

CLEVELAND PUBLIC LIBRARY
Minutes of the Special Board Meeting
August 6, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

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

Absent: None

Ms. Rodriguez called the meeting to order at 12:02 p.m.

Presentation: Old Brooklyn Community Development Corporation - Potential Redevelopment of the South Brooklyn Branch

After introducing his colleague, Lucas Reeve, Director of Neighborhood Development, Jeffrey T. Verespej, Executive Director, Old Brooklyn Community Development Corporation (OBCDC), gave a PowerPoint presentation beginning with Redevelopment Site Context.

Mr. Verespej identified the South Brooklyn Branch which is located at the corner of Pearl and State Road and stated that it was built in the late 1970's as a project that was encouraged by Old Brooklyn Community Development Corporation's founder who included among his goals getting a new branch library built.

Because this branch and OBCDC have deep roots, Mr. Verespej proposed to ask the Board for the opportunity to explore the possibility of working together on site improvements to the property which adjoins the library parcel to the south, and improvements to the library branch.

Mr. Verespej's presentation continued by showing a slide of the library's parcel at the corner of Pearl and State. Immediately south is a parcel located at 4323 Pearl Road and offered the following information regarding that parcel:

- Former auto sales lot

- Under purchase agreement with OBCDC, expected closing date at the end of October 2020
- Environmental reviews completed (phase I & II by prior developer in 2017-2019, further analysis by OBCDC in 2020)
- Intended redevelopment as multi-family housing, RFP to be released imminently

While considering this potential redevelopment, OBCDC consider CPL150's Facilities Master Plan which identified some recommendations for the exterior of the South Brooklyn Branch:

- Investigate moving branch onto new development site to the south on Pearl Rd
- Pilot after-hours lobby access
- Pursue parking solutions
- Use north and south lawn areas for public art and landscaping

Mr. Verespej stated that through the redevelopment, OBCDC can help solve some of the needs of the South Brooklyn branch. Although a commitment is not required at this time, Mr. Verespej requested that the Board encourage and support staff in exploring whether there are opportunities for the redevelopment of the land south of the South Brooklyn Branch in order to solve some of the challenges that face the branch.

Specifically, Mr. Verespej stated that OBCDC will be releasing an RFP to redevelop their land and asked the Board to consider the following request:

1. Explore a redevelopment partnership with OBCDC
2. Include as a secondary response to OBCDC's Request for Proposals for the redevelopment of 4323 Pearl Road:
 Considerations of joint parcel redevelopment to include both 4323 Pearl Road and 4303 Pearl Road that provides physical, operational, and financial modeling for a new or renovated library branch, improved site access and parking within the combined project site
3. No commitment of funding, future responsibility, or real estate assets; once OBCDC receives conceptual proposals these will be shared with CPL leadership for identification of next steps

Director Thomas stated that the South Brooklyn Branch is located in Ward 13 which is represented by Council President Kevin Kelley. Council President Kelley has been very supportive of this process and would like for the Library to be helpful if we could.

In response to Mr. Hairston's inquiry, Mr. Verespej clarified that the ask at this point is to include as a secondary response within the RFP on how a development on OBCDC land would also include a redevelopment or reconfiguration of parking access or a future branch as a larger project. This would be just to explore concepts and consider what potential scenarios could be, OBCDC is not asking for a legal or financial commitment from the Library at this point.

In response to Ms. Rodriguez' inquiry, Mr. Verespej stated that OBCDC will be bringing on a third party but as the landowner, OBCDC will be the developer or the co-developer of the project. Mr. Verespej continued to explain that OBCDC will lead this project.

In response to Mr. Corrigan's inquiry, Mr. Verespej stated that they have a purchase agreement for the property but OBCDC has not yet closed on the property. This is private type of arrangement between OBCDC and the property owner. Mr. Verespej stated that as a nonprofit, OBCDC operated in full transparency. Mr. Verespej stated that OBCDC intends to close on the property by the end of the calendar year.

In response to Mr. Corrigan's inquiry, Mr. Verespej explained that when the parcel is developed, OBCDC will own it. OBCDC will be taking possession of the land and then redeveloping it.

Mr. Corrigan stated that parking is among the South Brooklyn Branch's largest challenges and if the redevelopment could help in that area, the Library will do its best to be supportive.

Ms. Rodriguez stated that it appears that the Board is in agreement to grant this request for staff to explore the potential redevelopment of the South Brooklyn Branch.

In response to Mr. Corrigan's inquiry, Director Thomas stated that OBCDC is requesting approval to include this in the RFP.

Mr. Corrigan stated that it would be worthwhile to indicate the Board's consent in a formal way.

After Joyce Dodrill, Chief Legal Officer, stated that this does not require a formal resolution and can be addressed by a motion, Mr. Corrigan motioned to authorize the Old Brooklyn Community Development Corporation to include potential ideas in the RFP process for the redevelopment of the South Brooklyn Branch library. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Mr. Verespej thanked the Board for their support.

Resolution Authorizing Agreement for Legal Services
Related to the Facilities Master Plan

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Library Administration has identified the need to retain outside counsel to assist the Library in providing legal services in the areas of real estate, environmental, and construction law, which will be needed as the Library acquires real estate for the construction and expansion of branches, engages a second construction manager, and administers its contracts with its construction manager and architects; and

WHEREAS, The Library sought and received proposals for the provision of legal services from the following four law firms, each of which have practices in the areas of real estate, environmental, and construction law: 1) Bricker & Eckler LLP; 2) Calfee, Halter & Griswold LLP; 3) Roetzel & Andress; and 4) Thompson Hine LLP; and

WHEREAS, The Library formed a selection committee to evaluate each firm's proposal and to conduct interviews with the individual firms, and the committee found Bricker & Eckler LLP to be the top-ranked firm because it not only offered the best value, but has extensive experience working with public libraries, including the Cleveland Public Library, and has a commitment to

RESOLUTION
AUTHORIZING
AGREEMENT
FOR LEGAL
SERVICES
RELATED TO THE
FACILITIES
MASTER PLAN
Approved

diversity, equity, and inclusion consistent with that of the Library; and

WHEREAS, Bricker & Eckler LLP has proposed to provide the above-described services at discounted hourly rates of \$350 for partners, \$330 for senior associates and senior counsel; \$250 - \$325 for associates; and \$240 for paralegals. The Library Administration finds Bricker & Eckler's rates to be fair and reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or the Chief Legal Officer to enter into an agreement to engage the services of Bricker & Eckler LLP to provide legal services in connection with the Facilities Master Plan at the hourly rates set forth in this Resolution, which expenditure shall be charged to Construction-Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department, and requires that the Fiscal Officer provide a report to the Board of Library Trustees of fees paid to Bricker & Eckler on a quarterly basis.

In response to Mr. Corrigan's inquiry, Bryan Szalewski, Senior Legal Officer, stated that Bricker & Eckler's Cleveland Office consists of 8-9 attorneys. The fact that most of Bricker's attorneys are located in Columbus was a consideration, particularly with regard to whether there would be communication or availability difficulties. However, since we have not had in-person meetings with any of our local counsel, and access is available on-line we believe that this will not be an issue.

Mr. Corrigan expressed his concern about the optics of Cleveland Public Library basically using a business firm in Columbus rather than a firm in Cleveland.

In response to Mr. Corrigan's inquiry regarding fees, Mr. Szalewski stated that Bricker & Eckler's fees were considerably lower than the others in the range of about \$50 less per hour.

Mr. Szalewski stated that we also considered that Bricker & Eckler has a very robust library practice and probably has more experience than any other single firm in the state in dealing with public library clients.

Coupled with that, they have also fairly recently provided the same suite of services to the Columbus Metropolitan Library for their facilities master plan.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that of the candidates, Bricker & Eckler had a diverse organization and was the first to hire an African American partner in Central Ohio. This was one of the considerations that we looked at. In addition to having a local office, we were very pleased that they aligned with the Library's diversity strategy.

RESOLUTION
ACCEPTING
GIFT OF
SOLAR PANEL
PROJECTS AT
RICE BRANCH
Tabled

Resolution Accepting Gift of Solar Panel Project at Rice Branch

Ms. Rodriguez stated that this item would be tabled and considered at the next Regular Board Meeting.

