

CLEVELAND PUBLIC LIBRARY  
Joint Finance and Human Resources Committee Meeting  
October 14, 2008  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present:        Ms. Butts, Ms. Rodriguez, Mr. Seifullah, Mr. Corrigan, Mr. Werner

Absent:        Mr. Hairston, Ms. McClung

Mr. Corrigan called the joint meeting of the Finance and Human Resources Committee to order at 12:11 p.m.

**FINANCE COMMITTEE**

Resolution Ratifying the Purchase of Natural Gas

Myron Scruggs, Facilities Administrator stated he researched a listing of suppliers of natural gas providers and discovered that IGS Energy is offering a one year contract pricing of \$9.99 per thousand cubic feet resulting in a savings of \$.78 per thousand cubic feet compared to the price of the current provider. He also stated that the market remains uncertain with price fluctuations and recommends that a one-year agreement for the purchase of natural gas be ratified with IGS Energy that would cover the Library's 29 locations.

Mr. Corrigan agreed that a one-year agreement is appropriate as better pricing may be available at a later time.

Mr. Corrigan stated that this item would go to the full Board for approval.

Resolution to Renew the Engagement with Cleveland Public Art

Before introducing Greg Peckham, Executive Director of Cleveland Public Art, Holly Carroll, Interim Director gave a brief history of the Library's relationship with Cleveland Public Art as well as proposed programming changes that in addition to the panel discussion, the dialogue program will include a competition for a temporary art installation in the Eastman Garden.

Mr. Peckham stated that proposed changes highlight the Library, promote the works of local and regional artists, and utilize the Library as a venue for contemporary art expanding the impact of the Lockwood Thompson Spectrum Dialogue Series beyond a single event and publication. Mr. Peckham stated that the program budget would remain the same and introduction coordinated

with the opening of the Eastman Garden in May 2009. Such a competition would continue the public dialogue on the visual arts.

Ms. Carroll stated that dialogue presentation scripts, with the assistance of technology, could be downloaded as well as translated into a brochure with the assistance of the Preservations Department.

Mr. Corrigan stated that this item would go to the full Board for approval.

### Resolution for Bids for the Woodland Branch Improvements and Construction of Mobile Services Office

Lester Cumberlander, Architect, Moody Nolan gave a brief overview of the bid process, including the bid evaluation of the Woodland Branch improvements and construction of the Mobile Services office. He stated that four bids were received for general trades, one for site/civil engineering, none for mechanical and plumbing and none for electrical and technology and recommended that the Library award a contract to Lakeland Management Systems the lowest and responsible bidder for general trades and re-bid the mechanical and plumbing, electrical and technology and site/civil engineering bid items as soon as practical.

Mr. Cumberlander stated that the contractors indicated that because this job is small, breaking it up into smaller components made it not practical or worthwhile to participate in the bid process.

Ms. Rodriguez stated that purpose for breaking the jobs into smaller components was to provide opportunity for smaller and minority contractors to participate in both the Rice and Woodland Branch bid process. She also stated that meetings were held with the Black Contractors Group, Inc. to solicit their input on advertising venues to specifically increase minority contractor participation. Additional costs will be incurred to re-bid the items.

Ms. Carroll stated that electrical, mechanical, and site items will be re-bid with an option to combine the items.

Mr. Corrigan stated that this item would go to the full Board for approval.

## **HUMAN RESOURCES**

### Proposed Revisions to the Human Resources Manual

Sharon Tufts, Human Resources Administrator reviewed the proposed changes to the Human Resources Manual: Section 200 – Employment Practices, to include an Employee Referral and Recommendation Procedure that addresses procedures for employee requests for verbal or written referral references. Also reviewed was a proposed revision to Section 400–Staff Welfare and Economic Benefits Subsection 460 Equal Employment Opportunity to replace Subsection 480 Policy on Sexual Harassment. The new Subsection 460 is an inclusive policy

against discrimination including sexual harassment. This revision would address topics such as the definition, employee/employer responsibility, complaint and investigation procedure. Finally proposed was a revision to Section 600-Library Regulations Subsection 600.8-Email, Internet and the Library's Equipment and Network. The revision will now include Library policies on internet and the library's equipment and network for staff.

Mr. Seifullah stated that this item would go to the full Board for approval and concluded the Human Resources Committee meeting.

Mr. Corrigan adjourned the joint meeting of the Finance and Human Resources Committee at 12:56 p.m.