no action will be recommended.

Resolution for Special Closings and Holidays in 2014

Mr. Seifullah stated that this resolution identifies holidays and special closings that Cleveland Public Library will observe in 2014.

Resolution to Revise the Human Resources Manual

Carrie Krenicky, Chief Financial Officer, stated that the Fleet Vehicle and Transportation section in the Human Resources Manual will be revised to align it more with IRS regulations for fleet vehicles and provide clarification that employees needing transportation for business or other purposes related to Cleveland Public Library activities may use one of the Library's vehicles. Library vehicles may not be used for personal use. All usage of Library fleet vehicles must be substantiated on the "IRS Mileage Log Sheet," maintained in each fleet vehicle. Each time a Library employee utilizes a fleet vehicle, he/she must document the travel date(s), his/her name, destination, business purpose for use of the vehicle, and beginning and ending odometer readings on the mileage log sheet.

In addition, Carrie Krenicky, Chief Financial Officer, stated that this revision also indicates that employees authorized by their department heads to use their personal vehicles for Library purposes are entitled to a mileage allowance equal to the Internal Revenue Service's standard mileage rate. Claims for reimbursement are required to be submitted to department heads within 30 days of the last date the vehicle is used. Finally, for vehicle mileage, employees must include a route map printout or similar support as a receipt to substantiate the reimbursement request. Employees are to utilize Form 023, Mileage Matrix, to substantiate mileage between Library

facilities. For all-day bus fare requests, employees must include the all-day pass. Other expenses, such as parking or tolls, must be accompanied by a receipt.

Ms. Rodriguez asked if this practice was new.

Carrie Krenicky, Chief Financial Officer, stated that this revision to the Human Resources Manual formally documents this policy, and that some changes were made to the existing practice.

Mr. Seifullah asked if some Library employees utilize bus transportation.

Carrie Krenicky, Chief Financial Officer, stated that in the past Property Management department staff have utilized bus transportation to complete assignments at other branch locations. However, this option is being made available to all employees in similar circumstances. Such employees may be reimbursed up to an all-day bus pass which is currently at \$5.00.

Myron Scruggs, Director of Property Management, stated that some Property Management staff who have assignments such as substituting at other branches, have the option to drive their personal vehicles or utilize the bus and be reimbursed accordingly.

Ms. Rodriguez called the meeting of the Finance Committee to order at 12:37 p.m.

FINANCE COMMITTEE

Ninth Amendment to the Year 2013 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this is the final appropriation for 2013. This appropriation reflects a \$3,784,427.80 increase in property tax revenue; a decrease in Other Sources – Special Revenue by \$6,794.24 relating to the Starting Point agreement for MyCom out-of-school time transition program.

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

Year 2014 Annual Appropriation Measure

Carrie Krenicky, Chief Financial Officer, stated that the certified revenue for 2014 is \$52,298,340.85 for the General Fund. The Library was certified \$1.9 million higher in property tax this year than last year's certification. The collection rate increased to 82.09% from last year's collection rate of 76.55% and the assessed values have increased approximately \$29 million from last year. With this appropriation of \$54,186,055, we may have a possible use of \$1,887,714 of the General Fund's unencumbered balance. Ms. Krenicky finally noted that this is the first time in over seven years that the Library has seen an increase in the collection rate.

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.

Ms. Rodriguez asked if the Library is being charged the same amount as prior years by Unique for services.

Director Thomas stated that Unique has proposed to continue to provide collection services at the cost of \$8.95 per account referred between January 1, 2014 and December 31, 2014, for a total amount not-to-exceed \$140,000. This cost has remained the same as last year.

Mr. Seifullah asked for a status report on Unique's collections efforts.

Carrie Krenicky, Chief Financial Officer, stated that since contracting with Unique Management Services, materials return totals \$1,429,738; cash collected totals \$273,155; and \$1,758,000 total recovery in cash, waivers, and materials

Director Thomas stated that although some patrons have complained, Unique has a soft approach in recovering materials.

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

Resolution to Renew Agreement With Corvus Recycling, LLC

Mr. Corrigan asked if the difference from what the Library is spending to purchase stockroom supplies from Corvus was significantly different compared to regular prices.

Carrie Krenicky, Chief Financial Officer, stated that purchasing stockroom supplies through Corvus has been cost effective, as the Library has saved approximately \$9,000 in 2013.