RESOLUTION
TO AMEND
AGREEMENT
WITH PETER D.
MacEWAN, LLC
FOR
CONSULTING
SERVICES
Approved

Resolution to Amend Agreement with Peter D. MacEwan, LLC for Consulting Services

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On February 20, 2020, the Board of Library Trustees authorized an agreement with Peter. D. MacEwan, LLC for consultant services through July 3, 2020 in the amount of \$65,000, in order to manage the Library's Facilities Master Plan and Martin Luther King, Jr. branch capital projects during the search for a new Chief Operating Officer (COO); and

WHEREAS, On June 18, 2020, the Board extended MacEwan's contract through July 31, 2020 to maintain the continuity of the capital projects during the search for a new COO, for an additional \$11,500.00; and

WHEREAS, As the search for a new COO continues, the Library Administration recognizes the importance of effective project oversight and continuity of the capital projects, in particular the Martin Luther King, Jr branch project, and desires to extend Mr. MacEwan's engagement through December 31, 2020; and

WHEREAS, The increase to Mr. MacEwan's agreement for additional services at the rate of \$125 per hour for approximately 10-15 hours per week through December 31,

2020 would not exceed \$32,500 (including reimbursables) for a total contract amount of \$109,000; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. MacEwan, LLC, for the term commencing August 1, 2020 through December 31, 2020 to provide capital projects consulting services, in particular for the Martin Luther King, Jr. branch, at the rate of \$125 per hour for an additional amount not-to-exceed \$32,500 (including reimbursables) bringing the total contract to an amount not-to-exceed \$109,000 (including reimbursables) to be charged to General Fund Account 11400053-53710 (Professional Services).

In response to Ms. Butts' inquiry, Director Thomas stated that Mr. MacEwan is providing consultant services in order to manage the Library's Facilities Master Plan and Martin Luther King, Jr. branch capital projects. These duties were formally provided by Jeremiah Swetel in his capacity of Chief Operations Officer.

In response to Mr. Hairston's inquiry, Director Thomas stated that the status on the recruitment of a new Chief Operations Officer will be addressed in Executive Session.

Director Thomas stated that because of the complexity of the MLK Project, extending this agreement through December 31, 2020 would be beneficial to keep the MLK Project on track.

Finally, Director Thomas stated that Mr. MacEwan's services have been crucial to the Library and will be evident during the Library Status Update Presentation.

Amending Resolution Authorizing Expenditures from Verizon Grant

Ms. Rodriguez moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On November 21, 2019, this Board accepted a \$25,000 grant from Verizon through the Cleveland Public Library Foundation to be used for STEM programming; and

AMENDING
RESOLUTION
AUTHORIZING
EXPENDITURES
FROM VERIZON
GRANT
Approved

WHEREAS, Due to the COVID-19 pandemic, the Library is unable to use the grant funds from Verizon in the manner originally intended; and

WHEREAS, The Library requested permission from Verizon to use the \$25,000 to cover expenses associated with the Library's Democracy 2020 initiative and for emotional intelligence training from TwinCitiesRise!; and

WHEREAS, Verizon approved the Library's request on the condition that \$10,000 of the grant funds be allocated toward sponsorship of Democracy 2020 and the remaining \$15,000 be designated to fund the program cost of the TwinCitiesRise! training program; now therefore be it

RESOLVED, That this Board hereby amends the Resolution it adopted on November 21, 2019 to provide that the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of the Grant and this Amended Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

In response to Ms. Butts' inquiry, Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that TwinCitiesRise! is an organization that supports people who are seeking employment. One of the components of their program is emotional intelligence which helps a person build their social emotional skills and increases their ability to retain employment. We are purchasing the ability to get trained and certified to deliver this service and include it in our workforce development program that we are expanding. Emotional intelligence is also called cognitive structural retraining.

Ms. Winlock stated that in addition to making this a permanent part of our workforce development program, we are hopeful that this will become a revenue resource for the Library as we would like to offer it to external organizations as well.

Resolution Authorizing Agreements with Most Qualified Architect Firms for Master Plan 1B Projects

(See pages 976-986)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 21, 2020, the Board of Trustees of the Cleveland Public Library approved the selection of CBLH Design, Inc. as the top-ranked, most qualified firm to provide professional architectural/engineering services for the new Rockport branch as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, The Library estimates that the cost of construction, including the cost of the construction manager, to be \$5,697,663, plus the cost of furniture, fixtures, and equipment, owner contingency and owner direct costs, which is anticipated to cost approximately \$731,645. CBLH has submitted a proposal for the architect fees in the amount of \$644,740, which consists of \$537,990 in fees for basic services and \$106,750 for optional additional services; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with CBLH Design, Inc., in an amount not-to-exceed \$644,740 upon such terms and conditions as are approved by the Library's Chief Legal Officer, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$644,740 being charged to the Construction - Tax-Exempt fund account 40277905-55300 (Construction/Improvements).

In response to Mr. Hairston's inquiry, Bryan Szalewski, Senior Legal Officer, explained that optional additional services include a wide variety of different services that we may need such as cost estimating and community engagement services. There are things that we anticipate that we will need in this project. However, given the form of the contract we use, these services are considered to be additional services because they

RESOLUTION
AUTHORIZING
AGREEMENTS
WITH MOST
QUALIFIED
ARCHITECT
FIRMS FOR
MASTER PLAN
1B PROJECTS
Approved

are not strictly a part of the design itself. The architectural design services that are performed across the various stages of the design process are your basic services.

Mr. Hairston asked for further clarification of the inclusion of community services.

Mr. Szalewski stated that with the Board's approval, the \$644,740 contract amount would include all of the additional services, including community engagement.

Resolution Authorizing Expenditure of Grant Funds for STEM Programming and Authorizing Agreement with UBTECH Education, A Division of UBTECH Robotics Corp.

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, At the Library's request, UBTECH Education, a division of UBTECH Robotics Corp., issued a proposal to provide the Library with beginner, intermediate, and advanced robotics kits and associated curriculum, known as UKITs, to be used in STEM-based youth programming where participants learn fundamentals of science, technology, engineering, and mathematics by assembling working robots; and

WHEREAS, On July 8, 2020, the Library and UBTECH entered into a purchase agreement for the purchase of 30 beginner and 30 intermediate UKITs at a total cost of \$23,487; and

WHEREAS, The Library wishes to amend the July 8, 2020 purchase agreement to allow the Library to purchase 30 advanced UKITs at an additional cost of \$17,293.50, thus bringing the total cost of all of the UKITs to \$40,780.50, which includes all freight costs; and

WHEREAS, The Library Administration would like to pay for the UKITs with grant funds from the Child Care Resource Center of Cuyahoga County Inc. d.b.a. Starting Point, that this Board accepted on February 20, 2020 and that were initially accepted and earmarked to pay for tutoring services; and

RESOLUTION
AUTHORIZING
EXPENDITURE
OF GRANT
FUNDS FOR
STEM
PROGRAMMING
AND
AUTHORIZING
AGREEMENT
WITH UBTECH
EDUCATION, A
DIVISION OF
UBTECH
ROBOTICS
CORP.

Approved

WHEREAS, Starting Point has approved the Library's request to use the portion of the grant funds that were initially intended for tutoring to cover the cost of STEM programming and the UKITs; now therefore be it

RESOLVED, That the Board of Trustees of Cleveland Public Library authorizes the expenditure of grant funds from Child Care Resource Center of Cuyahoga County Inc. d.b.a. Starting Point, and accepted by this Board on February 20, 2020, for costs associated with the UKIT STEM programming; be it further

RESOLVED, That the Executive Director, CEO, or his designee is authorized to enter into and execute amendment to the July 8, 2020 agreement with UBTECH Education, a division of UBTECH Robotics Corp., in the amount of \$17,293.50, thus increasing the total cost of the agreement to \$40,780.50, which expenditure shall be charged to the MyCom fund 254, and which amendment shall be subject to the approval of the Chief Legal Officer.

Mr. Hairston expressed his appreciation to Director Thomas and staff for monitoring the current environment that is affected by COVID-19 and creatively using grant funds rather than losing them.

Director Thomas thanked Sadie M. Winlock, Chief Equity, Education & Engagement Officer, and Shenise Johnson Thomas, Chief of External Relations and Development, for their work to identify grants that we've received and figure out how to utilize them for things that make sense during this period.

Ms. Winlock stated that she was excited about UBTECH. Starting with third graders, they will teach children how to build robots. From third graders to 24 years old adults will be actually learn coding and building math skills. Third graders will begin with legos building robots that resemble animals. High school students and older will build walking robots. All of these activities will align with the Ohio State Standards to ensure that our children are gaining the skills to be able to matriculate from one grade to the other.

Ms. Rodriguez thanked staff for their work on this.

SIXTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION
Approved

Sixth Amendment to the Year 2020 Appropriation

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, *Ohio Revised Code* Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated June 9, 2020; and

WHEREAS, The aggregate of all appropriation classifications does not exceed the total amount submitted to the Cuyahoga County Budget Commission; now therefore be it

RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2020 Appropriation Schedule be approved.

