

CLEVELAND PUBLIC LIBRARY
Joint Finance & Community Services Committee Meeting
June 14, 2016
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Corrigan, Mr. Hairston, Mr. Parker

Absent: Mr. Seifullah, Ms. Rodriguez, Ms. Washington

Mr. Corrigan called the Joint Finance & Community Services Committee Meeting to order at 12:18 p.m.

FINANCE COMMITTEE MEETING (Mr. Corrigan, Vice Chair)

Present: Thomas D. Corrigan, Vice Chair, John Hairston, Anthony Parker

Absent: Alan Seifullah, Chair

Sixth Amendment to the Year 2016 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this Sixth Amendment to the Year 2016 Appropriation reflects an increase in Other Sources-General Fund by \$27,058.22 relating to the unexpended balance in the LSTA-Know It Now fund and an increase in Other Sources-Special Revenue by \$217,000.00 relating to the Founders fund for restricted gifts of \$10,000 from NYCB/Friends for Summer Reading Club, \$10,000 from Mozilla Foundation for Web Literacy Training; the MyCom fund of \$25,000 for Kindergarten Club; and the Learning Centers fund of \$172,000 from Cleveland Foundation for Learning Centers.

The General Fund's appropriation will be increased by \$27,058.22 pertaining to the LSTA-Know It Now unexpended fund balance and \$8,000 from the revenue certified with the Fifth Amendment pertaining to the IFLA Satellite Conference.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution Designating Depositories of Public Moneys

Carrie Krenicky, Chief Financial Officer, stated that the current depositories agreements expire on August 22, 2016 and according to the Ohio Revised Code, the depository designation period is five years. The Library put out applications and responses were received from KeyBank National Association, PNC Bank and Fifth Third Bank.

After stating that the Library has worked in the past with these banks, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution Revising the Library's Investment Policy

Carrie Krenicky, Chief Financial Officer, stated that the Library is updating its Investment Policy for the Investment Portfolio and reviewed in detail changes reflected in the following categories: Credit Risk ; Market Risk ; Authorized Investments (itemized); Prohibited Investments; Safekeeping and Custody; The Board of Trustees of the Library; Portfolio Reporting; Investment Advisors, Qualified Dealers and Financial Institutions; Sale of Securities Prior to Maturity; Procedures for the Purchase and Sale of Securities; The Endowment; Investment Objectives; Authorized Investments; Equity Guidelines; Fixed Income Guidelines; Liquidity Guidelines; Prohibited Investments; Investment Review; and Endowment Fund Manager.

After some discussion, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept the State Library of Ohio Funding for the Ohio Library for the Blind and Physically Disabled (OLBPD)

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the Library to accept the State Library of Ohio funding award of \$1,274,194.00 to be paid from the General State Revenue Fund and \$200,000.00 to be paid from FFY 2015 LSTA carryover funds and \$34,000.00 to be paid from FFY 2016 LSTA funds.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County, Inc. DBA Starting Point for MyCom Out-of-School Time Transitions Program

Carrie Krenicky, Chief Financial Officer, stated that the Library will develop and implement Kindergarten Clubs for 50 families with 50 children entering kindergarten in the fall 2016 aligned to Ohio's Early Learning and Development Standards. The Kindergarten Clubs will be held at the Library's Collinwood and Carnegie West Branches. Starting Point will reimburse the Library in a total amount not to exceed \$25,000.00 for the period May 1, 2016 through December 31, 2016.

