

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources & Community Services Committee Meeting
October 18, 2022
Trustees Room Louis Stokes Wing
12:00 Noon

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

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

Ms. Rodriguez called the Joint Finance, Human Resources & Community Services Committee Meeting to order at 12:05 p.m.

Finance Committee Members (Mr. Seifullah, Chair)

Present: Thomas Corrigan, John Hairston

Absent: Alan Seifullah, Anthony Parker

Because there was no quorum of Finance Committee members, the following items were discussed for informational purposes only.

Resolution to Accept Gifts for the Month of September

Carrie Krenicky, Chief Financial Officer, stated that the Gift Report is attached to the resolution should there be any questions.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that there were three additional tech gifts noted on the Gift Report.

Ninth Amendment to the Year 2022 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we will be appropriating \$50,000 in the General fund and we will be appropriating \$47,214.58 in the Early Literacy fund and these are both for subsequent exhibits that will be going before the Board for a restricted donation and a United Way grant.

Resolution Authorizing Agreement with Taylor Oswald LLC for Benefits Consulting Services

Carrie Krenicky, Chief Financial Officer, stated that the Library's current agreement with Taylor Oswald is expiring at the end of this year. We sent out an RFP to many vendors and received four responses from four vendors. Once again, Taylor Oswald proposed the lowest fee at the rate of \$6.00 per employee per month and they will also continue to recognize the terms and conditions we have with our previous agreement which they will contribute up to \$70,000 for our

wellness initiative with the overrides that they receive from our book of business. This will allow us to enter into a three-year term agreement with the option to renew for two successive terms of one year each. The annual estimated cost rate is about \$36,000 based on 500 employees that are eligible for to enroll in the medical plan.

In closing, Ms. Krenicky stated that Taylor Oswald is a minority business.

In response to Ms. Rodriguez' inquiry, Ms. Krenicky stated that we have been pleased with their service over the last two years.

Resolution to Renew Maintenance Agreement with Integrated Precision Systems Inc. for Maintenance of People Counting Hardware, Software, and Firmware

Carrie Krenicky, Chief Financial Officer, stated that the Library's current agreement with IPS expires on November 14, 2022. This renewal will cost \$48,090.49.

In response to Ms. Rodriguez' inquiry, Ms. Krenicky stated that this maintenance agreement has always been a one-year agreement.

Resolution Authorizing Continuation of Lease of Vehicles from Enterprise FM Trust

Carrie Krenicky, Chief Financial Officer, stated that the Library's five-year lease on two of our vehicles expired on September 5, 2022 and September 8, 2022. We would like to continue leasing these same two vehicles on a month-to-month basis for another year. This would cost us approximately \$600 per month for a total cost of \$7,200.

After Mr. Corrigan noted that the cost was cheaper than new vehicles, Ms. Krenicky added that the vehicles have low milage and are of value to keep. Our monthly payment will decrease based on what we owe and depreciation.

Resolution to Ratify Amendment to Agreement with Personnel Research and Development Corporation for Executive Coaching Services

Ms. Rodriguez asked Lynn Sargi, Chief Talent Officer, to provide background information on this item along with her presentation at the upcoming Regular Board Meeting.

Resolution Authorizing Commercial Account Agreement with U.S. Bank for Fleet Credit Card Services

Carrie Krenicky, Chief Financial Officer, explained that the Library currently uses BP for our fleet credit card. We sent out a request seeking different information on fleet card programs and received four solutions. The U.S. Bank/Voyager program is favored because of their public service experience and functionality that they offer. The State of Ohio currently has a contract with U.S. Bank/Voyager. For us to participate under that contract, we must first have a personal account agreement with U.S. Bank. For fleet cards.

In response to Ms. Rodriguez' inquiry, Ms. Krenicky stated that we will not be restricted to BP but will be able to go to any fueling station.

Resolution to Accept Gift from the Cleveland Public Library Foundation and to Authorize Purchase of Display Cases

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, stated that this gift is from an anonymous donor. This gift will be paid out over 5 years in the amount of \$10,000 per year. Because the need is now, to address the need, the Cleveland Public Library Foundation will advance the donor's \$50,000 gift to the Library to pay for the cases. The Foundation has a gift agreement with the anonymous donor to honor the pledge.

Mr. Corrigan asked for a comparison between these new cases and the old cases. Michael Ruffing, Special Projects Manager, explained that these new cases are highly engineered. They have a glass bonnet that weigh approximately 250 lbs. that seals out air and dust. You can set and control the humidity. You can secure the contents as the glass is super thick. The glass has a chemical composition that reduces the green is found in thick glass, so it is very clear. There is an automatic lifter so that the cases can be easily opened to change exhibitions. The reason they are so heavy is because they are large. Currently, we have no way to display our larger materials.

John Skrtic, Chief of Special Projects and Collections, stated that these cases will allow us to showcase our larger treasures.