Resolution Authorizing Fourth Amendment to Agreement for Security Services with Royce Security Services, LLC

RESOLUTION
AUTHORIZING
FOURTH
AMENDMENT
TO
AGREEMENT
FOR
SECURITY
SERVICES
WITH ROYCE
SECURITY
SERVICES,
LLC
Approved

Ms. Rodriguez moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Cleveland Public Library is in the process of hiring additional Safety & Protective Service Officers to fill the branch posts currently filled by contract security guards, and the Library Administration has determined that until the new complement of SPS Officers have been hired, it will be necessary to contract with an outside security company to provide services at branches in order to continue to ensure protection and security; and

WHEREAS, On January 21, 2020, the Library entered into an agreement with Royce to provide contract security services at the Library's branches on a month-to-month basis for an amount not-to-exceed \$25,000; and

WHEREAS, On February 20, 2020 and on June 18, 2020 this Board authorized the Library to enter into second and third amendments to the agreement with Royce to continue to provide security services to the Library's branches on an as-needed basis for an additional fees of \$75,000 each, thus increasing Royce's total fee under the agreement to \$175,000; and

WHEREAS, The Library Administration anticipates that the additional funds approved by this Board in June will be exhausted by the end of August 2020 and, therefore, recommends that this Board authorize the Library to enter into a fourth amendment to the agreement with Royce to increase the contract by an additional \$225,000, bringing the total contract amount to \$400,000, which the Library Administration estimates will extend services through the end of December 2020; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the contract with Royce Security Services, LLC for security services on an as-needed basis to supplement the Library's Safety and Security Department while the Library seeks to hire additional Security Officers, by increasing the contract by \$225,000, bringing the total contract to an amount not-to-exceed \$400,000, to be charged to the General Fund Account No. 12930053-53380 (Contracted Security), which amendment shall be subject to approval of the Chief Legal Officer.

Presentation: Library Status Update

Director Thomas stated that the following presentation is similar to one that was given during a recent Staff Townhall Meeting which covered the following areas regarding the Library:

- (1) Finances
- (2) Reopening and seeking approval from the Board regarding the recommended reopening date
- (3) Facilities Master Plan
- (4) Diversity, Equity & Inclusion and our plans moving forward internally and externally

Director Thomas thanked staff for their continued hard work and noted that curbside numbers are increasing and people are using the wifi at Library branches.

Director Thomas expressed his sincere appreciation to Mr. Hairston for his assistance and advocacy by making phone calls on the State level on behalf of Library staff who were experiencing challenges and delays receiving benefits from the Ohio Department of Jobs & Family Services. As of last week, every employee has received their benefits.

Director Thomas announced that the Library was the recipient of the John Cotton Dana Library Public Relations Award. The John Cotton Dana Award, provided in conjunction with the H.W. Wilson Foundation, the American Library Association and EBSCO, honors outstanding library public relations. Cleveland Public Library was recognized for "CPL 150: Celebrating our Past. Setting a Course for the Future."

Director Thomas congratulated the CPL Marketing Team consisting of: Tana Peckham • Christine Colnar • Tim Diamond • Melissa Gavel • Ryan Jaenke • Akilah Porter • David Reynolds • Michael Stewart • Tonya Thompson • Laura Walter • Kelly Woodard • Mike Young. In addition, Marketing shares this award with the following Outreach & Programming Services (OPS) partners: Sadie Winlock • Leslie Barrett • Debbie Hazjack • Sherri Jones • Erica Marks • Aaron Mason • Melanie McCarter • Niyre Merriweather • Brian Strazek • Bob Turowski • Heidi Strickland • Tristan Wheeler • Hope Wondowsky.

After Director Thomas saluted all staff who made our 150th Anniversary so special for our community, he displayed the award and the check for \$10,000 that accompanied it. Director Thomas noted that the check will be turned over to Shenise Johnson Thomas, Chief of External Relations and Development, to provide a fund with a purpose of recognizing our staff.

Before introducing Carrie Krenicky, Chief Financial Officer, the Director stated that although our current situation is not ideal, we are in a better financial situation than we first anticipated.

Financial Update

Carrie Krenicky, Chief Financial Officer, showed a slide that showed the Rule of Thumb that we strive to achieve when we set our General Fund Appropriation.

Salaries/Benefits	65%
Library Materials	15%
Other	20%

- Purchased/Contracted Services Supplies
- Capital Outlay
- Miscellaneous

Currently, our General Fund Appropriation is at \$59.97m* that includes the following allocations:

Salaries/Benefits	\$40.44	(67.4%)
Library Materials	\$7.28	(12.1%)
Other	\$12.25	(20.4%)

- Purchased/Contracted Services Supplies
- Capital Outlay
- Miscellaneous

Ms. Krenicky stated that we are currently working on drafting our 7th Amendment to the General Fund Appropriation to bring before the Board in September. We are looking to reduce the General Fund to \$55.47m* as follows:

Salaries/Benefits	\$36.94	(66.6%)
Library Materials	\$6.28	(11.3%)
Other	\$12.25	(22.1%)

Ms. Krenicky noted the following:

- On June 25th, ODT updated the PLF entitlement for CY 2020
- For CPL, our certified revenue will be reduced by \$1.8 million
- Also assuming a 10% reduction in property tax collections and reductions in fines and fees and interest, the total revenue loss for this year is currently estimated to be \$5.2 million
- We are able to reduce expenses by just over \$4 million
- SWO/Salary reductions through 7/25/20

- Hiring "slush" through the end of the year
- Operational reductions
- Reduction of collections budget
- The general fund's unencumbered fund balance may be used for general operations up to \$2.5 million dollars, if needed
- Additional reductions may be needed depending on how the economy continues to react

Mr. Corrigan expressed his concern that the Library's reputation has been, as a main metro library, in being able to be exceptionally vigorous in maintaining collection and materials. Perhaps some of what we used to consider as being included in the materials budget has moved into the Purchased/Contracted Services category and perhaps it is still a greater number?

Mr. Corrigan stated that it is a slippery slope to not take fiduciary responsibility for maintaining the quality of the collection, and indicated that we should be careful that Purchase/Contracted Services get the same sort of reduction by percentage that Materials maintains in collections.

Mr. Corrigan stated that he understands that COVID has presented some particular problems and because so many things are being streamed and ebooked, there is not quite the same budget that there used to be. It is important to make sure that we remain confident that we are maintaining the reputation that Cleveland Public Library is the largest public research library in the United States and that we maintain the collection.

Mr. Corrigan requested that perhaps we need to rethink and display differently those contracted services that are really almost in the traditional sense considered materials or usability of the Library as far as information goes.

Finally, Mr. Corrigan expressed his concern for the reduction of Library Materials to 11.3%.

Director Thomas stated that typically our number is at the 15% range and asked John Skrtic, Director of Public Services, to provide some context about the challenge in collecting during COVID.

Mr. Skrtic stated that as we looked at the budget, we knew we had to make reductions. We knew that we wanted to bolster our virtual offerings to our public so we did not cut any data bases, periodicals or electronic media. While working with Sandy Jelar Elwell, Interim Director of Collection and Technical Services, we were aware of the cuts we made to Main Library in the past. With this in mind, the team wanted to make sure that we maintained the integrity of our historical archives. Most of the cuts came from our audio, DVD's and CD's. These formats are being produced less. Although we had to make some difficult choices, we are still maintaining the consistency of the collection.

Carrie Krenicky, Chief Financial Officer, added that our Special Revenue Funds and our Permanent Funds also supplement the Library materials collection.

Mr. Corrigan thanked Mr. Skrtic and Ms. Krenicky for their assurances.

Director Thomas introduced Harriette Parks, Director of Public Services and John Skrtic, Director of Public Services, to give their presentation on the plan our reopening strategy.

RE-OPENING OUR LIBRARIES

Harriette Parks, Director of Public Services, stated that as an organization, we recognize the value and importance of ensuring that our staff and community are safe. Prior to reopening, we ensured that we looked at every safety precaution and other measure needed for reopening. A Reopening Task Force was created to help shape what our new normal would be inclusive of generating a list of recommendations and services, and how these services would be delivered as we reopened and beyond.

Ms. Parks noted the many accomplishments achieved during the start of our phased-in process:

- In April, our managers provided online reference services through Libchat?LibAns for our patrons.
- In May, our custodians participated in a mandatory training and completed deep cleaning at their respective locations. Also, staff returned at 50%, while participating in Shared Works Ohio.

- In June, our staff resumed answering our phone lines, while providing a customer experience through curbside and walk-up services. Also in June, we began our grab and go meal service at four locations.
- In July, in conjunction with our curbside and walk-up services, we added a texting feature for a more convenient patron experience. Also in July, our Statewide Delivery Service resumed and our managers participated in a mental health training facilitated by MetroHealth Hospital.

Phase I

Ms. Parks stated that in Phase I, we began with curbside services at the following five branch locations and our Main Library: Eastman, Glenville, Harvard Lee, Hough, Jefferson, Martin Luther King, Jr., Memorial Nottingham, Rice, Rockport, South Brooklyn and West Park. We expanded our service adding six additional locations for curbside with all locations participating in walk-up service.

Phase II and Beyond

Ms. Parks stated that Phase II and beyond consists of our current timeline and reopening plans for branches and main. Shared Works Ohio concluded for our staff on July 25, 2020. July 27, 2020, our staff returned at 100% with our public facing locations being opened M-F, 10:00-6:00 PM. Our curbside and walk-up services continues, as well as Board of Election registrations taking place at selective locations.

Effective August 24, 2020, it was the recommendation of the task force and ELT to open all buildings to our public. The hours of operation are Monday-Saturday, 10:00-6:00 PM. Our plan will continue to be reviewed based on city/county updates and newly created guidelines.

