

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
November 14, 2023
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Shakarian, Mr. Corrigan, Ms. Rodriguez

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

After calling the Joint Finance & Human Resources Committee Meeting to order at 12:04 p.m., Ms. Rodriguez stated that because there was no quorum of Finance and Human Resources Committee members present, this meeting will be held informational purposes only.

Award Presentation:

Carrie Krenicky, Chief Financial Officer, introduced Katie Semo, the Regional Liaison with Ohio Auditor of State Keith Faber, who was present to present Cleveland Public Library with the 2022 Auditor of State Award with Distinction for excellence in financial reporting related to our comprehensive Annual Financial Report and Compliance.

Ms. Krenicky introduced the following staff and thanked them for their consistent hard work:

- Carol Hubler, Procurement Manager
- Laura Armstrong, Director of Financial Services
- Angelina Bueno, Accounting Manager
- Roszita Smith, Payroll & Benefit Specialist
- Anthony Liang, Financial Services Generalist
- Victor Zimora, Inventory Specialist
- Tracey Josey-Allen, Account Specialist (absent)
- Nathaniel Infante, Financial Services Generalist (absent)
- Ronelle Miller-Hood, Benefits & Compensation Manager (absent)
- Bryan Szalewski, Director of Legal Affairs
- Seth Bostrom, Legal Officer
- Denise Carpenter Rizk, Professional Paralegal

After expressing her appreciation to the Board for their guidance and support, Ms. Krenicky shared that this team has a total of 219 combined years of experience.

Ms. Semo shared background on the award. The presentation concluded with a photograph of Ms. Semo, members of the Library Board of Trustees, and members of the Library's Finance Department.

Director Thomas and various Trustees thanked Ms. Semo for attending today's Joint Finance & Human Resources Committee Meeting to present the award and applauded Ms. Krenicky and her staff for this outstanding achievement.

Ms. Shakarian suggested that the Library issue a press release and picture for social media.

Finance Committee Members (Mr. Corrigan, Chair)

Present: Melanie Shakarian, Thomas Corrigan

Absent: John Hairston, Anthony Parker

Resolution to Accept Gifts for the Month of October

In response to Mr. Corrigan's inquiry regarding the Founders Fund gift, Carrie Krenicky, Chief Financial Officer, stated that is the Cleveland Foundation Digital Navigator Grant that the Board accepted last month.

Resolution Requesting Tax Advance

Mr. Corrigan explained that this is end of the year customary item so that we can make sure we benefit from the County Fiscal Officer's ability to advance tax receipts.

Resolution to Accept TechCred Program Grant from Ohio Department of Development

Lynn Sargi, Chief Talent Officer, explained that TechCred is a program run by the State of Ohio that reimburses employers for eligible certifications. For the Library's purposes, we have been using this for Property Management and Information staff.

As she continued, Ms. Sargi stated that this most recent application that we were awarded is specifically for CLEVNET staff. Over the next years, there will be a number of CLEVNET staff going through approximately six different courses. The TechCred grant will cover about 50% of the total of those costs. Employers who apply to participate in the TechCred program and who are accepted into the program are eligible to receive reimbursement of up to \$2,000 per approved credential and up to a total of \$30,000 in reimbursement per funding period.

Mr. Corrigan thanked Ms. Sargi for sharing this information.

Resolution to Accept Pass Through Grant from AT&T Through the Cleveland Public Library Foundation

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, stated that this is our third gift from AT&T over the last few years. This \$15,000 gift is to advance the Library's work to support digital literacy efforts for senior audiences.

Erica Marks, Senior Director of Outreach and Programming Services, reported that we are implementing senior programming that will expand digital literacy access. While working with

some seniors, it was evident that they were not as comfortable with technology. This programming will help close the digital divide. This will include exposing them to library resources, providing access to tablets and chrome books.

Ms. Marks added that the Outreach and Programming Department will partner with IT to utilize the new tech van that the Library will be getting to go into the community to help seniors to increase their digital literacy skills and access to library resources.

Mr. Corrigan thanked Dr. Johnson Thomas and Ms. Marks for this information.

Resolution to Purchase Computer Hardware from MNJ Technologies Direct, Inc.

