

CLEVELAND PUBLIC LIBRARY
Joint Finance and Human Resources Committee Meeting
December 16, 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 12:06 p.m.

New Rice Branch Sculpture Project Proposal Presentation

Cleveland Public Art Director, Greg Peckham, reviewed in detail Martha Jackson Jarvis' sculpture proposal for the new Rice Branch Library entitled Family Circle. The presentation included an overview of the design concept that commemorates the rich and diverse cultural heritage of the Buckeye neighborhood and is depicted by the usage of various materials, surfaces, icons, symbols, patterns and colors. The artwork is funded entirely by the St. Luke's Foundation.

Mr. Peckham entertained multiple questions and comments from the Board regarding maintenance issues, security concerns, site lighting enhancement and site development scheduling and coordination.

FINANCE COMMITTEE

Year 2009 Appropriation Measure

Before introducing Ms. Kuban, Finance Administrator, Mr. Corrigan stated that the Board has met on several occasions to discuss the 2009 budget and anticipated revenue reduction challenges due to declining State of Ohio Public Library Fund support, delinquent property tax collections and eroding property valuation due to massive foreclosures.

Ms. Kuban reviewed revenue reductions as the county has certified property tax at \$31,400, 248.16 which is substantially lower due to declining property valuation and collection rates decreasing. The county has certified PLF at \$27,491,756.86 but the expectation is that this will be reduced by approximately \$3 million very soon.

Ms. Kuban recommends the total 2009 appropriation at \$75,136,243 which includes the fiscal \$3 million strategic planning funds not transferred at 2008 year-end. Approximately \$2,166,770 million will be held at the administrative level of appropriation for swift reaction as we are expecting PLF to be reduced very soon. Additional amendments will be forthcoming in 2009.

Ms. Kuban stated that the Endowment Portfolio is under performing and the downward spiral is anticipated to continue into 2009. Most of the Endowment Fund's appropriations will be reduced by approximately 25% for 2009 as compared to 2008.

Mr. Corrigan stated that this appropriation authorizes spending in 2009 and that this item would go to the full Board for approval.

Resolution Regarding Library Human Resources Management System

Before giving detailed background on this resolution, Ms. Kuban acknowledged and thanked all participants of the Library's Financial Software Team that included Holly Carroll, Interim Director, Sharon Tufts, Human Resources Administrator, Larry Novotny, Assistant Human Resources Administrator, Carrie Krenicky, Assistant Finance Administrator, Lunette Baldwin, Payroll and Benefits Administrator and Bob Carterette, Automations Administrator who provided valuable assistance in this project.

Ms. Kuban gave a detailed history on the process of securing the Library's need for the Human Resources Management System; the interview and selection process, the evaluation process, on-site demonstrations and in-depth critical review.

Ms. Kuban stated that this resolution is critical and timely and will help us to understand the details that underlie the largest part of the budget. She stated the advantages of the supporting systems of this Human Resource Management System such as Applicant Tracking, HR Management, Munis Disaster Recovery Services, Payroll with web-based Employee Self-Service and a Timekeeping Interface.

Ms. Kuban stated that Munis will provide software, consulting, data conversion and implementation of a production ready solution and GFOA is facilitating contract negotiations in cooperation with our legal counsel Joyce Dodrill.

Ms. Rodriguez stated that system will cause the Library to be current with the latest technology.

Mr. Werner congratulated the staff who participated in this initiative and staying within budget.

Bob Carterette, Automations Administrator, stated that there are various options to implement the time stamping component and updates will be provided to the Labor Management Committee on the progress of this new system.

Ms. Kuban, responding to a query by Mr. Seifullah, stated that system implementation should be completed by the end of June 2009.

Mr. Corrigan thanked the Library's Financial Software Team for their work and stated that this item would go to the full Board for approval.

Resolution to Accept Electrical & Technology Bids for New Rice Branch

Holly Carroll, Interim Director, gave background on the bids process for electrical and technological items for the new Rice Branch and stated that the lowest possible bids meeting all contract document requirements were received from Doan Pyramid for electrical and East West construction Co., Inc. for the technology components.

Ms. Carroll stated that we are under the estimated amount for the total price for this project.

Mr. Corrigan stated that though we are aware of controversies surrounding Doan Pyramid being connected to a federal investigation, we are obligated to take the lowest bid as a result of the Library's legal and thorough bid process.

Ms. Rodriguez stated that the option was available for a combined or separate response for electrical and technology components.

Ms. Carroll stated that the response for the separate bid items was lowest.

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

HUMAN RESOURCES

Resolution Rescinding Non-Bargaining Unit Staff Across the Board Increase for 2009

Ms. Carroll stated that as a result of a suggestion by Jan Ridgeway, Branches and Outreach Services Administrator, the administrators continued a discussion on how to reduce expenses and recommended this resolution to rescind non-bargaining unit staff across the board increase for 2009 be presented to the Board for approval.

Ms. Carroll stated that the Library has made many line item budget cuts that include professional services, overtime expense, and library materials. Rescinding the non-bargaining unit staff across the board increase for 2009 will result in a \$340,000 savings in staff salaries and benefits.

Mr. Corrigan stated that this difficult decision is being made to control the budget and is an alternative to staff reductions via lay-offs.

Ms. Carroll stated that this decision should set a precedent for upcoming Union negotiations.

Ms. Carroll invited Board members to attend either of the two meetings scheduled at the Lakeshore Facility and Main Library on Wednesday, December 17, 2008, at which time she and Finance Administrator Sandy Kuban will inform non-bargaining unit staff of this decision. 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 1:08 p.m.