

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
April 13, 2021
Learning Commons Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Thomas

Mr. Seifullah called the Joint Finance & Human Resources Committee Meeting to order at 12:02 p.m.

Presentation: Portfolio Investments - Jim McCourt, Meeder Investment Management

As an introduction, Jim McCourt, Meeder Investment Management, share information about his background and experience and stated that he has been managing portfolios for Cleveland Public Library since 2008 with his predecessor company United American Capital Corporation. In late 2018, Meeder Investment Management acquired United American Capital Corporation.

Mr. McCourt showed a PowerPoint presentation that included the following:

FEDERAL RESERVE OUTLOOK

Forward guidance projects current policy in place through 2023 and reviewed the following in relation to the effects of COVID, stimulus and economic recovery:

- Change in real GDP
- Unemployment rate
- Core PCE inflation
- Federal funds rate

Mr. McCourt stated that we are managing the Library's portfolios in conjunction with the anticipation that short term rates will be very low for an extended period of time.

In response to Mr. Hairston's inquiry, Mr. McCourt stated that the national unemployment rate projection for the end of year 2021 will be down to the 4.5% rate where it was previously projecting 5%. The actual unemployment rate now is about 6%.

U.S. TREASURY YIELD CURVES

Mr. McCourt gave a detailed overview of the U.S. Treasury Yield Curves and stated that we are trying to remain diversified with the investment strategy along the curve to be able to pick up some of the current income.

PORTFOLIO REVIEW

Cleveland Public Library investment portfolio as of 3/31/2021

Your Portfolio

Securities Book Value	\$34,928,140
Cash	292,300
Total Portfolio	\$35,220,440

Your Securities

Weighted Average Maturity	2.49 years
Weighted Average Yield	1.00%

Your Asset Allocation

US Government Agencies	62%
US Treasuries	1%
Commercial Paper	11%
Negotiable CDs	25%
Municipal Bonds	3%

Your Maturity Distribution

0-1 Years	\$9,916,000	29%
1-2 years	\$3,241,000	9%
2-3 years	\$7,837,000	22%
3-4 years	\$6,621,000	19%
4 years and longer	\$7,421,000	21%

Cleveland Public Library 2019A Notes investment portfolio 3/31/2021

Your Portfolio

Securities Book Value	\$48,246,037
Cash	5,844,670
Total Portfolio	\$54,090,707

Your Securities

Weighted Average Maturity	0.77 years
Weighted Average Yield	1.12%

Your Asset Allocation

US Government Agencies	46%
US Treasuries	29%
Commercial Paper	22%
Negotiable CDs	25%
Municipal Bonds	3%

Your Maturity Distribution

0-1 Years	\$ 36,413,000	75%
1-2 years	\$ 11,933,000	25%
2-3 years		
3-4 years		
4 years and longer		

Cleveland Public Library 2019B Notes investment portfolio 3/31/2021

Your Portfolio

Securities Book Value	\$ 8,984,71
Cash	199,677
Total Portfolio	\$ 9,184,389

Your Securities

Weighted Average Maturity	2.48 years
Weighted Average Yield	1.15%

Your Asset Allocation

US Government Agencies	75%
US Treasuries	25%

Your Maturity Distribution

0-1 Years		
1-2 years	\$ 2,000,000	22%
2-3 years	\$ 6,250,000	69%
3-4 years	\$ 775,000	9%
4 years and longer		

Mr. McCourt was available for any questions that Board may have had regarding the strategy of the investment portfolios

Director Thomas thanked Mr. McCourt for his detailed presentation.

Finance Committee Members (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, John Hairston, Anthony Parker

Absent: None

Resolution to Accept Gifts for the Month of March

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

Fourth Amendment to the Year 2021 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we updated our certificate of estimated resources and that this Appropriation reflects an increase in the special revenue funds by \$48,350 for two grants that will be reviewed at this meeting and \$339,380 in the construction bond fund for another resolution that will also be considered for the Hough Branch and our steel subcontractor.

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

Resolution to Accept Cleveland Foundation Grant for Fellowship Position

Shenise Johnson-Thomas, Chief of External Relations & Development, stated that we are excited to have another Public Service Fellow from the Cleveland Foundation. They will be working on digital equity efforts in addition to various projects that support the successful execution of our strategic plan. This resolution is to accept the money to hire the Fellow.