Branch Reopening Plan

Ms. Parks reviewed the following Branch Service Changes starting August 24th

- 10-11 hour each day will be for immune compromised individuals

- Computer Usage will be taken by reservation over the phone
- Computer usage will be limited to 1 hour time limit
- All computer spaces will be reconfigured for social distancing.
- Less computers will be available at all locations.
- Meeting Rooms will remain closed
- We will provide disposable masks for patrons
- Computers not being used due to social distancing will be covered- keyboard and mouse removed
- Laptops and iPads can be used in the meeting rooms when possible due to furniture storage issues
- Contracted Security and SPS will cover all open hours of operation
- Computers will be cleaned after every single patron use
- Limited amount of patrons at one time
- Computers will be shut down at 5:30PM each night
- Keep library visit to under one hour
- Plexiglass completed at all locations

Main Reopening Plan

John Skrtic, Director of Public Services, reviewed the following service changes for Main Library:

- Multiple 15 minute computers set up in the lobby of LSW and Main Library.
- Concierge will greet each visitor to assist. Main Library will endeavor to assist at the door
- Time cards will be given to each patron allowing one hour and fifteen minutes total of browsing or computer time
- If visiting as a group or family please stay together
- TechCentral will be open but computers not used will be covered - mouse and keyboard removed
- Computers will be shut down at 5:40PM each night
- MakerSpace will remain open but time limit will be reduced
- Patrons will be encouraged to use self checkout machines
- CPL Print to Go -Free 10 Pages to pick up
- Homebound Services will be increased city wide to patrons over 65 years of age

- The Library will temporarily remove any based blocks on patron accounts.
- Keep library visit to under one hour and fifteen mins.
- Tours will be suspended at this time
- Teen Room and Art Lab will remain closed
- Provide disposable masks for the public
- Limited amount of children in Youth Services at one time. Amount TBD

Mr. Skrtic gave an overview of the following Resources for Staff and provided additional information about each:

- Safety Training provided by Learning & Development
- EASE@Work
- A tip sheet of phrases to assist patrons while still providing excellent customer service
- A PowerPoint for staff about curbside service procedures
- FAQ for patrons and staff regarding curbside service and other applicable information
- MetroHealth Guidance for entirety of staff
- Staff Intranet and Three Things to Know
- Our Human Resources Department for all pertinent forms and appropriate leaves

CLEANING PRODUCTS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Mr. Skrtic stated the Library has made \$315,000 COVID-19 purchases and are expecting at least a 95% reimbursement from FEMA. The following products have been purchased:

- Initial order of 1,000 cloth masks and 60,000 surgical masks for staff use
- 30,000 additional paper disposable masks and 600 cloth masks
- Face shields, door openers, and ear savers made in TechCentral for staff use
- 8,500 disposable aprons for curbside service
- 100 touchless thermometers
- Initial order. Stock room maintains supply.
- 2,000 boxes of latex-free gloves
- 900 gallons, hand sanitizer

- 40 funnels to refill 32oz. bottles with hand sanitizer
- 1 palette of disinfectant wipes plus 160 canisters
- 194 boxes of 200 alcohol wipes (packets)

SPECIAL EQUIPMENT

Mr. Skrtic stated that the following equipment is being considered as additional precautions to help keep staff and patrons safe. Some of the equipment will require testing.

- Washable keyboards will be installed at all patron computer stations
- Auto faucets and flush mechanisms will be installed in all staff restrooms when supplies are available.
- 100 hands-free door openers purchased to be installed on all restrooms and common area doors.
- 30 door lock pins to be purchased to address egress challenges
- Plexiglass installed on circulation desks at all locations and working on requests for other locations.
- Water fountains will be shut off until further notice.
- Ionization models to be installed in air handlers of all Library locations.
- UV lights were explored, but not purchased as they are not recommended for materials.
- Purchased one Tennant cleaning machine for Main Library and 28 backpack pump sprayers for disinfectant solutions purchased for branches.
- Testing hand sanitizer dispenser and stand purchased for entrances of departments and branches.
- Evaluating thermal imaging equipment

Director Thomas stated that we are making every effort possible to ensure the safety of Library staff and patrons and requested that the Board consider the recommendation to reopen the Library to the public on August 24, 2020.

Director Thomas noted that CMSD will reopen schools to students on August 24, 2020 and that we will continue to examine the COVID spread in the community. Therefore, if required, the date will be altered accordingly.

Ms. Rodriguez expressed the following concerns:

- (1) Making more computers available for students
- (2) Extending the time limit past 1 hour
- (3) Creating a safe space for children where students can bring their CMSD issued laptops and connect with the Library's wifi
- (4) If some students will be schooled virtually, making Library tutoring services available

Mr. Skrtic thanked Ms. Rodriguez for expressing her concerns and stated that the Reopening Committee meets on every Wednesday. These are the types of concerns that the Committee will address as it is the Committee's mission to make sure that our youngest patrons are given the tools that they need.

Mr. Skrtic continued and stated that Sadie Winlock, Chief Equity, Education & Engagement Officer, has been diligent about putting the virtual tutoring in place; Suzi Perez, TechCentral Manager, has been working tirelessly to find ways that we can do training and tutoring remotely and inside of our branches.

Mr. Skrtic stated that there will be areas inside of the branches designated for children as computers for children and adults are currently separated in our branches. In addition, the Committee will also look into ways to make sure that children have enough time on the computers to complete assignments. Although this can be a challenge, we want to make sure that all of our patrons are accommodated.

In response to Ms. Butts' inquiry, Mr. Skrtic confirmed that approximately 40% of computer use is for job search and in some instances that statistic can be higher. Suzi Perez, TechCentral Manager, has been compiling these statistics. By speaking with branch managers, we know anecdotally across the system what our patrons want. This is why Director Thomas has been pushing to ensure that we are going to do training and tutoring to help people get job resources. This information helps to dictate how we order and program our computer training classes. Especially now, with the questions that we are receiving from Libchat?LibAns and via the phone are definitely job centered.

Director Thomas stated that Ms. Winlock has been meeting with CMSD to discuss their needs. They need spaces for

students to stay during the day. This has been a challenge for libraries across the nation as many of the schools have not been able to start back in session. The difficulty is library staff who are pushing back and asking, "If schools don't feel safe, why should libraries?" In many cases, we know that some students will not be productive in their homes. We know that we are needed and we are trying to figure out how to remain safe.

In response to Ms. Butts' inquiry, Director Thomas stated that he is a member of the Digital Equity Collaborative which is a group of several organizations trying to address the broadband internet issues in Cleveland. In addition, CMSD is working with an organization called DigitalC to ensure that either through broadband or wifi every student and their families will have internet access this year. The charter schools are doing the same. The big concern is that some young people will have to struggle with the literacy of being able to go online and parents who are struggling to help them. This is where the Library can play a significant role. We are trying to figure out how to do that safely as well.

Mr. Hairston congratulated Director Thomas and staff on the reopening plan and indicated his approval.

In response to Mr. Hairston's inquiry about COVID testing, Director Thomas stated that we have been appreciative of our partnership with MetroHealth who has done a lot of work with helping the Library to make sure that our patrons, community and staff are aware of pop up testing centers throughout the city especially in church parking lots. Our branch parking lots have been a place for testing as well.

Mr. Hairston asked if there were any coordination with city recreation centers and branch libraries.

Director Thomas stated CEO Gordon has been looking at recreation centers, Boys & Girls Clubs, libraries and other locations that can provide potential spaces for young students to go.

Mr. Hairston stated that the community has in the past depended upon the Library for many services and suggested that we identify partners who could assist

patrons with filing for unemployment benefits as well as completing the 2020 Census.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that we are looking into placing Ohio Means Jobs (OMJ) phones in our branch libraries. If any patron or visitor come into the branch needing any type of assistance regarding employment, we will have a dedicated phone that will go directly to OMJ to support them. In addition, we will have United Way 2-1-1 phones in all of our locations. By using this phone, the caller will be immediately connected with a representative that will provide information about government, housing, health and community services. When basic needs are met, the Library can assist with meeting needs towards literacy and beyond.

Finally, Ms. Winlock shared that because the Library is in partnership with OMJ, we will become a part of their customer workflow process to help people build the basic skills for employment, identify entrepreneurial opportunities and retention.

THE FUTURE OF CPL STRATEGIC PRIORITIES

Director Thomas stated that initially, the Library's strategic priorities were as follows:

- (1) Cleveland Public Library plays an important role in addressing the root causes of poverty by leveling opportunity for Greater Clevelanders
- (2) Facilitate everyday learning experiences whenever, wherever, and however users seek information
- (3) Inspire discovery to expand knowledge
- (4) Innovate and prioritize for efficient and sustainable operations

Director Thomas stated that because of COVID, those strategic priorities have since changed to:

OUR IMMEDIATE FOCUS External

- (1) Education
- (2) Employment
- (3) Health and Safety
- (4) Racial Understanding

OUR IMMEDIATE FOCUS Internal

- (1) Reopening Safely
- (2) The Facilities Master Plan
- (3) Diversity, Equity and Inclusion
- (4) Operational Innovation

Director Thomas introduced Jean Duncan McFarren, Collection Services Director/Interim Coordinator for Facilities Master Plan and Joyce Dodrill, Chief Legal Officer, to provide the Board with an update on the Facilities Master Plan.