This resolution authorizes the Library to accept a grant from Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point in the amount not to exceed \$25,000.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution to Advance Cash from the General Fund to the MyCom Fund

Mr. Corrigan stated that this resolution allows for cash advance from the Library's General Fund to the MyCom Fund as a method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Grant Funds from New York Community Bank through the Friends of the Cleveland Public Library for the Summer Reading Club

Mr. Corrigan stated that the New York Community Bank has agreed to be the Lead Sponsor of the 2016 Summer Reading Club and issued a check for \$10,000 to The Friends of the Cleveland Public Library. This resolution authorizes the Library to accept the grant funds that will be used to help with promotion of the program and purchasing incentives and prizes for participants.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Cleveland Foundation Grant for Library Learning Centers

Mr. Corrigan stated that this resolution authorizes the Library to accept a \$172,000 grant from the Cleveland Foundation to expand the Learning Centers in our branches that will provide afterschool tutoring, college prep classes, and preschool music literacy classes as well as staff development for the Children's Librarians.

Mr. Corrigan asked how many branches housed Learning Centers.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated Learning Centers are at 16 branches.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Mozilla Foundation Grant for Web Literacy Training for Staff

Mr. Corrigan stated that this resolution authorizes the Library to accept a \$10,000 grant from the Mozilla Foundation for library staff to learn core web literacy skills and have the opportunity to become digital leaders, people committed to teaching others, and to shaping the future of the Web.

Mr. Corrigan asked who would be managing the staff training.

In response, Director Thomas stated that the training would be managed by the Human Resources Department and Tech Central staff. A curriculum would be provided and training will be held at the newly created Enrichment Center housed at Lake Shore Facility. Selected staff will be trained.

Director Thomas also noted that the Mozilla Foundation selected the Library as one of five sites to execute this program and the grant period is June 1, 2016 to December 31, 2016

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Amend Agreement with Cleveland State University for America Reads Tutoring Services

Carrie Krenicky, Chief Financial Officer, stated that agreement with Cleveland State University for America Reads tutoring services is from October 5, 2015 through May 31, 2016 to provide tutorial services at twelve (12) branches. This resolution authorizes the Library to amend the agreement with Cleveland State University for America Reads tutoring services extending the term through October 31, 2016 to fully utilize the funds of the contract.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution to Engage Contractor to Provide Branch Security and Night Alarm Services

Joyce Dodrill, Chief Legal Officer, stated that the Library engages the services of private security contractors to furnish security guards at its branches and to respond to alarms outside of the Library's normal operating hours. In order to ensure that the Library will continue to receive quality security services at a competitive price, the Library engaged in a formal Request for Proposal (RFP) process seeking proposals to provide branch security guards and night alarm response services.

Ms. Dodrill stated that the Library received ten (10) proposals in response to the RFP. The lowest with regard to contract security services was Whittguard Security Services, Inc. in the amount of \$2,818,565 for a three (3) year period, and the highest was Elcon Security in the amount of \$3,743,117 for a three (3) year period.

In addition, Ms. Dodrill stated that the proposals were also evaluated for responsiveness to the requirements contained in the RFP. Of the six (6) most responsive proposals, Safety and Protective Services selected four (4) vendors to participate in in-person interviews. The vendors interviewed were: G4S; U.S. Security Associates; Royce Security; and Dunbar Security Solutions.

Ms. Dodrill further explained that following the interviews, Royce Security Services, LLC was selected as the most qualified vendor based on their original proposal and their interview, despite not having submitted the lowest proposal. Royce proposed to provide two supervisors, one east

and one west; a quality control manager and roving field supervisor at no cost to the Library; 100% branch coverage guarantee with financial penalties to the vendor in the event of unguarded posts; a floater pool to cover guard call-offs; performance monitoring programs; presence in Cleveland; and after-hour security services with a 15 minute response time.

In response to Mr. Hairston's inquiry, Ms. Dodrill stated that 15 minutes was an appropriate response time.

Finally, Ms. Dodrill stated that this resolution authorizes the Library to execute a contract with Royce Security Services, LLC for branch security and night alarm services effective August 1, 2016 through December 31, 2017 at a total cost for the 17-month period of \$1,468,393.84 for branch security guards and \$5,100.00 plus \$52.00 per alarm for night alarm services, with an option to continue for two additional one-year renewal periods for a total cost over three (3) years of \$3,118,670.88 for branch security services and \$10,800.00 plus \$52 per alarm for night alarm services.