In response to Mr. Seifullah's inquiry, Ms. Johnson-Thomas stated that interviews are schedule this week with final interviews next week. The actual position will commence in September.

In response to Mr. Corrigan's inquiry, Ms. Johnson-Thomas stated that the Fellow will spend approximately 80-85% of the time with the Library and the remaining time will be spent with the Cleveland Foundation. Professional development and different learning opportunities are offered through the Cleveland Foundation that they are required to participate in on some days.

In response to Ms. Rodriguez' inquiry, Ms. Johnson-Thomas stated that we will not be spending \$50,000 to hire the Fellow. Although the allocation is \$50,000, we calculated the inclusion of benefits as well.

Director Thomas stated that Ethan Barham was the last Public Service Fellow from the Cleveland Foundation that the Library hosted.

In response to Mr. Hairston's inquiry, Director Thomas and Ms. Johnson-Thomas agreed that it would be a good idea to join in an exit interview with the Public Service Fellow to learn of their experiences and time spent with the Library.

Director Thomas stated that he will introduce the Public Service Fellow to the Board once they have been selected and begin their work with the Library in September. These individuals are currently in college. They will come to Cleveland at the end of summer and will spend what would be a school year with us.

In response to Ms. Butts' inquiry, Shenise Johnson-Thomas confirmed that the Library will receive only one Public Service Fellow.

In response to Mr. Parker's inquiry, Director Thomas explained that the Cleveland Foundation is well known for this premier fellowship. Because colleges and universities around the country are notified of this opportunity, we will get a diverse group of well qualified candidates who are interested.

After some discussion about the interview process and the candidates, Mr. Seifullah motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution to Accept Thomas H. White Foundation Grant for StoryWalk Programming at the Carnegie West Branch

Shenise Johnson-Thomas, Chief of External Relations & Development, stated that this grant is for a StoryWalk that will be at the Carnegie West Branch designed to enhance and promote early learning for children ages 0-5. With this program, people can read and engage with the story along an outdoor path.

Ms. Johnson-Thomas stated that Tracy Martin, Director of Development, secured this grant in the amount of \$8,100 for the StoryWalk at Carnegie West. We are working with the Facilities Master Plan to determine if other branches could take advantage of the StoryWalk as well.

In response to Ms. Butts' inquiry, Ms. Johnson-Thomas stated that once the installation has been completed, there will be a grand opening for the StoryWalk at which the Board will be invited to attend.

Director Thomas stated that the StoryWalk will be available for the entire summer and explained the pages of the book are laminated and attached to a stake which are installed along the outdoor path. As you walk down the path, you are directed to the next page of the story.

In response to Mr. Corrigan's inquiry, Director Thomas stated Ms. Johnson-Thomas will provide the Board with additional information on the Thomas H. White Foundation at the upcoming Regular Board Meeting.

Ms. Johnson-Thomas stated that she would include pictures of the StoryWalk as well.

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

Resolution to Renew the Maintenance Agreement with Tyler Technologies, Inc. for Support and to Update Licensing of the MUNIS ERP System

Carrie Krenicky, Chief Financial Officer, stated that our current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system expires on May 16, 2021. This resolution will allow us to renew for another one year term for the period beginning May 17, 2021 and ending May 26, 2022 in an amount not-to-exceed \$79,522.90.

Ms. Krenicky stated that this agreement is within the terms delineated in our system agreement with Tyler Technologies, Inc. in March 2006 that our renewal would not exceed 5% from the previous year.

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

Resolution to Ratify Agreement with Carrier Corporation for Mt. Pleasant Branch HVAC Units

John Lang, Chief Operating Officer, explained that these are the HVAC units that were vandalized as reported to the Board during last month's Buildings Update. We sought proposals for the sale and installation of a two rooftop heating HVAC units to verify competitive pricing and received quotes from Trane, Carrier Corporation, and Gardiner Services Co., LLC.

Mr. Lang stated that although Carrier's quote was not the lowest, the Property Management Department determined that their price represented the best value to the Library due to their ability to make a more timely installation of the HVAC units and their superior performance history with the Library in terms of maintenance, integration, and responsiveness.

Mr. Lang explained that in order to ensure that the HVAC units can be installed before the start of the cooling season, on April 2, 2021, the Library's Executive Director executed an agreement with Carrier Corporation in the amount of \$42,398 for the purchase and installation of two HVAC units at the Mt. Pleasant branch. This resolution ratifies the agreement signed by Director Thomas.

