

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources & Community Services Committee Meeting
December 13, 2022
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston

After calling the Joint Finance, Human Resources & Community Services Committee Meeting to order at 12:06 p.m., Ms. Rodriguez acknowledged Jasmine Fryer who was recently appointed to the Library Board of Trustees by the Cleveland Metropolitan School District Board of Education. Ms. Fryer, who joins today's meeting virtually for observation purposes, will receive her Oath of Office at the next Regular Board Meeting.

Finance Committee Members (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, Anthony Parker

Absent: John Hairston

Resolution to Engage L.A.N.D. Studio Inc. to Organize 2023 See Also and Art Wall Programs

Director Thomas stated that at the next Regular Board Meeting, Erica Marks Senior Director of Outreach and Programming Services (Interim), and Erin Guido, L.A.N.D. Studio, will provide the Board with a presentation on the 2023 See Also and Art Wall Programs.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Gifts for the Month of November

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Transfer of Funds from the General Fund to the Building and Repair Fund and to the Debt Service Fund

Carrie Krenicky, Chief Financial Officer, stated that this resolution will transfer \$10,000,000 from the General Fund to the Building and Repair Fund for capital and technology improvements and other capital projects that include the repair, renovation and construction of the Library's buildings and that the set aside of \$3,282,149.90 for Debt Service payments be transferred to the Debt Service Fund in January 2023 and the remaining General Fund unencumbered balance be

carried forward for operating expenses. As we close the year and estimating the General Fund's unencumbered balance, it can afford these transfers out; the estimated unencumbered balance after these transfers would be over \$20,000,000.

As she continued, Ms. Krenicky stated that we continue to do long-term forecasting for sustainability and to keep our promise to our voters as we are moving funds into our capital project funds.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Advance Cash from the General Fund to the Early Literacy Fund

Carrie Krenicky, Chief Financial Officer, stated that on October 20, 2022, the Board accepted grant funds from United Way of Greater Cleveland for Family Space Programs and the Library is already beginning to encumber funds for this but we have not received our first payment from United Way.

Ms. Krenicky stated that although we may receive a payment by the end of the year, this cash advance is to cover us until we close the year to avoid having a negative fund balance. We have invoiced United Way for our first payment and we expect to receive it either this month or next month. The first payment is for \$47,214.58.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Eleventh Amendment to the Year 2022

Carrie Krenicky, Chief Financial Officer, stated that the Certificate of Estimated Resources attached to the resolution has been amended. We increased our General fund Estimated Resources by \$4,434,170.64, which consists of \$3,000,000 in additional property tax and just over \$1,100,000 in the Public Library Fund and an increase in interest are the major amounts that increased the General Fund revenue.

Ms. Krenicky noted that we received close to \$3,500,000 in delinquent taxes and those delinquent taxes are not certified by the Budget Commission. Therefore, we received just under our certification by approximately \$662,000 which dropped our collection rate slightly from 91.54% to 90.47%.

Ms. Krenicky added that we are also updating our Special Revenue Funds resources for endowment income and investment earnings through year end and the same with our Debt Service and Capital Project Funds. The Building and Repair Fund will receive a transfer in for \$10,000,000, if approved by the Board on Thursday, and the Permanent Funds include increases in Other Sources for Endowment income and gains that are estimated at this time.

On the Appropriation side, the General Fund will be appropriating \$10,000,000 for the transfer out to the Building and Repair fund and the Special Revenue Funds will be decreasing the appropriation in the Founders fund by \$50,000 for a grant that has not been expended this year.

