

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

February 18, 2020

**RESOLUTION AUTHORIZING AGREEMENT WITH HELBLING & ASSOCIATES, INC.**

WHEREAS, Helbling & Associates, Inc. (“Helbling”) is a nationwide executive search firm based in Pittsburgh, Pennsylvania that specializes in executive searches for positions related to construction and facilities management; and

WHEREAS, Helbling has over twenty years’ experience in the executive search industry and has assisted such institutions as The Ohio State University, Oberlin College, Case Western Reserve University, and Brooklyn Public Library; and

WHEREAS, The Library Administration desires to engage Helbling to assist in hiring an individual to oversee the Library’s facilities and operations and/or implementation of the Facilities Master Plan; and

WHEREAS, Helbling has proposed to assist the Library in its executive search for a fee equal to one third of the position’s annual salary, plus travel expenses of up to \$5,000. The Library estimates that Helbling’s total fee, including travel expenses, will not exceed \$52,000; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with Helbling & Associates, Inc., subject to the approval of the Chief Legal Officer, to provide executive search services in an amount not-to-exceed \$52,000, which amount includes travel expenses and which expenditure shall be charged to General Fund Account Number 11510053-53710 (Professional Services).