PROMISES MADE TO THE VOTERS OF CLEVELAND

Jean Duncan McFarren, Collection Services Director/Interim Coordinator for Facilities Master Plan, reviewed the following promises that were made to voters when we passed the levy and were able to execute in getting the \$62 million in bond funds.

- An implementation plan has also been created as part of the Master Plan, recommending that the entire Master Plan be phased in and that a certain number of facilities improvements be implemented initially as a part of Group 1, in order to allow the Library to work within a responsible budget necessary to support the financing for the projects
- In April 2019, the Library Board of Trustees approved the selection of branches in Group 1 at a total cost of \$62,000,000 and authorized the Director to begin the implementation process
- In June 2019 the Library Board of Trustees authorized the issuance of notes for Group 1 of the Master Plan
- The Library's sale of \$62 million of Public Library Fund
- The all-in interest rate, inclusive of interest costs and costs of issuance, was 2.91% for the 30-yr debt offering

Because of the economic downturn due to COVID, there have been many questions about continuing with a building project. We are committed and required to spend that money on the building project. In addition, these funds must be spent within a specified time frame.

Ms. McFarren stated that we are moving ahead with the building projects as they were originally laid out. The

Facilities team has done a wonderful job in keeping these projects moving forward.

FACILITIES MASTER PLAN GOALS

Ms. McFarren, reviewed the following anchors the Facilities Master Plan that we are looking to accomplish with the new building designs

- REBALANCING of spaces from collections to community oriented
- REMOVING barriers between patrons and staff
- REORGANIZING center on public core gathering space
- RECONFIGURING collection, technology, gathering
- REVEALING a shift from opaque to transparency and accessibility

Ms. McFarren stated that COVID has emphasized the need for our ability to maintain flexibility and change our spaces based on what is happening in our community and noted that it should serve us well into the future.

Ms. McFarren shared an update on the following branches with the Board:

HOUGH BRANCH

Budget: \$4.9 mil
 Architect: Moody Nolan
 Phase: Schematic Design
 Status: Team has reviewed several conceptual designs reviewed after community and staff engagement. Participating in East 66th Street community group to align with goals for the neighborhood

Director Thomas stated that Councilman Basheer Jones has expressed interest in renaming the Hough Branch. Director Thomas explained to Councilman Jones that the Library has a policy regarding naming branches after Individuals. Councilman Jones wanted the Board to know that he believed that there were individuals, especially around this time, who have had such a significant impact upon the Hough community that it would be uplifting for the community to see that name on the branch.

Director Thomas stated that this topic has been brought up by others as well. Internally, we are looking at some of our smaller rooms that could be named.

Director Thomas concluded and stated that this would be perhaps a topic that could be considered at another time but wanted to be sure to share it with the Board.

JEFFERSON BRANCH

Budget: \$2.0 mil
 Architect: Williams/Wanix Architects Phase:
 Conceptual Design
 Status: Small addition with interior refresh

MARTIN LUTHER KING, JR. BRANCH

Budget: \$15 mil budget Architect: JKURTZ/SO-IL
 Phase: Design Development
 Status: It is likely that the developer has
 secured funding for apartments

Ms. McFarren shared the following MLK Budget and Design issues:

- \$10-15 million dollars needs to be cut from the budget
- Architects to propose how to redesign to reduce budget by 35-50%
- Redesign will take 4-5 months
- Schedule and cost allocation to be negotiated with developer

Ms. McFarren stated that our original plan called for about 21,000 square feet. The design, as it stands now, is approximately 35,000 square feet. The cost per square foot is very expensive. Meetings have been held with the architect. Everyone understands that we want a grand civic building that is going to be a wonderful representation of the legacy of the late Dr. King, while keeping in mind the budget that we must meet.

Mr. Parker stated that he was aware of some of the issues regarding the budget and wanted to make sure that as we stay within the budget and that we were still able to give the public an astounding branch that meets the mission of what we are trying to do. Mr. Parker stated that this has been his concern when we began to discuss budgetary issues.

Mr. Corrigan stated that he was concerned about the recent announcement of the development of the other parcel across the street from the existing Martin Luther King, Jr. branch. The Library was largely responsible for making this project possible by being agreeable by selling and moving out of our current MLK Branch. Mr. Corrigan stated that he does not want to be pushed into the corner by the rest of this project.

In response to Ms. Butts request for explanation, Mr. Corrigan stated that our developer has now partnered with another developer to do a high rise development almost twice the size of the Library lofts across the street from MLK for a whole block that runs from Chester Avenue to Euclid Avenue. This development will be in the green space that is the front yard of the current MLK and a larger part of the way of MLK Blvd. All of that area sweeps into the Heights. This massing of this building is greater than the new high rise closer to the tracks on the other side of Carnegie Avenue. Mr. Corrigan continued to explain that he is concerned about how the Library will be overshadowed.

In response to Ms. Butts' inquiry about green space, Mr. Corrigan stated that they plan to take down all of the trees and green space to put up a monster block. This is the way the design looks to start. Mr. Corrigan expressed his concern about our participation in the overall aspect of this as the developer has dragged us along for so long.

In response to Mr. Corrigan's inquiry, Joyce Dodrill, Chief Legal Officer, confirmed that the Library put out the RFP with the City in 2015. We entered into a development agreement in 2016.

Mr. Corrigan stated that it has been 5 years and he does not want this time to have been wasted and us ending up diminished in our place in University Circle.

Director Thomas stated that many people are having conversations with University Circle, Inc. about this. Director Thomas expressed his concern about the congested traffic and parking.

Ms. McFarren continued her presentation with the following branch updates:

WALZ BRANCH

Budget: \$6.9 mil
 Architect: Bialosky / Robert P. Madison
 Phase: Schematic Design
 Status: Project is on hold due to lack of funding for apartments. CPL exploring options to move forward

WEST PARK BRANCH

Budget: \$4.7 mil
 Architect: Vocon
 Phase: Schematic Design
 Status: Focus on activating lower level

Ms. McFarren noted that the ceiling height in the adult reading area will be able to be restored and will help bring the building back to some of its former grandeur.

WOODLAND BRANCH & CENTRAL DISTRIBUTION FACILITY

Budget: \$14.8 mil
 Architect: Bostwick / Ubiquitous Design
 Phase: Site Review
 Status: Plan includes new library branch building, renovation of old branch and garage for CDF along with an outdoor community plaza

Ms. McFarren stated that a large outdoor community plaza area will included on this site to give more of a campus feel.

Ms. McFarren continued and stated that in February, the Board was presented with the idea of also building a book storage facility on the Woodland campus and we have since run into some issues that have a domino effect with Lake Shore, Woodland, Memorial Nottingham and book storage. Ms. McFarren gave a detailed overview of the following:

Lake Shore/Woodland/Mem Not/Book Storage Issues

- Valuation for Lake Shore property
- Partnership with Hospice of Western Reserve
- Deferred maintenance cost for Lake Shore
- Book storage costs and amount of space

Ms. McFarren stated that the valuation for the Lake Shore Property was significantly lower than what we had

originally anticipated. Discussions have been held with the Hospice of Western Reserve about building a new Memorial Nottingham branch as a part of a development that they are looking at. One of the issues is that the sale of the land was primarily the way that we were going to fund that new branch. At this point, it does not seem that the sale of the land would be sufficient to do that.

Ms. McFarren stated that the Lake Shore Facility has a high deferred maintenance cost at this point in time. We are trying to figure out what our best options are for book storage and the actual amount of space that we need.

Ms. McFarren stated that we have come up with ideas and examples of the types of things that could be done with Lake Shore.

Before reviewing in detail each example below, Ms. McFarren stated that although none of these ideas have been fleshed out, they are being presented to the Board so that the Board could provide a broad direction on potential paths that staff should explore in depth.

LAKE SHORE PROPERTY - Examples of Ideas

- Keep property. Refresh or renovate Memorial Nottingham branch. Demolish Technical Services, OLPD, rest of building and build outdoor all-season amphitheater (might be able to incorporate existing auditorium into amphitheater), and beautify and connect remaining greenspace to existing park.
- Lease or transfer some or all of property to Metroparks. Relocate Memorial Nottingham to new property or retain ownership at Lakeshore and renovate. Demolish buildings and incorporate into existing Metropark.
- Sell entire parcel for best offer. Relocate Memorial Nottingham.
- Put out RFP for proposals to develop property with a plan that maintains the existing Memorial Nottingham branch which the Library renovates and continues to operate, continues to own, or lease from developer.
- Mothball Lakeshore until we figure out what to do with it. Make necessary repairs to maintain integrity of building. Renovate Memorial Nottingham.

Ms. McFarren stated that because there is not a lot of development in that area, that could be affecting the price range.