Ms. Krenicky noted the increase in the Construction Tax Exempt Fund of \$66,450 is for the Lorain Project budget increase that is going before the Board this month.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Year 2023 Annual Appropriation Measure

Carrie Krenicky, Chief Financial Officer, stated that although the Library has not yet received its Schedule A from the Budget Commission, we are estimating our Operating Certified Revenue, which is attached to the resolution, and we are asking to appropriate \$65,276,234.37 in the General Fund and a total appropriation of just over \$9,000,000 in the Special Revenue Funds and an appropriation of \$3,294,959.20 in the Debt Service fund for the debt service payments and \$120,924 in our Permanent Funds for a total appropriation of \$77,723,871.77, which is detailed in the attached schedules to resolution.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Amendment to Agreement with Unique Management Services, Inc. for Material and Cash Recovery Services

Carrie Krenicky, Chief Financial Officer, stated that in 2020 the Board authorized an agreement with Unique Management Services in the amount not to exceed \$55,000. During COVID, we have suspended referral of accounts to Unique and again, the Board has authorized us to further amend the agreement through the end of this year. Because we still have over \$19,000 left on this purchase order, we are asking to extend this through June 30, 2023, keeping the remaining amount that the Board approved in 2019 not to exceed \$55,000.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Maintenance Agreement with Integrated Precision Systems for Video Surveillance and Access Control Systems

John Lang, Chief Operations Officer, stated that Integrated Precision Systems with their minority partner Clarktel Communications has already provided security devices, cameras, sensors and panels the FMP Group 1 projects via previously approved Board resolutions. This is the service contract agreement for system wide maintenance support. The proposed cost reflects a 7% increase from last year which we find reasonable, and it anticipates the fact of new libraries coming online in 2023.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Agreement for Moving Services Related to the Main Library High Density Mobile Storage Project

Michael Ruffing, Special Projects Manager, stated that the hiring of the mover is the final piece before starting the high-density mobile shelving project. A detailed RFP (Request for Proposal) was sent out to one dozen vendors who provide moving services, including all moving services vendors in the Library's Diverse Vendors database, and all movers in the U.S. who provide specialized, large-scale library moving services.

Mr. Ruffing stated that five proposals were received and reviewed by a very diverse team of library staff. Corrigan Moving Systems was selected because they had the best proposal based on factors including price; experience; workplan; and DEI. We have worked with Corrigan Moving Systems/Carney McNicholas before and with their diverse team of employees and we believe that they will do a very good job for the Library.

Ms. Butts acknowledged the varying price differences among the proposals.

Mr. Ruffing noted that Corrigan is a local company which may account for some of their price difference and their ability to provide the lowest price.

For the record, Mr. Corrigan stated that it was appropriate to mention the fact that he had no relationship with Corrigan Moving Systems.

Mr. Ruffing stated that as a requirement, Corrigan Moving Systems did provide an affidavit stating that they had no relationship with anyone affiliated with the Library.

Mr. Corrigan detailed the history of Corrigan Moving Systems and stated that they are descendants of two brothers who started Corrigan in 1929.

Mr. Ruffing invited the Board to join him on a tour to observe this project in process.

Mr. Corrigan stated that he was particularly proud that this building was specifically designed and built to accommodate the weight of high-density on Louis Stokes Wing floors 7, 8, and 9. As expensive as this moving is, the cost of doing another building has saved taxpayers millions of dollars in construction, additional staffing and operations costs, and ongoing maintenance.

Finally, Mr. Corrigan expressed his appreciation and complimented Mr. Ruffing on successfully leading this important project.

Mr. Ruffing stated that we are only able to put this weight on the three upper floors. No other floors can sustain this amount of weight, as they were not designed and built to do so.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Ratify Purchase of Promotional Items for the Cleveland READS Campaign

Dr. Shenise Johnson-Thomas, Chief of External Relations & Development, stated that to motivate adults and children who participate in the challenge, we will have prizes for them. This resolution provides an overview of the prizes and promotional items that we will give participants in this program as an incentive to participate.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Upgrades to Louis Stokes Wing Public Elevators

John Lang, Chief Operations Officer, stated that the Library has entered into a master service agreement with KONE Inc. which allows us to do conduct repair projects in addition to regularly scheduled preventive maintenance.