Mr. Corrigan stated that this resolution is to purchase 8- All-in-One HP computers, 32 monitors, and 36 touchscreen notebooks.

In response to Mr. Corrigan's inquiry, Anthony Long, Senior Director of IT, stated that Tech Central will have laptops for on-boarding staff.

In response to Ms. Shakarian's inquiry, Mr. Long stated that we have a 5-year plan for the hardware. Currently, hardware that is over 5-years old, we would initially go through our IT Asset Management process when we analyzed a lot of computers from branches and replaced them with new ones. We expect this once a year and will be a new bid process.

In response to Ms. Rodriguez' inquiry, Mr. Long confirmed that old computers are donated to PC for People.

Ms. Shakarian stated that computer usage at some branches is heavier than others and asked how that is measured by the IT Department.

Mr. Long stated that usage is measured by a comparison between pre and post pandemic usage averages per month. After consulting with branch managers, we decide how many computers are needed,

Director Thomas stated that we have seen a reduction in public usage as people are able to access information from home or from their phones. We are trying to right size our computers so that we are going through a cycle to replace every computer but only the appropriate number of computers.

Mr. Corrigan requested background information about SHI International Corp.

Mr. Long shared that SHI International Corp. is another distributor like CDW-G. Mr. Long added that MNJ Technologies sold in Ohio and has over 16 years experience with local and state governments.

Carrie Krenkicky, Chief Financial Officer, added that MNJ is also a diverse vendor with a market here in Ohio.

Mr. Corrigan thanked Mr. Long for this information.

Resolution Authorizing Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

Mr. Corrigan shared that there is a premium bump in healthcare benefits and noted that the Medical Mutual's renewal premium rate will be approximately 15% higher than the previous year.

Carrie Krenicky, Chief Financial Officer, stated that we are running at almost a 105% loss ratio which means our claims are exceeding our premiums. When Medical Mutual first quoted us, they quoted us at a 22% increase and our benefit consultant projected that we would receive about a 15.16% increase. Medical Mutual really wants the Library's business as 3 years out of 4 there was a 0% increase and last year was a 2% increase. Our plan is not running well.

Ms. Shakarian stated that for other employers a 14.9% increase is favorable.

In closing, Mr. Corrigan stated that Medical Mutual is a local company and offers a comprehensively very good plan that has been good for the Library's employees.

Resolution to Amend Agreement with VOYA Employee Benefits Company for Life Insurance, and AD&D Insurance Policies

Carrie Krenicky, Chief Financial Officer, stated that VOYA Employee Benefits proposes the following decreases with a three-year rate guarantee:

- Basic life insurance will decrease from its current rate of \$0.122/\$1,000 to a new rate of \$0.11/\$1,000, and.
- AD&D insurance will decrease from its current rate of \$0.016/\$1,000 to a new rate of \$0.014/\$1,000.

In addition, to a plan change in our voluntary life insurance there is about a 9.84% decrease in our basic life and a 12.5% decrease in our AD&D.

Resolution Authorizing Agreement for Replacement of Union Branch HVAC System

John Lang, Chief Operations Officer, stated that the Union Branch has a combined heating/cooling unit that has failed and is beyond repair. The Library has already purchased a replacement HVAC unit, and conducted bidding for a contractor to perform installation. This work will include the recovery of refrigerant; demolition and removal of existing HVAC equipment, concrete pillars, and steel beams to support the new system; installation of new equipment including electrical, mechanical, and ductwork; startup and commissioning of the new HVAC system; and all associated permits.

As he continued, Mr. Lang stated that the Library initially anticipated that the above services would likely range in cost from \$60,000 to \$70,000. The Library received competitive proposals

from 3 contractors and the low bid cost of the HVAC system installation was \$84,550. Because the cost of the HVAC system installation exceeds the statutory threshold of \$75,000, Ohio Revised Code § 3375.41 would normally require the Library to engage in public bidding to award a contract for this work. However, under R.C. 3375.41, the Library may dispense with the statutory competitive bidding requirements and award a contract directly to one or more contractors when the Board of Library Trustees determines that the installation work is necessary for the security and protection of Library property.