Director Thomas stated that we are looking for direction from the Board regarding the Lake Shore property. There are many options that will be available for us. Although Hospice of the Western Reserve has provided many options for us, they would still like a partnership with us the Library. One option would be for Hospice of Western Reserve building the branch and Cleveland Public Library leasing it from the Hospice. Director Thomas stated that he would like to know the Board's thoughts about keeping the Lake Shore property.

Mr. Parker stated that he was interested in knowing what option is most favorable to the community through any type of community engagement.

Director Thomas stated that several conversations have been held with Councilman Polensek regarding his thoughts about what the community would want. His thought has always been that the community wants a win-win situation. If there was a development there, the community would want a great library as well as great development. If the library were going to remain in that location, mothballing it is not a win for the community. Councilman Polensek would want us to renovate the theater and do a lot of work on the library to completely renovate the space.

Mr. Hairston stated that as a resident of that community, he is aware that the community is beholden to that particular property. Mr. Hairston expressed that we have a responsibility to find out what the people want and we have fiduciary responsibility as a Board.

Mr. Hairston stated that the Woodland Branch project included a Distribution Center and mentioned the possibility of having the Woodland Branch without the Distribution Center and consider utilizing those funds for the renovation of Memorial Nottingham and keep the Distribution Center at Lake Shore.

Finally, Mr. Hairston stated that no matter the decision, it will influence the Facilities Master Plan.

Ms. Rodriguez stated that it will probably not be in the best interest of the Library to sell the land because of the low valuation.

Director Thomas stated that we have examined a lot of the details on some of these ideas. We can explore having conversations with MetroParks at which we could retain the branch and the space could become MetroPark's. This would eliminate all of the costs of the \$7 million necessary to do the maintenance and other things there. We could still renovate the branch and have a very nice library on the MetroParks property.

Director Thomas stated that there are many options and we want to make sure that the Board feels comfortable with us exploring them.

Mr. Parker stated the he was not tied to any particular scenario and would like to see a win-win situation in the best decision made.

Mr. Seifullah stated that he would not want to give up the property and asked for more information on the partnership with the Hospice of the Western Reserve.

Director Thomas stated that the Library would be partnering with the Hospice of the Western Reserve where they are currently located on East 185th Street.

Mr. Seifullah asked about the possibility with the Library partnering with the Hospice of the Western Reserve at that location while still maintaining the Lake Shore property.

In response to Mr. Corrigan's inquiry, Director Thomas confirmed that we could have that partnership. This would require us to have the maintenance of that building and all of the space that would come along with it. We would have a new library that we would be paying them for long term through a lease agreement. However, this may not be the best option for the Library to hold on to all of the land and then building a new library down the street.

Mr. Seifullah thanked Director Thomas for his clarification and stated that he would not want to give up the property until we have exhausted the options for

either expanding it, building something new or another option. It is a valuable piece of property.

Mr. Corrigan stated he agreed with Mr. Seifullah and noted that in terms of use and circulation, Memorial Nottingham is in the middle of our branches in terms of performance. It does not look like doing book storage at Woodland is worth doing.

Director Thomas stated that we have another option of bring materials for storage downtown which financially as an organization would probably make more sense.

Director Thomas explained that if we cleared out Lake Shore that perhaps we could do book storage at Lake Shore. It would be more expensive at Lake Shore but the cost would be far more than to build a new building. However, it would cost even less to do book storage on book storage downtown on the 7th and 9th floors.

Mr. Corrigan stated that when planned for the Louis Stokes Wing and redoing Main Library and the way we did Lake Shore and Memorial Nottingham the way that we did was because of storage issues. High density storage at Lake Shore was the mantra at the time. Mr. Corrigan asked for an update on our storage issues.

Director Thomas stated that Michael Ruffing, Project Manager, Main Library Office, has been working on what we would need as far as storage for the next 10 years. What he has been able to realize is that those floors have been reinforced as high density floors able support high density storage. It is believed that we could fit what is now at Lake Shore as well as accommodate storage for over the next 10 years on the 7th and 9th floors.

Finally, Director Thomas thanked Mr. Ruffing and Mr. Skrtic on their work on this and stated that this option will save the Library money.

Discussion continued about options to renovate Memorial Nottingham by demolishing part of the branch and relocating Ohio Library for the Blind staff and utilizing that space as for the renovation.

Director Thomas stated that Ms. Dodrill had a creative idea about utilizing the space by building an outdoor amphitheater that the community would appreciate. With a

good partner, we could build something like that. The amphitheater could be tied into that space and the library.

Mr. Hairston applauded Ms. Dodrill for her idea and stated that as he and Ms. Dodrill are residents near that area, many summer outdoor activities such as MetroParks concert series are held in the neighborhood in June, July and August with thousands of attendees.

Ms. Butts' stated that Metro Parks has been spending money around MetroParks rivers and trails and expressed her approval of exploring the idea of the Library having an amphitheater in connection with the MetroParks.

Director Thomas thanked the Board for their input and stated that we will continue to explore options and will bring back information to the Capital Committee.

In response to Ms. Butts' inquiry, Director Thomas stated that more information regarding book storage options will be made available to the Board at an upcoming meeting.

Ms. McFarren concluded her presentation with a brief overview of Phase 1-B. The Board of Library Trustees approved the selection of the following branches for Group 1- B of the Facilities Master Plan:

- Brooklyn
- Eastman
- Fleet
- Lorain
- Memorial-Nottingham
- Rockport

After thanking Sadie Winlock, Chief Equity, Education & Engagement Officer, for her hard work, he stated that she has provided the Library with a very aggressive plan around what we will be doing around our diversity. For example, items above \$25,000 should be brought to the Board for approval. If the Board is comfortable, this will be a game changer for what we will be able to do as an organization.

Before giving her Diversity, Equity, and Inclusion presentation to the Board, Ms. Winlock acknowledged the Internal Supplier Diversity Council consisting of Joyce Dodrill, Chief Legal Officer, Carrie Krenicky, Chief Financial Officer, Bryan Szalewski, Senior Legal Officer, and Carol Hubler, Procurement & Contract Coordinator.

DIVERSITY, EQUITY, AND INCLUSION

1. CPL's DEI Strategy
2. Supplier Diversity - Procurement Process
3. DEI Best Practices - Ex. Employee Resource Groups
4. Externally - The Human Library

Ms. Winlock stated that the Board approved the Library's DEI Policy Statement in April 2019. In September 2019, the Board approved Library's Supplier Diversity Statement. Both of these documents were used as a foundation for how we move forward.

Ms. Winlock stated that with our Internal Supplier Diversity Council, we began to look at our procurement processes and identified that in 2019, the Library spent close to \$1 million in procurement. We then decided upon the following: Purchases under \$10,000 that we make with our supplies and procurement, to build relationships and grow or expand diverse business partnerships, all purchases of supplies \$10,000 or less will be offered to diverse vendors only. All departments will be required to identify and select a diverse vendor providing supplies at this purchase level unless the items are unique proprietary or available only from a sole source or there are no diverse vendors available to provide the supplies needed in a timely fashion or at a reasonable price. Departments will be encouraged to seek out diverse vendors for purchase or contracted services, library materials or capital outlay in the amount of \$10,000 or less.

Ms. Winlock continued that with the internal team, we have been able to build a list of over 3,000 minority vendors that we can pull from and make available for our Leadership and employees.

Ms. Winlock stated that purchases over \$10,000 or contracted services, library materials or capital outlay required by Departments that are over \$10,000, will be

offered to any qualified vendor. However, we will require 3 quotes subject to exceptions of sole source, proprietary or unique goods and services with the requirement that at least one of the quotes come from a diverse vendor. If the diverse vendor is 10% of the lowest submitted bid, the diverse vendor will be selected.

Ms. Winlock stated that our professional services are an exception to this as well. Departments will be required to review the list of diverse vendors that will be stored on our website to identify and select vendors if one is not otherwise identified.

Ms. Winlock continued and stated that this is a game changer that will allow us to be more inclusive especially with the purchases under \$10,000.

Ms. Winlock stated that as a part of our DEI best practices and strategy that we put together, one of our goals was to develop Employee Resource Groups. These groups are voluntary employee lead groups that foster a diverse and inclusive workplace aligned with an organization's mission, values, goals, business practices and objectives. Employee Resource Groups will be introduced this month to staff with an opportunity for them to identify if there is a group that they would like to join. The groups that we will start with will be the ones that we identify specifically in our DEI Policy. By October, we hope that chairs and co-chairs have been selected and these groups will begin to meet starting in January of next year. The groups will also be expanded over time.

Ms. Rodriguez asked that the Board be forwarded a copy of the Library's procurement process.

Ms. Winlock stated that with this procurement process, we are specifically opening the door to engage minorities and allowing them to be a part of a relationship with the Library with purchases of \$10,000 or less. Last year, we spent close to \$1 million on purchases under \$10,000.