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

Resolution to Subscribe to Serial Solutions Summons and 360 Link Services

Mr. Corrigan asked who was the principal competitor for ProQuest LLC.

Tish Lowrey, Technical Services Administrator, indicated that Syndetics Solutions may have a product comparable to the Serial Solutions Summons.

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

Resolution to Rescind the Resolution to Enter Into a Purchase Agreement with Sims Buick GMC to Purchase a Delivery Truck and to Enter Into a New Purchase Agreement with Ganley Chevrolet to Purchase Two Delivery Trucks

Myron Scruggs, Director of Property Management, stated that on November 21, 2013, the Board of Trustees authorized the purchase of a 2014 GMC Savana 177" 3500 Cutaway for a total cost

of \$28,491.17, to replace a 2000 GMC Step Van with engine and transmission problems. The Resolution was based upon a quote dated November 8, 2013, and as of this date, that vehicle is no longer available at the initially quoted price. Property Management received two (2) proposals from SIMS Buick GMC and Ganley Chevrolet to purchase and/or lease two (2) new delivery trucks and recommends that the Library purchase the two (2) delivery trucks from Ganley Chevrolet.

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

Resolution to Accept Grant from Cuyahoga Arts & Culture (CAC) Grant

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that this is the second year that the Library has been in partnership with Ingenuity Cleveland for the Annual Maker Faire. Last year was the first sanctioned Maker Faire in the City of Cleveland. The grant funds will be used to cover the costs of maker supplies, advertising, marketing, parking and honoraria for this one-day, family-friendly event that will celebrate arts, crafts, engineering, music, science projects for the Do-It-Yourself mindset.

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

Resolution to Engage L.A.N.D. Studio, Inc. to Organize 2014 and 2015 Literature and Visual Arts Programs

Mr. Corrigan asked what would be the difference between last year and this year's contact amount.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that this year's contract amount is at a cost not-to-exceed \$85,000. This reflects a \$10,000 reduction from last year's contract amount at a cost not-to-exceed \$95,000.

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

Resolution Authorizing Fourth Amendment to a Contract With Strategy Design Partners, LLC

Director Thomas stated that a proposal for a new communications strategy and team structure will be presented to the Board at an upcoming work session. With this reduced limited scope provided by Strategy Design Partners, the Library will be provided with the minimum support to function effectively until decisions are made on moving forward.

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

Resolution Authorizing the Cleveland Public Library to Enter Into an Agreement With Timothy J. Cosgrove, Esq. for Agent and Lobbyist Services

Mr. Corrigan stated that because the Ohio legislature is unpredictable over the last several years, it is good for the Library's interest to be represented by Mr. Cosgrove; whose experience is beneficial in providing legislative lobbying and executive agency representation. In addition,

Douglas Evans, Executive Director, Ohio Library Council, who is from the Trade Association side of things, does not understand the special issues that the two largest libraries in Cincinnati and Cleveland may have, particularly issues that continue to evolve regarding attempts to consolidate forms of government. Therefore, it is important to retain Mr. Cosgrove's services.

Director Thomas announced that Lynda Murray, Director of Government and Legal Services, Ohio Library Council, will be leaving. As Ms. Murray's replacement is being sought, there is a push to increase library funding rate charged to 2 percentage points with a hope to secure more funding from the Public Library Fund. In addition, Director Thomas stated that he was added to Ohio Library Council's Government Relations Committee.

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

Resolution to Accept Grants from the Ohio Public Library and Information Network and State Library of Ohio to Purchase Technology Equipment and Services for the Digitalization Hub Project

In response to a query by Mr. Corrigan regarding funding administration, Director Thomas stated that the funding goes through the State and OPLIN administers the funds.

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 Project Digital Hub Design Services

As there were no questions or discussion, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Purchase of Library Bags

Mr. Corrigan asked if S & S Incorporated manufactured the bags or if the bags are from a supplier.

Carrie Krenicky, Chief Financial Officer, stated that S & S obtains the bags from a supplier.

Mr. Werner stated that he appreciated that the library bags were biodegradable.

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

Ms. Rodriguez adjourned the joint meeting of the Finance and Human Resources and Human Resources Committee at 1:05 p.m.