

CLEVELAND PUBLIC LIBRARY
Joint Finance and Human Resources Committee Meeting
September 13, 2011
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Rodriguez, Ms. Butts, Mr. Hairston, Mr. Werner

Absent: Mr. Seifullah, Mr. Corrigan, Ms. Parker

Ms. Rodriguez called the joint meeting of the Finance and Human Resources Committee to order at 12:10 p.m.

FINANCE COMMITTEE

Resolution Approving Wayfinding, Multimedia, and Miscellaneous Budgets for Main Library Consolidation Project Phase 1: Tech Central

Richard Ortmeier, Principal, and Bryan Wahl, Architect, Bostwick Design Partnership, gave a detailed presentation of the Main Library Consolidation Project Phase 1: Tech Central that included but was not limited to, the current status noting existing areas affected and final design solution and furniture solutions. The presentation continued with an overview of the bid process and schedule that included the scope of work, bid advertisement, on site pre-bid walk through on September 28, 2011 and public bid opening on October 11, 2011.

Karen Skunta, President & Creative Director, Karen Skunta & Company, gave an overview of message and wayfinding consisting of exterior messaging, Audio-Video, Tech Central, Popular Library wayfinding and Brett Hall layout and lighting.

Finally, Mr. Ortmeier gave an overview of the final budget and proposed schedule for Phase 1. He noted that in December 2010 the assumed estimated project budget was \$1,100,000 - \$1,215,000. The current estimated budget is \$1,296,200, which is \$81,200 above the original estimated budget as some actual costs for messaging and wayfinding that were slated for Phase 2 have been advanced to Phase 1.

Mr. Ortmeier stated that construction is scheduled to start in October with completion anticipated for the end of the first quarter in 2012.

Brief discussion continued about temporary signage, the support of the Library's Graphics Department and outsourced materials.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution for Agreement with Cuyahoga County Public Library To Produce 8th-9th Grade Transition Application

Merce Robinson, Grants & Development Coordinator, stated that Cleveland Public Library is a lead agency for the MyCom initiative. This resolution provides support for 8th-9th grade students transitioning to high school. Studies have proven that students are using phones for internet, messaging and web applications.

Ms. Robinson stated that this mobile web application that would help prepare students for a successful high school experience consisting of the following components: literacy containing booklists about the high school experience; virtual tours of high schools; study skills; and, time management and organization.

This resolution would provide for a \$30,000.00 reimbursement to the Library for expenses incurred by Cuyahoga County Public Library for the planning, development, production and information distribution of the mobile web application.

Discussion continued about the use of current mobile web technology that would especially benefit students transitioning to high school, marketing in coordination with Cleveland Metropolitan School District and Youth Opportunities Unlimited.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution on Agreement with Starting Point

Merce Robinson, Grants & Development Coordinator, stated that Cleveland Public Library is a lead agency for the MyCom initiative. The Library will develop services for youth in targeted areas who are in transition from one stage of education or development to the next using local service providers.

As Starting Point offers a wide range of activities for children, this resolution provides for a \$107,000 reimbursement to Library for expenses incurred by Starting Point for data collection and project evaluation for the MyCom Initiative.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Accept George Gund Foundation Grant for Octavofest 2011

Amy Dawson, Public Services Manager, Literature Department, gave background on the Octavofest celebration and the collaboration members that include librarians, book artists, binders, conservators, printers and papermakers to promote the book and paper arts.

As a fiscal agent, this resolution provides for the Library to accept a \$5,000 grant from the George Gund Foundation for marketing activities for Octavofest 2011.

Ms. Dawson stated that there is no budget for Octavofest as each participating agency fund their own activities. Information on activities can be found on a website.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution on Agreement with Spectrum Energy Concepts, Inc., to Create Bid Packages for Steam Conversion and Demand Control Ventilation Projects

Myron Scruggs, Property Management Administrator, stated that the Library contracted with Spectrum Energy Concepts, Inc. to investigate and provide an analysis on the conversion of electric heating to steam heating in the Louis Stokes Wing currently served by First Energy. This study also presented an opportunity to install a demand controlled ventilation system for the Louis Stokes Wing and Main Library as well as lighting retrofits for Main Library. It is anticipated that this conversion would present the Library with an energy savings of \$1,260,000 over the next ten years.