Finally, Ms. Winlock shared information about the Human Library. The Human Library was started in Copenhagen years ago where there were engagements with people from different cultures, races, genders, etc. where live

conversations can be held with people to really begin to understand race relations and cultures of people who do not look like you. We have partnered with Global Cleveland and will be pulling in other partners to build the Human Library and to help build conversations in the Greater Cleveland area around race.

Mr. Hairston asked if anyone else has put together a procurement process that addresses the diversity and minorities in the framework of the Greater Cleveland area.

In response, Ms. Winlock stated that she believed that there are other organizations that have some processes to intentionally engage minorities. However, we are probably among the first library systems to put something in place.

Ms. Rodriguez asked if the procurement process is something that has to be formalized with a Board resolution.

Ms. Dodrill stated that to the extent there are formal policy changes it will be brought to the Board.

EXECUTIVE SESSION

Ms. Rodriguez moved to adjourn into Executive Session to discuss pending or imminent court action, and discipline and compensation of public employees. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 2:00 p.m.

Ms. Rodriguez moved to return to the Regular Board Meeting. Mr. Hairston seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 2:30 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at
2:31 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary



July 31, 2020

Bryan Szalewski, Esquire
 Senior Legal Officer
 Cleveland Public Library / Legal Services
 325 Superior Avenue
 Cleveland, Ohio 44114

RE: A/E Professional Design Services Proposal
 Cleveland Public Library – Rockport Branch

Dear Mr. Szalewski:

CBLH is pleased to submit our proposal for the Cleveland Public Library New Rockport Branch. This proposal will be incorporated into the AIA Document B-133, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, when the Cleveland Public Library and CBLH Design approve of the changes made. Included in our Professional Design Services are Architectural, Structural, HVAC, Electrical, Plumbing, Telecommunication, Civil Engineering, and Landscape Design for the project.

The scope of basic services will include:

1. Program Verification
2. Schematic Design
3. Design Development
4. Construction Documents
5. Interior Design
6. Layout of all Shelving
7. Bidding Support
8. Plan Approval Submission (for permitting purposes)
9. Construction Administration – One (1) site visit per week during construction
10. 11th month warranty walk through
11. Owner Furnished Fixtures & Equipment (FF&E) Selection

We propose a lump sum fee of \$537,990 for professional A/E basic services. This lump sum fee is based on the Owner's budget of \$5,977,663 for the construction of a 14,000 square foot building including construction cost, CMr related cost and FF&E.

Basic Services Fee Breakdown:

Schematic Design	20%
Design Development	20%
Construction Documents	35%
Bidding Support	5%
<u>Construction Administration</u>	<u>20%</u>
Total	100%

Additional services that may be required that are not included in this Proposal are:

Cost Estimating at SD, DD, and 75% CD.	\$20,000
50% CD Owner Review Set	\$0
Community Engagement	\$12,000
LEED Certification	\$30,000
AV Equipment	To Be Determined
Demolition of Existing Structure	\$6,750
Renderings As Requested	\$3,500 Per Rendering

Reimbursable Services that may be required that are not included in this proposal are:

Printing and Permit / Plan Review Fees	\$8,000
Travel / Lodging	\$9,000
Parking	\$1,000
Agreed A/E Fee Contingency	\$20,000
Total Compensation	\$644,740.00

We will confine our efforts to the authorized scope of services. Progress billings for work performed will be invoiced and payable on a monthly basis. Should additional program issues arise during this project, CBLH Design will track the cost separately as Owner-initiated changes. CBLH Design will notify you before commencing such services. The Architect will provide the Owner with a breakdown in a manner specified by the Owner detailing minority involvement in the project during the preceding month in each of the Architect's monthly invoices. All additional time and reimbursable expenses will be identified and invoiced separately according to the following standard hourly rate and reimbursable expense schedule:

CBLH Design, Inc. 2020 Hourly Rate Schedule	
Principal	\$220
Director/Sr. Architect	\$170
Project Architect	\$150
Business Manager	\$140
Interior Designer	\$110
Project Planner/Designer	\$100
Clerical	\$90

Perkins&Will Hourly Billing Rate Schedule	
Managing Director	\$300
Design Director	\$340
Director of Operations	\$220
Design Principal	\$250
Principal	\$250
Associate Principal	\$220
Practice Leader	\$220
Technical Director	\$200
Senior Project Manager	\$185
Project Manager	\$170
Senior Project Architect	\$165
Project Architect	\$125
Arch I	\$85
Arch II	\$90
Arch III	\$105
Sr. Interior Project Designer	\$145
Interior Designer I	\$80
Interior Designer II	\$85
Interior Designer III	\$95
Interior Project Designer	\$125
Sr. Interior Project Manager	\$155
Interior Project Manager	\$140
Landscape Arch II	\$95
Construction Admin	\$135
Sr. Technical Coordinator	\$170
Technical Coordinator	\$120
Communications Director	\$155
Administration	\$80

Exhibit "A" for Rockport Branch Proposal Cleveland Public Library



Detailed Scope of Services

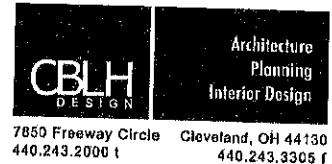
Community Engagement

We envision a series of virtual engagement and meetings that involve one (1) visit. The goals of these engagements will be to meet with library leadership, library staff, and general community members that have a stake in the library's programs and services. As part of this plan, we will:

- Review Previous Community Engagement Materials:
 - We assume that a general needs assessment from previous public engagement has already been performed and documented. That this has been converted into a preliminary program on which the future final program will be based.
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 - All of the above materials will be provided to the design team at least two weeks prior to initial leadership calls.
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 - Review community engagement agenda.
 - Meet with community group so solicit input. Specific agenda content will be dependent upon public engagement work already performed to date and the findings from leadership and staff calls.

The results of the phone interviews, virtual focus group, and community engagement session will be captured in qualitative notes and quantifiable data sets that inform how the program is adjusted and tailored to the Rockport community. Based upon community feedback, the design team will tailor a project vision statement that can serve as guide for the project moving forward and a basis for decision making as the design evolves.

Exhibit "A" for Rockport Branch Proposal Cleveland Public Library



Program Verification

- At least one (1) meeting/conference with Library:
 - Review zoning & regulatory requirements and responsibilities
 - Meet with staff to review service model
 - Review Library-provided program and develop program mapping for discussion
- Make determination as to whether the program appears achievable considering budget, schedule, and site limitations.
- One (1) meeting/conference with Library and Construction Manager, review:
 - Preliminary evaluation
 - Program
 - Design schedule
 - Budget
 - Design concepts (bubble diagrams)
 - Approaches to design and construction

Schematic Design

- At least three (3) meetings/conferences
 - Present at least three (3) design concepts to the Library. The team will advance the preferred concept or combination of concepts.
 - Share virtual model of developing design
- Provide/present (one (1) possible meeting/conference) schematic design document to Library and Construction Manager
 - Site plans
 - Floor plans
 - Elevations
 - Cost estimate
- At least one (1) Board of Directors meeting/conference to present SD documents
- LEED Eco-Charette (Reconcile with A/E Estimate)

Design Development

- Review CMR SD estimate (Reconcile with A/E Estimate)
- Further development of approved schematic design concepts and documents
- At least two (2) meetings/conferences
 - Door hardware type & function
 - Exterior materials and finishes
 - Mechanical, data, communications, lighting, power requirements, product & equipment selections, security, data, communications systems
- Submit required documents for municipal review
 - Site/civil plans - layout, grading, utilities, planting details
 - Floor, roof, ceiling, furniture/equipment plans
 - Wall & building sections
 - Preliminary details
 - Interior & exterior elevations
 - Finish & door schedules
 - Structural plans, preliminary details
 - Mechanical, electrical, plumbing plans, details, schedules
 - Preliminary specifications
 - Cost estimate
- At least one (1) Board of Directors meeting/conference to present DD documents

Construction Documents

- Review CMR DD estimate (Reconcile with A/E Estimate)
- Further development of approved design development documents to support GMP creation and achieve building permits & approvals
- One meeting/conference with Library & CMR for review prior to 75% submission

**Exhibit "A" for Rockport Branch Proposal
Cleveland Public Library**



- Provide 75% CD documents including drawings, specifications, LEED V4 data, and design Intent statement for GMP
- Provide 75% estimate (Reconcile with A/E Estimate)
- One (1) meeting/conference with Library to assist in review and evaluation of GMP
- One (1) meeting/conference with Library & CMR for reconciliation of estimates if necessary
- Submit permit documents and plans review application to municipality
- Respond to plans review comments to facilitate approval

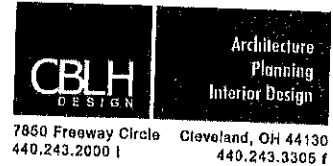
Bidding

- Issue addenda as necessary
- Evaluate substitution requests
- Attend one (1) pre-bid meeting

Construction Administration

- At least one (1) site visit per week during construction
- Review and respond to applicable submittals, RFI's, change order requests
- Assist Library in review of pay applications
- Review closeout documents and provide record drawings
- Monthly LEED update reports
- Subconsultants at site-meetings as needed