In closing, Mr. Ruffing explained in detail about the level of protection these cases will provide. Ms. Rodriguez and Ms. Butts thanked Dr. Johnson Thomas and Mr. Ruffing for this information.

Resolution to Accept Grant from United Way of Greater Cleveland for the Family Space Program

Dr. Shenise Johnson Thomas, Chief of External Relations & Development, stated that this is going to be about comprehensive programming for families with young children. As opposed to one program focusing on one issue, this is a wrap around approach. Dr. Johnson Thomas invited Aaron Mason, Director of Special Projects, to provide additional information about this program.

Mr. Mason shared that the Family Space Program will meet four days per week at Carnegie West and Hough. This guided programming will be self-directed: there will be advisory councils at each location that will determine what the needs of each community are. Library staff will help them dispense some of the resources that are provided to us by the United Way to benefit the Family Spaces.

As he continued, Mr. Mason stated that this is an enhanced version of what we had at the Hough Branch for three years funded by the Saint Luke's Foundation but with significant changes that will make it more rewarding for the Library.

Mr. Mason stated that the Advisory Council community led structure require that there are incentives for participating.

Mr. Hairston expressed his approval of parent and community participation.

Director Thomas stated that the bonus is that they look to help and support local community members who are working and get paid in support of this.

Mr. Mason added that he and Lynn Sargi, Chief Talent Officer, are working to get positions posted. We plan to launch these services in early December 2022.

Mr. Mason stated that we learned from our experience at Woodland that there needed to be another layer of participation or engagement with the community. Woodland was a partnership with Family Connections and the Library. However, the missing piece was the Advisory Council and a paid parent facilitator in the room when it was in operation. Many of these recommendations came from the children as well as Family Connections.

In closing, Dr. Johnson Thomas stated that research substantiates that effective community engagement is best when they have representatives of that community partaking in the solution.

Mr. Hairston stated that this presents the best opportunity for community buy-in.

Ms. Rodriguez thanked Dr. Johnson Thomas and Mr. Mason for this information.

Resolution to Accept Fulton/Verizon Community Innovation Lab

Bryan Szalewski, Director of Legal Affairs, stated that this resolution is asking for the Board to officially accept the gift from JumpStart, Inc including the improvements which make up the Innovation Lab, which consists of a 1,500 square foot space that is divided into a greeting and workshop areas as well as all of the brand new furniture, fixtures and equipment that JumpStart has placed into the Innovation Lab.

Ms. Rodriguez stated that the grand opening program for the Innovation Lab was wonderful and the space is beautiful.

Resolution to Reject Bids, Declare Urgent Necessity and Authorize Negotiation of Contract for Louis Stokes Wing Ceiling Modification Project

John Lang, Chief Operations Officer, stated that the building modifications are lighting and sprinkler system alterations required to accommodate the new high-density book storage. We have been out to bid twice on this project. The first time we received no bids. The second time we made our very best efforts to market this to every construction manager and every general contractor with which the Library has done business. On the second time around we received three bids; all of them are greater than ten percent above the Library's estimate for the work which by the Ohio Revised Code makes them unacceptable. Therefore, the recommendation is to

not accept the bids and declare an urgent necessity to complete the work and then to conduct scope reviews with the previous bidders and seek best and final cost proposals.

In response to Mr. Hairston's inquiry, Mr. Lang stated that there is a longstanding issue with workforce availability which is driving up construction costs.

Ms. Butts asked for clarification on the ceiling issues.

In response, Mr. Lang stated that to maximize the high-density shelving, we selected an alternate with higher shelves. There are code requirements that there must be clearance between the bottom of the sprinklers and the top of the shelving. In some areas, the sprinklers and lighting all must move up to make room for the shelving.

Mr. Corrigan noted that great range between the low bid and the high bid.

Mr. Lang stated that he feels confident that the design documents clearly delineate the scope of work, but could not explain the wide range of bid costs.

Mr. Corrigan thanked Mr. Lang for his efforts.

Resolution to Purchase Computer Hardware from MNJ Technologies Direct, Inc.

John Malcolm, Chief Innovation and Technology Officer, stated that this is one of the initial plans in the stabilization of CPL technology. These computers are primarily aged and need to be replaced.

In response to Ms. Rodriguez' inquiry, Mr. Malcolm stated that the old computers will be going to PCs for People.

In response to Mr. Corrigan's inquiry, Mr. Malcolm shared that with the new computers the CPU and monitor are one piece and the keyboard is connected to the mouse resulting in a smaller footprint.

Director Thomas stated that we are behind in our level of technology. While we are working through this challenge, it is important that our community has the best technology we could possibly give them.

Director Thomas commended Mr. Malcolm and Anthony Long, Senior Director of IT, for their efforts on this work.

In response to Mr. Corrigan's inquiry, Mr. Malcolm stated that MNJ Technologies is Chicago based.

Ms. Rodriguez thanked Mr. Malcolm for sharing this information.