Mr. Corrigan asked how long the Library has contracted services with G4S.

Ms. Dodrill stated that the Library has contracted services with G4S since June, 2011.

Mr. Corrigan asked if there were any foreseeable issues preventing a smooth transition from G4S to Royce.

Ms. Dodrill stated that in the RFP we asked that Royce hire staff from G4S. We will request that Royce ensure continuity in the branch staff.

After some discussion about issues regarding services provided by G4S, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution Extending Agreement with G4S Secure Solutions, Inc. (USA)

Mr. Corrigan stated that an extension of the agreement with G4S Solutions, Inc., will help ensure a smooth transition from the services provided by G4S to the new vendor.

Joyce Dodrill, Chief Legal Officer, stated that since the selected vendor for a new security guard contract will commence on August 1, 2016, the Safety & Protective Services Department has requested that G4S continue to provide services for an additional month through July 31, 2016, which G4s has agreed to do at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, and \$25.93 for an Account Manager.

After noting that G4S did not have a lot of responsibilities downtown for the RNC that would prevent a smooth transition, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Resolution Selecting and Ranking Most Qualified Architect Firms and Authorizing Negotiation of Agreement with Top-Ranked Firm for Safe, Warm and Dry Improvement Project

Mr. Corrigan stated that in this process for requesting statements of qualifications for architectural/engineering services for the Safe, Warm and Dry improvement project, responses were submitted to the Library by the following architectural/engineering firms: CBLH Design; Richard Fleishman + Partners; Kevin C Robinette Architects; City Architecture; and Osborn Engineering.

The evaluation committee recommends that the top three firms be ranked in the following order with the first being the most qualified:

- 1) Osborn Engineering
- 2) City Architecture
- 3) Tied for third highest: Kevin Robinette & CBLH

Joyce Dodrill, Chief Legal Officer, stated that if the Library fails to negotiate an agreement with the highest ranked firm for a price that is fair and reasonable, it will terminate negotiations with the highest ranked firm and enter into negotiations with the architectural firm ranked the second highest.

Eric Herman, Construction Project Manager, gave an overview of Osborn Engineering's qualifications such as their previous work with the City of Cleveland on similar safe, warm and dry projects; performed series of infrastructure upgrades to various facilities such as fire stations and police headquarters; worked on upgrades while facilities remain open and/or closed; and have demonstrated expertise scheduling and coordinating on complex projects.

Mr. Corrigan asked about their capacity to work to reduce the number of facilities that we may have to close.

Mr. Herman stated that as the projects are reviewed and assessed, determinations will be made on how to proceed with the goal to avoid or reduce closures as much as possible.

Ms. Butts asked if Osborn Engineering would be doing the energy audit.

Mr. Herman explained that before writing specifications for the projects, Osborne Engineering will review the Westlake Reed Leskoski report recommendations, assess what has been done, and determine what still needs to be done.

Mr. Herman noted that since the Westlake Reed Leskoski report is now five years old, some recommendations made at that time were less urgent. As time has passed, many of those recommendations should now be reconsidered. Those details will be provided upon completion of a survey.

Mr. Hairston asked whether diversity of employees is considered when the Library solicits bids such as these.

Ms. Dodrill stated that although the Library asks for information about their EEO plans, no stipulation is reflected in the RFQ that they are required to meet certain quotas or goals.

Mr. Corrigan stated that since this resolution authorizes negotiations and that in the negotiations they should clarify their commitments to their already announced EEO plans.

Ms. Dodrill stated that there was no discussion regarding diversity during the selection process.

Mr. Hairston requested that the Library's commitment should be reaffirmed during the negotiation process.

After considerable conversation about HB180 (local hiring), Mr. Hairston stated that the Library should pay close attention to demographics and hiring practices.