This resolution allows the Director to execute an agreement with Spectrum Energy Concepts to provide the balance of the analysis and help create a bid packages.

Mr. Corrigan discussed the possibility of sole-source contracting for financial advantages.

Mr. Scruggs stated legal counsel indicates that this item should be bid.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Restating the December 31 General Fund Balance

Carrie Krenicky, Finance Administrator, stated that upon notification from the State Auditor's Office during the 2010 audit, transfers and advances should be recorded in the year they are approved.

This resolution provides that the Unencumbered General Fund Balance of \$23,751,856.29 be restated to \$28,961,856.29 and be carried forward for 2011 operating expenses; the annual set aside of \$5,000,000.00 for capital projects be transferred to the Building & Repair Fund; \$50,000.00 be temporarily advance to the Schweinfurth Fund; \$110,000.00 be temporarily advanced to the LSTA-KnowItNow Fund; and \$50,000.00 be temporarily advanced to the MyCom Grant Fund in the year 2011.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Fifth Amendment to the Year 2011 Appropriation

Carrie Krenicky, Finance Administrator, stated that the General Fund Certified Revenue indicates a \$5,210,000.00 increase in Cash as of January 1; \$930,099.30 decrease in PLF; \$69,138.00 increase in State Aid reflecting a total resource increase of \$4,349,038.70. The General Fund Appropriation Account indicates a \$324,067.00 decrease in Salaries/Benefits; \$33,448.00 decrease in Supplies; \$204,926.30 decrease in Purchase/Contracted Services; \$290,943.00 decrease in Library Materials/Information; \$6,589.00 decrease in Capital Outlay; and \$988.00 decrease in Other Objects reflecting subtotal operating decrease of \$860,961.30.

Transfers/Advances reflects a \$5,210,000.00 increase. The Special Revenue Funds reflects an increase of \$10,108.00 for LBPH-LSTA.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Ratification of Public Officials Liability Insurance

Carrie Krenicky, Finance Administrator, stated that the current policy expires September 18, 2011. The Library has received the proposed premium quote of \$28,070 from Darwin Select Insurance Company, with no rate increase from last year, liability limit of \$1,000,000 with a deductible of \$50,000 per claim.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Mr. Corrigan moved to adjourn into Executive Session to review negotiations and bargaining sessions with public employees concerning terms of employment. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:04 pm

Mr. Corrigan stated that the record should clearly reflect that in all Executive Sessions no decisions are made, only discussions held.

The Regular Board Meeting resumed at 2:33 pm.

HUMAN RESOURCES COMMITTEE

Resolution to Make Acting Appointments Permanent

Mr. Seifullah stated that this item would go to the full Board for approval with the understanding that it is a one time only event due to the critical circumstances facing the library by the mass exodus of employees.

Resolution to Approve Health Care Consultant

Larry Novotny, Assistant Human Resources Administrator, reviewed the proposal and interview process for the health care consultant. Four firms were interviewed. Gallagher Benefit Services, Inc. the Library's current provider, also the lowest bid was recommended to be engaged for a fifth year to provide consulting including the negotiation of current health plan renewals, actuarial services including evaluation of health plans, customer service support and support for insurance issues in labor negotiations for a reduced fee of \$33,600 for a one-year contract.

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

Resolution for Ratification of Agreement with District 1199 SEIU

Mr. Seifullah stated that this item would go to the full Board for approval and negotiating teams were recognized for their arduous work and commended them for reaching consensus based on Interest-Based Bargaining.

Resolution for Staff Not Covered by the Collective Bargaining Agreement

After thanking non union employees for their commitment to the Library and recognizing the sacrifices that have been made to date, Mr. Seifullah stated that this item would go to the full Board for approval.

Mr. Corrigan adjourned the joint meeting of the Finance and Human Resources Committee at 2:42 p.m.