In addition, Mr. Lang stated that he has been speaking with IPS regarding security cameras on the roof of the branch and that Property Management is placing an order for curb mounted fencing for added protection should there be future vandalism attempts.

Ms. Butts thanked Mr. Lang for addressing the possibility of future vandalism at Mt. Pleasant Branch.

In response to Mr. Corrigan's inquiry, Carrie Krenicky, Chief Financial Officer, stated that the Library has insurance coverage but is required to pay a deductible of \$100,000.

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

Resolution Authorizing Agreement with Pitney Bowes Inc. for Lease of Mail Equipment

John Lang, Chief Operating Officer, stated that Pitney Bowes is the Library's current provider for the lease of mail equipment at Main Library. The new lease term is offered at a discount of approximately 5% from the existing rate. This is for ILL, material handling, USPS, UPS, scales, addresses and mail handling equipment.

Mr. Lang stated that as a part of the lease, all equipment will be recapitalized so that the Library will have new equipment at the start of the 5 year term.

Mr. Corrigan stated that it is his understanding that there is no competition for Pitney Bowes.

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

Resolution Authorizing Agreement with Personnel Research & Development Corporation for Executive Coaching Services

Lynn Sargi, Chief Talent Officer, stated that we are going to contract with PRADCO who will be providing executive coaching services to all members of the Executive Leadership Team as individuals as well as the team as a collective. They will assist us with some professional goal setting that correlates with and compliments the new strategic plan.

Mr. Hairston stated that he had a conversation with Director Thomas, Ms. Sargi and Bryan Szalewski, Director of Legal Affairs, and emphasized that the Board could benefit from a similar opportunity.

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

Resolution Authorizing Purchase of Structural Steel for the New Hough Branch Library

John Lang, Chief Operating Officer, stated that the Library selected Gilbane Building Company as Construction Manager at Risk for the Group 1A Facilities Master Plan projects. The intention was that we would establish a Guarantee Maximum Price (GMP) for every branch in Group 1A. This is still our intention.

Mr. Lang added that most of our Group 1A packages are currently available for bidding. Gilbane has CMR's conducting the bidding on the Library's behalf and they will hold all of our subcontracts.

Mr. Lang stated that we had an early package for Hough site and steel. In scope review meeting, with the response of bidders, we are learning that the steel market is escalating quickly and that fabrication delays on steel orders are stretching several months. While we plan to come to the

June Regular Board Meeting with the overall GMP for the Group 1A projects, and while the costs represented today will eventually be folded in to the GMP, we would like approval now for a steel subcontract specifically with Mull Iron as the low bidder and MBE supplier.

Mr. Lang stated that this will enable to subcontractor to develop shop drawings; architectural design review team will review and approve the shop drawings; get into the fabrication queue; and that steel delivery will be in May. This will align with the overall critical path schedule for this branch.

In conclusion, Mr. Lang stated that we need early approval of this package now in order to get the steel when we need it in the construction sequence.

In response to Mr. Corrigan's inquiry, Bryan Szalewski, Director of Legal Affairs, stated that Rittman, Inc. is based in Rittman, Ohio.

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

Human Resources Committee Members (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Thomas Corrigan, Anthony Parker

Absent: None

Regular Employment Report

After complimenting Lynn Sargi, Chief Talent Officer, on the format and design of the Regular Employment Report, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Retirement Recognition Citation

Mr. Hairston read the Retirement Recognition Citation honoring Rosalyn Easley, Technical Services Associate, High Demand Department, for her 33 years of service with the Library who retired on March 12, 2021.

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

Director Thomas expressed his appreciation to Mr. Hairston for participating in the Service Awards Presentations on April 9, 2021. After thanking staff for their work on the Service Awards, Director Thomas acknowledged Mr. Corrigan and Mr. Parker for joining in as well.

Mr. Corrigan stated there is a fair amount of controversy stirred up by the Plain Dealer about public agencies and governments that may or may not permit public comments. It is appropriate for democratic institutions to do it and commended Director Thomas and staff for maintaining our vigilance on those aspects.

Mr. Hairston continued the discussion about agencies that do not permit public comments and stated that Cleveland Public Library is very cognizant of this and has always been available for public comment. Even during COVID, staff have developed a system to make it possible for the public to continue to express their opinions.

Mr. Hairston adjourned the Joint Finance & Human Resources Committee Meeting at 12:45 p.m.