Mr. Lang explained that in 2022, the Board approved a resolution authorizing upgrades to the Louis Stokes Wing staff elevators, and the Library's FY2022 budget allows for also completing the valuable safety upgrades to the Louis Stokes Wing public elevators this year as recommended by our most recent elevator inspections. This resolution seeks authorization for upgrades to the three public elevators located in the Louis Stokes Wing for a total cost of \$109,675.64 with KONE Inc.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Blanket Purchase Orders in Excess of \$25,000

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Amending Project Budget for the Lorain Branch

John Lang, Chief Operations Officer, provided the Board with an overview of the recent fire at the Lorain Branch and stated that on November 30, 2022, high winds caused a First Energy power pole on Lorain Avenue to tip over from south to north onto the face of the Lorain Branch building. Witnesses observed the powerlines to spark upon contact with the building's roof coping, and the roofing itself ignited in the southeast corner of the building. First responders responded quickly, and the fire was extinguished within a half hour by 6:30 A.M. There was damage to the roof parapet wall and to the roofing itself, and damage on the interior from the fire as well as water damage. Since the building is an FMP branch and is scheduled to open in the first quarter of 2023, Lorain Branch was empty of collections and furniture.

Mr. Lang stated explained that during construction insurance is carried by a builders risk” policy held by CPL. The policy has a \$25,000 deductible. The proposed resolution will give the Library the budget flexibility to authorize repairs and we will be eventually be compensated by insurance for costs in excess of the deductible.

In response to Ms. Butts’ inquiry, Mr. Lang stated that we are estimating the cost of the repairs to be between \$50,000 - \$100,000. There will be some additional work by the architect. The City required a structural assessment before we proceeded with the work which has already happened. It is not yet clear if we need to resubmit for a permit as there may be some architectural drawings or narrative to describe the scope of work.

As he continued, Mr. Lang stated that temporary roof repairs have already been made. Permanent repairs will be on only the damaged portion of the roof, the masonry parapet wall and interior plaster and finishes.

In response to Ms. Butts’ inquiry, Mr. Lang stated that although the water damage was not bad, we are concerned about how much water got into the roof itself. They will take a core of the roof and test the water content to determine where we cut to remove the water damaged section.

In response to Ms. Rodriguez’ inquiry, Bryan Szalewski, Chief Legal Officer, clarified that the Library must pay the first \$25,000 after which the insurer will reimburse us. We will work with the insurance company, and they will likely submit the claim to First Energy to recover the money they paid. Whether we submit a claim to First Energy or the insurance company, will be worked out as the repair work unfolds.

In response to Mr. Corrigan’s inquiry, Mr. Lang explained that the Lorain Branch project is a full renovation to the interior plus a new addition on the northwest side. The roof was less than 10 years in use and was not scheduled for replacement under the FMP project.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Agreement with Cleveland State University for America Reads Tutoring Services

Erica Marks, Senior Director of Outreach and Programming Services (Interim) stated that America Reads provides tutoring services in our branches for students in grades kindergarten through eighth grade This resolution seeks authorization for the Library to enter into a new agreement with Cleveland State University to provide tutoring services in 13 branches for the period beginning on January 1, 2023 and ending on December 31, 2023.

Director Thomas announced that Ms. Marks will be servicing as Interim Director of Outreach and Programming Services.

Various Trustees welcomed Ms. Marks in her new capacity and thanked her for this information.

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Authorizing Amendment to Agreement for Removal of Existing Chiller at Lakeshore Facility

John Lang, Chief Operations Officer, stated that in March 2022, the Board authorized the Library to enter into an agreement with The AKA Team, Inc. for the removal of the existing chiller at the Cleveland Public Library Lakeshore Facility for a total contract price of \$42,890.

Mr. Lang explained that the removal of the existing chiller at the Lakeshore Facility involves disconnecting the chiller from the HVAC and electrical systems, evacuating and recovering the existing chiller refrigerant, providing a refrigerant monitoring system, and removing and hauling away the existing chiller. During the course of the removal of the refrigerant from the existing chiller, The AKA Team gave the Library the option of either disposing of the refrigerant or, for an additional fee, the Library could keep the refrigerant for use in its other cooling systems. Mr. Lang further explained that HVAC refrigerant is very expensive, and the Property Management Department believes that it is well worth the AKA Team's additional fee of \$742.50 for the Library to keep the refrigerant for reuse.