Ms. Dodrill stated that as we move forward with the construction project, the Library will be hiring a construction manager at risk. At that time, the Library will encourage them to reach certain MBE and MBF goals as done with Higley.

After thanking Ms. Dodrill and staff for their hard work, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution Selecting and Ranking Most Qualified Engineering Firms for Chiller Study

Joyce Dodrill, Chief Legal Officer, stated that the Library announced its request for statements of qualifications for engineering services to evaluate the potential replacement of the existing Cleveland Thermal chilled water services with an onsite high efficiency chilled water plant at the Main library campus. Of the responses, the evaluation committee recommends and announces the selection of Osborn Engineering as most qualified, and T/E/S and Karpinski as tied for the second most qualified.

Mr. Corrigan asked if T/E/S and Karpinski had joined forces or if they were ranked separately.

Ms. Dodrill confirmed that T/E/S and Karpinski were ranked separately and they tied for second most qualified.

Mr. Corrigan asked for clarification on the tie between T/E/S and Karpinski.

Ms. Dodrill stated that as a part of their donation of funds for the chiller study to the Library to pay for the study, Cleveland Thermal Energy had a stipulation that they had to agree on the ranking. Although Cleveland Thermal agrees on Osborn as most qualified, they do not agree on T/E/S as second. Because the Library ranked T/E/S as second most qualified and to avoid repeating the process, a compromise had to be reached. Therefore the Library and Cleveland Thermal agreed that T/E/S and Karpinski would both be second most qualified. If for some

reason a successful contract cannot be negotiated with Osborne, the Library and Cleveland Thermal would have to discuss how to decide the second most qualified.

Mr. Corrigan stated that for the moment, this would be a distinction without a difference.

Finally, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

COMMUNITY SERVICES COMMITTEE MEETING (Mr. Corrigan, Chair)

Present: Thomas D. Corrigan, Chair, Anthony T. Parker, Vice Chair, Alice G. Butts

Absent: Alan Seifullah

Revision to Fines and Fees Schedule

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that this revision to the Fines and Fees Schedules is reflected in the new Part C that concerns facility use. There was a joint effort with the Legal Department and Outreach and Programming Services to determine equitable and fair charge adjustments for the public and private use of Library spaces.

In addition, because of the Library's increasing popularity with commercial photographers and filmmakers there is a proposed adjustment to the fees charged for using Library property and interrupting routine library service, including wedding photography as well as commercial filming.

Ms. Diamond-Ortiz stated that the fee for wedding photography is \$100.

Joyce Dodrill, Chief Legal Officer, stated that fees for commercial filming are determined by location and disruption in service hours.

After some discussion about previous filming at the Library and other locations in Cleveland, Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Resolution to Provide Amnesty for Fines and Fees to Youth Ages Seventeen and Under During the Month of September 2016

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that the library systems in Cuyahoga County, including CLEVNET partners Cleveland Heights-University Heights Public Library, East Cleveland Public Library, Euclid Public Library, and Shaker Heights Public Library, have decided to join together to offer and market an amnesty program for the month of September to all youth ages seventeen and under.

It was decided that youth visiting one of the participating public libraries in Cuyahoga County will have all fines and fees forgiven, including any fines and fees for lost materials owned by CLEVNET partners, and that any fees related to obtaining a replacement card will be waived.

In response to Mr. Corrigan's inquiry, Ms. Diamond-Ortiz confirmed that all fines and fees would be forgiven regardless of the amount.

Mr. Corrigan asked for an update on Unique Management Services, Inc.'s collections efforts. Director Thomas stated that Unique reported to the Library last December.

Mr. Corrigan recalled that although Unique did not do well in recovering money, they did do well in recovering materials which resulted in a change in the way the Library compensated them.

Carrie Krenicky, Chief Financial Officer, stated that Unique once again has a budget neutral contract with the Library and the Library has seen an increase in collected money.

Mr. Corrigan motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan adjourned the meeting of the Joint Finance & Community Services Committee at 12:55 p.m.