**Exhibit "A" for Rockport Branch Proposal
Cleveland Public Library**



Fee Proposal Consultant Rates

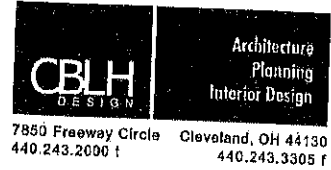
Barber & Hoffman, Inc. 2020 Hourly Rate Schedule	
Principal (P.E.)	
Associate Principal (P.E.)	\$200
Senior Associate (P.E.)	\$175
Associate (P.E.)	\$150
Senior Engineer (P.E.)	\$130
Engineer (P.E.)	\$110
Designer	\$100
Senior Drafter/Technician	\$90
Technician	\$85
Clerical	\$70
Intern Engineer	\$65
	\$60

Knight & Stolar, Inc. 2020 Hourly Rate Schedule	
Principal	
Landscape Architect	\$110
Secretarial	\$90
	\$45

Karpinski Engineering / R Engineering Team 2020 Hourly Rate Schedule	
Principal	
Senior Associate	\$190
Associate	\$160
Senior Technical Manager	\$145
Construction Coordinator	\$140
Senior Project Engineer	\$125
Senior Project Designer	\$125
Project Engineer	\$110
Project Designer	\$100
Engineer	\$95
Designer	\$90
Technician	\$80
Administration	\$70
	\$60

Karpinski Engineering / R Engineering Team 2020 Supplemental Hourly Rate Schedule	
Certified Fire Protection Engineering	\$150
Mechanical Systems Specialist	\$140
Testing and Balancing Systems Specialist	\$140
Energy Systems Specialist	\$140
Fire Safety Specialist	\$125
Professional Lighting Design	\$125
BIM Specialist	\$125

**Exhibit "A" for Rockport Branch Proposal
Cleveland Public Library**



Karpinski Engineering / R Engineering Team 2020 Commissioning Hourly Rate Schedule	
Commissioning Director	\$150
Commissioning Project Manager	\$140
Commissioning Senior Engineer / Professional	\$130
Commissioning Engineer / Professional	\$120
Commissioning Technician / Coordinator	\$110

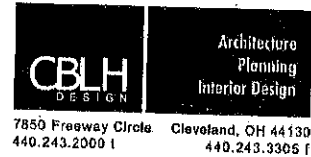
Moody Engineering, LLC 2020 Hourly Rate Schedule	
Project Principal	\$195
Project Manager	\$163
Senior Project Engineer	\$147
Junior Project Engineer	\$128.75
Project Engineer	\$87.50
Design Engineer	\$118.25
Senior Designer	\$112
Designer	\$93
CADD Technician	\$84.50
Project Coordinator	\$77.25
Registered Surveyor	\$161
GIS Specialist	\$78.75
Field Person	\$68
Administrator/ Clerical	\$64

Conspectus, Inc. 2020 Hourly Rate Schedule	
Principal	\$180
Project Manager	\$150
Senior Specifier	\$120
Specifier	\$60
Administrative	

McGuiness Unlimited, Inc. 2020 Hourly Rate Schedule	
Principal Cost Estimator	\$155

HOPE 2020 Monthly Rate Schedule	
Mobilization	\$1,000
Preconstruction	\$2,300
Design Phase Support	\$200
Construction Phase Support	\$650
Post-Construction / Certification	\$450

**Exhibit "B" for Rockport Branch Proposal
Cleveland Public Library**



Specific roles and time commitments of design team

CBLH Design, Inc.		Project Participation Percentage: 28.5%
	Project Role	
Marc B. Bittinger, AIA	Senior Management Lead	
Michael J. Serdinak, AIA, EDAC	Project Manager	
Jae Duk Cho, AIA	Project Architect	
Aallyah A. Russel	Interior Designer	
Natalie M. Symon, IIDA, LEED AP BD+C, EDAC	Resource Interior Designer	
Perkins & Will		Project Participation Percentage: 28.5%
	Project Role	
Derek Jones	Planning & Design	
Barber & Hoffman, Inc		Project Participation Percentage: 5%
	Project Role	
Jon T. Leuthaeuser, PE, LEED AP	Lead Structural Engineer	
Knight & Stolar, Inc.		Project Participation Percentage: 2%
	Project Role	
Kathleen Jankowski, RLA	Landscape Architect	
Karpinski Engineering		Project Participation Percentage: 15%
	Project Role	
Brian J. David, PE, LEED AP	Principal In Charge	
Evan Hammersmith, PE, LEED AP	Lead Mechanical Engineer	
David Woytek	Lead Electrical Engineer	
Gary G. Jones, PE	Lead Fire Protection Engineer	
Ryan P. Smith, RCDD	Lead Technology Engineer	
R Engineering		Project Participation Percentage: 3%
	Project Role	
Tom Roberts, PE, LEED AP	Principal In Charge (RET)	
Amanuel Assefa	Electrical Engineer	
Marcus Coleman	Mechanical Engineer	
Moody Engineering		Project Participation Percentage: 3%
	Project Role	
David Moody, PhD	Project Principal - Civil	
Richard Keener, PE	Lead Civil Engineer	
Conspectus		Project Participation Percentage: 2%
	Project Role	
Scott Mitchell Taylor	Specifier	
Healthy Options Pure Environments (HOPE)		Project Participation Percentage: 6%
	Project Role	
Dena Eckman, LEED AP BD+C	Sustainability	
McGuiness Unlimited		Project Participation Percentage: 4%
	Project Role	
Erin McGuiness, PE	Cost Estimating	

Total MBE/WBE/EDGE Participation: 18%

Exhibit "B" for Rockport Branch Proposal Cleveland Public Library



Approach to community engagement

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Understanding of CPL diversity goals

Our understanding of the diversity goals of the Cleveland Public Library is that the teams designing libraries for a community should reflect the diversity found in the people living there. A firm or design team that is out of touch with the community has difficulty serving its residents.

As library designers, we are accustomed to working in all types of communities and are committed to respecting and incorporating that diversity within our own firms. All team members assigned to this project have the skills and experience to best serve the project. Several team members also are considerate of CPLs importance of minority inclusion.

To help us achieve the goal of being a diverse design team, we continuously seek partnerships with MBE, WBE, SBE, SDVOSB, and EDGE team members. During the Pre-Proposal meeting held at the Cleveland Public Library on July 17, 2019, we had the opportunity to meet Dr. David Moody of Moody Engineering. Since meeting David, we have not only engaged he and his firm to be a part of our team for the CPL Rockport Branch Library project, but we have partnered with them in the pursuit of multiple other projects in the last year. Our MEPT consultant Karpinski Engineering have their own program/partnership with R Engineering. This program co-locates R Engineering staff to work in

Exhibit "B" for Rockport Branch Proposal Cleveland Public Library



Karpinski Engineering's offices for hands-on mentoring as they work together to accomplish design of facilities infrastructure on local projects. This is a positive example of a long-term commitment to develop and grow a certified MBE/SBE engineering firm located in the community.

Both CBLH and Perkins and Will have led and supported local ACE Mentor programs in Cleveland and Boston. The goal of the ACE program is to engage and inspire city high school students to pursue careers in the A/E/C industry. We are committed to attract more diverse students into the design disciplines and support those students in their continued advancement.

Diversity and inclusion

CBLH is considered a Federal Small Business. Our partner SBE, MBE, WBE, EDGE and SDVOSB firms have become integral to our design team. Many of our team members are participating in the Community Business Enterprise in some capacity. If additional services are required that are not part of our current team structure, we would seek to engage in local resources practicing the principles of the Community Business Enterprise.

Our team believes that innovation is born from an engaged culture of diverse people. A diverse and inclusive studio means:

- o Understanding how diversity positively affects design.
- o Moving beyond barriers and stereotypes of gender, culture, color, race, religion, age, sexuality, physical abilities, generational differences, and economic settings to form a team of talented professionals creating excellent work.
- o Matching the diverse clients and users we serve with an equally diverse design team.
- o Creating a workplace that attracts a diverse talent pool with varied perspectives.

By cultivating relationships with local or state certified minority, women and underutilized businesses, we:

- o Mirror the communities we serve
- o Respond to our clients with diverse architectural and engineering teams
- o Promote cultural competence
- o Go beyond diversity and ensure that all people are heard by making our teaming structures safe zones.

**Exhibit "C" for Rockport Branch Proposal
Cleveland Public Library**



Design Schedule

Date: 7/9/2020

	Weeks
PUBLIC ENGAGEMENT & SCHEMATIC DESIGN	
Public Engagement	6
SD Documents to Estimator	6
Schematic Design Submission	2
Schematic Design Acceptance	4
DESIGN DEVELOPMENT	
DD Documents to Estimator	6
Design Development Submission	2
Design Development Acceptance	4
CONSTRUCTION DOCUMENTS - 75% - GMP	
75% Construction Documents to CMR & Estimator	8
100% GMP Documents from CMR Accepted	4
Total	42