

CLEVELAND PUBLIC LIBRARY
Joint Finance and Human Resources Committee Meeting
October 13, 2009
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Seifullah, Mr. Parker, Mr. Werner (arrived 12:35 p.m.)

Absent: Ms. Butts, Mr. Hairston

Mr. Corrigan called the joint meeting of the Finance and Human Resources Committee to order at 12:19 p.m.

FINANCE COMMITTEE

Change Order #10: New Rice Branch Library Project

Myron Scruggs, Facilities Administrator, gave an overview of this change order that included \$4,533.54 to East-West Construction for the purchase and installation of slat wall and cork wall with edge mouldings to accommodate information and literature for distribution at the new Rice Branch Library eliminating the need for informational tables and decrease clutter. This cost will include all labor, material, equipment and supervision required for installation.

Mr. Scruggs stated that to date change orders for this project total \$105,417.30 and represent 2.6% of the original budgeted amount.

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

Resolution to Accept LSTA Grant for Services to Targeted Populations Project for the Ohio Library for the Blind and Physically Disabled at Cleveland Public Library

Sandy Kuban, Finance Administrator, stated that Ohio Library for the Blind and Physically Disabled had a need for additional equipment to aid in the transition from cassette tape format to the digital format. Therefore a \$100,000 grant proposal was submitted to LSTA for the necessary equipment and supplies required for the transition for digital formatting resulting in better service to the targeted populations served.

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

Resolution to Accept Health Literacy Through Health Promotion Contract

Merce Robinson, Literacy Coordinator, gave background on the Cleveland Department of Health's Health Literacy through Health Promotion Contract that includes Cleveland Public Library being selected to participate by providing administrative and programmatic support for the program's Senior Health book clubs at J. Glenn, McCafferty and Broadway Miles health clinics. As a participant, Cleveland Public Library will receive \$4,300 for the selection and purchase of books and play-a-ways for the health clinics. Senior book club participants will have regularly scheduled book discussions that will feature various health professionals. During this 12 month contract, Cleveland Public Library will be required to provide monitoring through monthly expense reports, performance and progress reviews. At the end of the contract period, renewal or suspension will be considered.

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

Resolution to Accept Gates Grant

Sandy Kuban, Finance Administrator, stated that Cleveland Public Library participated in three prior grants from the Bill and Melinda Gates Foundation which provided public access computers in various Library facilities. This year we were selected as recipients of the two-year Opportunity Online Hardware Grant from the Bill and Melinda Gates Foundation in the amount of \$144,300. However, this grant has a matching component requiring a 25% match of \$29,000 in Year 1, 2009, and a 50% match of \$54,600 in Year 2 to replace and upgrade existing equipment.

After lengthy discussion regarding computer needs at Cleveland Public Library, Mr. Corrigan stated that this item would go to the full Board for approval.

Fifth Amendment to the Year 2009 Appropriation

Sandy Kuban, Fiscal Officer, stated that this amendment makes the following adjustments: increase in the General Fund of \$4,300.00, from \$88,171,221.17 to \$88,175,521.17; increase in the General Fund Appropriation of \$4,300.00, from \$69,636,885.00 to \$69,641,185.00; increase in Special Revenue Fund of \$219,600.00, from \$9,287,680.52 to \$9,507,280.52.

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 in detail the proposed revisions to the Human Resources Manual: Section 200: Employee Practices. Add new subsection: Layoff of Non-Bargaining Unit Employees 233 which states that the layoff of non-bargaining unit

employees is handled at the sole discretion of the Cleveland Public Library and layoff decisions are not based solely on seniority with the Library. Also added is new Sub-Section 233.1 outlining factors considered for layoff decisions for non-bargaining unit employees and states that recall is handled in the sole discretion of the Library. Tenure-234 to be changed to Termination of Employment of Full-Time and Part-Time Regular Employees-234 stating that full-time and part-time regular employees, who have completed their probationary period are not covered by a collective bargaining agreement, are employed at-will. Subsection 234.1 will be changed to Pre-Termination Hearing and Arbitration Procedure-234.1 that addresses due process, filing of written charges, formal hearing, decision to terminate as well as the appeal process. Subsection 234.2 to be changed to Non-Exclusive List of Terminable Offenses-234.2 which gives a nonexclusive list of terminable offenses. Deleted will be Subsection 234.3 addressing the lay-off of tenured employees.

After lengthy discussion, 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 12:51 p.m.