Mr. Lang recommended that the Library enter into a contract with Diversified Piping and Mechanical in an amount not-to-exceed \$91,000, which consists of their bid of \$84,550 plus an additional 7.5% or \$6,450 to serve as a contingency to cover unforeseen costs that may arise during the course of installation.

In response to Ms. Shakarian's inquiry, Mr. Lang explained that although the branch was without the central forced-air HVAC system, staff and patrons were kept comfortable by perimeter radiant heating which does not rely on the central unit, supplemented by portable electric space heaters.

Mr. Corrigan thanked Mr. Lang for sharing this information.

Resolution Amending the Hough Branch Project Budget

John Lang, Chief Operations Officer, shared background information on the land acquired for Hough Branch and stated that there was a plan for an amphitheater raingarden style space for classes and other outdoor programming.

The Library received a \$300,000 grant from the Bruening Foundation to design and create exterior enhancements at the Hough, Walz, and Woodland branches. Moody Nolan completed the construction documents for the amphitheater, and the Library's construction manager at risk for the Hough branch, Gilbane Building Company, bid the work and submitted a proposal to the Library to construct the amphitheater rain garden for \$299,569.

Mr. Lang recommended that the project budget for the Hough branch be increased by a total of \$221,437.72 which when combined with the remaining project funding left over from the construction phase of \$96,301.28, will cover the cost of Gilbane's proposal and an additional contingency in the amount of \$18,170 to cover unforeseen costs that may arise during construction of the amphitheater.

In response to Ms. Shakarian's inquiry, Mr. Lang explained that although the Bruening grant stipulated Hough, Walz and Woodland, it did not require specific levels of investment for each of the branches.

Resolution Authorizing Amendment to Agreement with GFOA for ERP Planning and Advisory Services

Carrie Krenicky, Chief Financial Officer, explained that this is a part of the ERP Planning and Advisory Services that we engaged them to perform for us. GFOA is in the process of completing the first phase of this process, which is organized into four tasks/deliverables including project planning and management, needs assessment and process analysis, developing a plan of action, and a readiness project plan.

Ms. Krenicky stated that we would like to engage GFOA to perform the second and final phase services, which consist of developing a request for proposals and evaluation guide as well as assistance with system and vendor selection, contract negotiation, and project planning services necessary to ensure a smooth transition.

GFOA is a non-profit organization, and they are very knowledgeable and key on contract negotiations to mitigate risks against government agencies when you are capitalizing on such a large project.

Ninth Amendment to the Year 2023 Appropriation

In response to Mr. Corrigan’s inquiry, Carrie Krenicky, Chief Financial Officer, stated that \$15,000 from the AT&T grant will be appropriated to the Founders fund.

Human Resources Committee Members (Mr. Hairston, Chair)

Present: Thomas Corrigan

Absent: John Hairston, Alice Butts, Anthony Parker

In Mr. Hairston’s absence, Ms. Rodriguez presented the following report.

Regular Employment Report

Ms. Rodriguez referenced the Regular Employment Report for review.

Resolution Authorizing Bonuses

Lynn Sargi, Chief Talent Officer, stated that based on the monies left in the Salaries & Benefits line item due to the Library not filling all of its vacancies. That overage allows us to be in a position to award bonuses to all staff: non-bargaining, SEIU, and Local 860. The one-time bonuses will be extended to active Library employees employed as of October 31, 2023:

- 1) \$2,000 for all full-time employees;
- 2) \$1,500 for all part-time regular employees (including pages whose status is part-time regular);
- 3) \$750 for substitutes; and
- 4) \$375 for pages and part-time non-union staff

In response to Mr. Corrigan's inquiry, Carrie Krenicky, Chief Financial Officer, stated that they are working to meet the December 8, 2023, payroll.

Ms. Rodriguez expressed her support for this resolution and stated that this is a good way to thank staff for their hard work.

Director Thomas added that he will be sending out an all-staff email so that employees are updated.

Mr. Corrigan requested an overview of the recent ClevelandREADS Victory Bash at the upcoming Regular Board Meeting.

Ms. Rodriguez adjourned the Joint Finance & Human Resources Committee Meeting at 12:33 p.m.