Resolution Selecting and Ranking Most Qualified Architect Firms and Authorizing Negotiation of Agreement with Top-Ranked Firm for Glenville Branch Project

John Lang, Chief Operations Officer, reminded the Board that the Library received a generous gift from the Mandel Foundation that enabled us to accelerate the Glenville Project from Group 2 to Group 1 and to extend the budget to include digital innovation labs.

Mr. Lang stated that the Library received statements of qualifications from 11 architectural/engineering firms. The 6-member selection committee reviewed and evaluated the qualifications to determine no fewer than 3 most qualified. The selection committee recommends that the top four firms be ranked in the following order with the first being the most qualified:

1. Bialosky and Partners, Architects, LLC
2. Moody-Nolan, Inc.
3. Studio Techne, Incorporated
4. Ubiquitous Design Ltd.

In response to Mr. Corrigan's inquiry, Mr. Lang confirmed that we did not have a previous design architect for the Glenville project, but added that Ubiquitous Design, which is a small minority owned firm, did develop the Library's feasibility study which supported our request to the Mandel Foundation.

Resolution Authorizing Amendment to Agreement for Design Services for the Martin Luther King, Jr. Branch of the Cleveland Public Library

John Lang, Chief Operations Officer, stated that there are two categories of issues that we are attempting to address.

The first is the need for an enhanced construction administration services to oversee construction of the foundation and structural podium being built by the developer and to provide additional structural engineering services and design coordination to incorporate value management elements for the structure and building envelope. It definitely serves the Library's to have an architect on site to protect our interest in this joint construction.

As he continued, Mr. Lang stated that the second general area is structural redesign associated with value engineering savings that the Library has already realized. As a result of the complex bidding we went through last year and during the time of negotiating with the Developer, we took that opportunity to take some cost savings of approximately \$600,000 on the construction end. This does require some structural rework to receive the savings that we are asking the architect to perform.

In response to Mr. Corrigan's inquiry, Mr. Lang confirmed that JKURTZ is the lead designer and that they are in partnership with SO-IL. JKURTZ is the lead firm for construction administration.

Ms. Rodriguez thanked Mr. Lang for sharing this information.

Human Resources Committee Members (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Thomas Corrigan

Absent: Anthony Parker

Regular Employment Report

After complimenting the format of the Regular Employment Report, Mr. Hairston 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 Adopt Section 127 Educational Assistance Plan and Authorize Expenditures for a Proper Public Purpose

Mr. Hairston 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 Revise the Human Resources Manual

After stating that Lynn Sargi, Chief Talent Officer, will present the revisions to the Human Resources Manual in detail at the upcoming Regular Board Meeting, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Community Services Committee Members (Mr. Corrigan, Chair)

Present: Thomas Corrigan, John Hairston

Absent: Alan Seifullah, Teleange' Thomas, Anthony Parker

Because there was no quorum of Community Services Committee members, the following item was discussed for informational purposes only.

Amendment to Fines and Fees Schedule

Mr. Corrigan stated that this is an update to our Fines and Fees Schedule and asked Aaron Mason, Director of Special Projects, to share additional information about the updates.

Mr. Mason stated that the Fines and Fees Schedule has been revised to provide more clarity about various Library spaces including meeting rooms, space in the Learning Commons and their associated costs.

Ms. Rodriguez asked for clarification on wedding photography at the Library.

Mr. Mason stated that although there is no cost for wedding photography at the Library, donations are accepted. There are no signed contracts. Requests to schedule wedding photography sessions can be submitted online. Those requests go to Robin Wood, Senior Director, Public Services - Main Library.

Ms. Rodriguez recommended that along with their donations and as a courtesy, while posting their pictures on their social media platforms such as Twitter, Instagram and Facebook to please include CPL hashtags (i.e., WeddingsAtMain).

In response to Ms. Butts' inquiry, Mr. Mason stated that the suggested donation is \$50.

In response to Mr. Hairston's inquiry, Mr. Mason confirmed that on occasion wedding ceremonies with small families are held at the Library.

Director Thomas stated that wedding photography at the Library happens frequently. Unfortunately, we do not have the capacity to do weddings. Chicago Public Library does weddings all the time and they make a lot of money as people love the idea of getting married at the library.

Director Thomas stated that he has assembled a committee under the lead of Dr. Shenise Johnson Thomas, Chief of External Relations & Development, to explore the likelihood having weddings.

Dr. Johnson Thomas report that the committee conducted secondary research. We are looking to have calls with New York Public Library and Boston Public Library to gather information on how they do it. Because of a shortage of event space, one idea was to leverage the Hyatt Regency at the Arcade across the street as the reception venue follow the wedding at the Library.

Dr. Johnson Thomas stated that she will report her findings to the Board at an upcoming Regular Board Meeting.

Tana Peckham, Chief Strategy Officer, stated that we can always asked that they tag us when posting on social media.

Ms. Rodriguez adjourned the Joint Finance, Human Resources & Community Services Committee Meeting at 12:46 p.m.