This resolution seeks authority to amend the Agreement with The AKA Team, Inc. to increase the fee by \$742.50, thus bringing the total contract to an amount not-to-exceed \$43,632.50,

Mr. Seifullah moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Human Resources Committee Members (Mr. Hairston, Chair)

Present: Alice Butts, Thomas Corrigan, Anthony Parker

Absent: John Hairston

In the absence of Mr. Hairston, Mr. Parker presented the following report.

Regular Employment Report

Mr. Parker moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Appointing Benefit Resources Inc. as Third-party Administrator of The Cleveland Public Library's Flexible Spending Account and Commuter Benefits Plan, Authorizing Contract, And Amending Flexible Spending Account Plan

Carrie Krenicky, Chief Financial Officer, stated that this resolution appoints Benefits Resources, Inc. as our third-party administrator, as they acquired the previous third-party administrator, North Coast Administrators, on December 1, 2022. Then, it will allow us to enter into a contract next year with Benefit Resources, Inc. who is our new third-party administrator with FSA benefits. Also, as the IRS just increased the voluntary employee health FSA contribution limit for 2023 and since this amount changes annually, this will amend our plan to allow contributions to the Health Care Reimbursement Plan up to the limit set by the IRS.

Bryan Szalewski, Director of Legal Affairs, stated that the IRS has updated and increased the limit that employees can contribute on a pre-tax basis from \$2,850 to \$3,050. As a result, we need to update our plan accordingly. The proposed amendment to the plan will allow employees to contribute up to the maximum set by the IRS as that amount may be changed from time to time without needing to further amend the plan.

Mr. Parker moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Revise Human Resources Manual

Bryan Szalewski, Director of Legal Affairs, stated that this resolution is to add a section to the Human Resources Manual titled the Policy on Social Media Abuse. This policy applies to staff members' use of social media, particularly those staff members whose job duties include posting and monitoring social media accounts as well as personal use of social media accounts to the extent that employees' use affects the Library, such as a staff member's use of social media to bully or harass another staff member.

What this policy does is to create a corollary to our policies on bullying, harassment, and other misconduct that applies specifically to the social media context. It does so by creating a set of policies or prohibitions on particular acts related to social media use to ensure that the Library is able to function efficiently and monitor employees' use of social media accounts as it pertains to the workplace. In addition, it also sets forth the guidelines that and best practices that we strongly encourage staff member to follow so as not to create any issues in the workplace by their use of social media.

Mr. Parker moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Enter into an Agreement with ERC Services, Inc. for Harassment Prevention Training

Lynn Sargi, Chief Talent Officer, stated that before COVID, staff were required to get periodic training on discrimination and harassment prevention. We have not held that since COVID. Since COVID new staff training during the orientation process.

In 2020, the Board approved updating our two policies on harassment and discrimination and bullying. In 2023, we would like to contract with ERC, Inc. to provide training on harassment prevention that will serve as a refresher for all staff. Although new staff have had the training since they were hired, it has been a couple of years since we have refreshed the existing staff. There will be a 2-hour mandatory training for management staff and a 1-hour mandatory training for all employees. The training will be connected by Kastner Westman and Wilkins LLC as this firm contracts with ERC to provide this training.

After expressing her approval for this training, Ms. Rodriguez emphasized that after completion of the mandatory training, each employee should sign a document as confirmation that they have received this training and understand the expectations as a result. The document should then be placed in their files.

In agreement, Ms. Sargi confirmed that as well.

Mr. Parker moved to forward this item to the full Board for consideration. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Community Services Committee Members (Mr. Corrigan, Chair)

Present: Thomas Corrigan, Alice Butts, Alan Seifullah, Anthony Parker

Absent: None

Resolution to Revise Policy on Use of Cleveland Public Library's Social Media Sites

Mr. Corrigan gave an overview of this resolution and sited that this was the “public” side of the update on the Library’s social media policy.

Mr. Corrigan stated that it is important that we both support First Amendment speech and that patrons know what type of speech is appropriate.

Mr. Corrigan motioned that this item would go to the full Board for approval. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Ms. Rodriguez adjourned the Joint Finance, Human Resources & Community Services Committee Meeting at 12:43 p.m.