

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
November 17, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan, Ms. Rodriguez, Mr. Hairston,
 Ms. Thomas (arrived 12:26 p.m.), Mr. Parker (arrived, 12:30 p.m.)

Absent: None

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

Finance Committee Members (Mr. Seifullah, Chair)

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

Absent: None

Resolution to Accept Gift Passed Through from the Cleveland Public Library Foundation from KeyBank to Use Towards Writers & Readers Program

Shenise Johnson Thomas, Chief of External Relations and Development, stated that this gift of \$15,000 from Key Bank is in support the Library's Writers & Readers Democracy 2020 programming efforts with Bryan Stevenson, founder and Executive Director of the Equal Justice Initiative (EJI). Mr. Stevenson will speak at the Writers & Readers author series on December 5, 2020. Key Bank is a presenting sponsor.

After expressing her gratitude to Ms. Johnson Thomas and the Library Foundation, Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that the funds that they have identified have almost paid for the entire program and is a tremendous help.

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 to Accept Grant from the Clubhouse Network for the Rockport Branch Best Buy Teen Tech Center

Shenise Johnson Thomas, Chief of External Relations and Development, stated that this \$10,000 gift from Best Buy is for the purpose of refreshing and retooling the hardware and software upgrades, to enrich the overall technology infrastructure of the Teen Tech Center at Rockport Branch.

In response to Mr. Seifullah's inquiry, Ms. Johnson Thomas confirmed that Rockport Branch houses the Library's only Teen Tech Center.

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 to Accept Grant from Public Library Association and Microsoft for Digital Skills and Workforce Development

Shenise Johnson Thomas, Chief of External Relations and Development, stated this is a partnership with the Public Library Association and Microsoft in order to increase access to low-cost devices/services for community members to promote digital skilling programs and certifications as a strategy to find or improve employment.

Shenise Johnson Thomas stated that Sadie Winlock, Chief Equity, Education & Engagement Officer, has developed a partnership with Ohio Means Jobs (OMJ) in support of the program inclusive of upscaling credentials and access to low-cost devices to people in the Cleveland community.

Ms. Winlock stated that we are working to thread all of our resources through OMJ from the time that one contacts them for an assessment to job placement. This grant will allow them to participate in training and receive a device so they may continue to build their technology skills. Ms. Winlock thanked Ms. Johnson Thomas and the Library Foundation. Director Thomas stated that we were one of four cities approved to do this.

In response to Ms. Butts' inquiry, Ms. Johnson Thomas stated that these funds will be leveraged to increase the number of devices available for patrons who neither have them nor can afford them.

Ms. Winlock further explained that with the current supply we have, participants must complete specific Microsoft training. With this training, we have the opportunity to expand and increase funding by \$20,000.

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.

Ninth Amendment to the Year 2020 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this Amendment will appropriate the grant funds previously discussed reflecting \$35,000 in the Founders fund and \$10,000 in the Tech Center fund. We will also be appropriating funds in the Construction Tax-exempt Bond fund due to the reconciled changes in the Bond fund. This is due to the amendment that will be considered for Bostwick Design Partnership, Inc. and Ubiquitous Design LTD for Design Services for the Woodland Branch and Distribution Facility and architectural agreements for VOCAN Partners for Sterling and Brooklyn Branches.

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 Requesting Tax Advance

Carrie Krenicky, Chief Financial Officer, stated that this is our annual resolution that we bring before the Board that allows the Library to receive tax advances prior to the regular settlement date in 2021.

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 for Wellness Coach Services

Carrie Krenicky, Chief Financial Officer, stated that this resolution will allow the Library to enter into an agreement with Fitness Integration, LLC to provide wellness coach services for Cleveland Public Library employees for an annual fee of \$59,400, which is equivalent to \$11 per employee per month.

Ms. Krenicky explained that this is through Taylor Oswald LLC which is the Library's current benefits consultant. They pick up our wellness initiatives that we choose to do up to \$70,000 per year.

In response to Mr. Seifullah's inquiry, Ms. Krenicky explained the Library employees can earn wellness points and receive discounts on their insurance premiums if they achieve wellness points during the year.

In response to Mr. Hairston's inquiry, Director Thomas further explained that beginning in 2020, the Library began a new point-based incentive program where employees may earn up to three points each for: 1) certifying as tobacco-free or participating in a smoking cessation program; 2) seeing their primary care physician for a wellness visit; and 3) participating in two wellness coaching sessions per year.

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 Phazzers for Safety and Protective Services Department

Lynn Sargi, Chief Talent Officer, explained that in late 2019 and early 2020, the Library was in negotiations with Local 860 which represents our Safety & Protective Services officers, as well as SEIU Local 1199 who were concerned with the safety and health of our patrons and staff. As a result of conversations with SEIU, we have increased the presence of our SPS officers. However, in negotiations with Local 860, they expressed that they needed more resources, specifically additional equipment with which to deal with the most critical incidents that may occur.

Ms. Sargi stated that we negotiated with Local 860 language whereby the Library would provide them with a nonlethal weapon such as a phazzer. In addition, anyone who is issued a phazzer must pass mandatory training and the Library will also be conducting updated background checks for all of the officers. This resolution seeks the authorization for the Library to purchase phazzers for SPS officers.

In response to Ms. Butts' inquiry, Ms. Sargi stated that the plan is for all officers to participate in the training and be issued a phazzer.

Ms. Krenicky stated that the quote for 34 phazzers includes training.

Ms. Rodriguez asked for a clarification on the difference between a taser and a phazzer.

Lindsey Duncan, Safety & Protective Services Manager, explained that a phazzer is a nonlethal weapon. Tasers have in the past caused death when used improperly. There have been zero deaths associated with the use of phazzers across the United States since they have been implemented. Phazzers have a safety shut down circuit technology embedded into the weapon that prevents the delivery of more than three charges to a subject. This forces the user to make a conscious decision by manually cycling the phazzer's safety to the "on" position, then "off" position before sending the next charge. During an intense situation and a taser is being deployed, an electric current can continue to be sent to a victim if the user is not paying attention. Phazzers shut down feature forces the user to reset their decision-making process and re-evaluate the need for further charges.

In conclusion, Mr. Duncan noted that phazzers have a long term lower maintenance cost and a 75% lower MSRP as well.

After Ms. Rodriguez thanked Mr. Duncan for his explanation, 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 Amend Agreement with Peter D. MacEwan, LLC for Consulting Services

John Lang, Chief Operations Officer, stated that Peter MacEwan has been consulting services with the Library for the implementation of the Facilities Master Plan. This resolution would extend his services through the first quarter of 2021 which would coincide with design developments phase of the Martin Luther King, Jr. branch. Mr. MacEwan has worked in conjunction with the Library's legal team and has been lead negotiator for CPL with the Developers of the MLK project.

Mr. Seifullah requested an update on the start date of the MLK project.

Director Thomas recommended that the smaller group that met with the Developers will need to have a conversation with the full Board. However, they believe that they will have their financing for the Library Lofts portion of the project in place by the end of this month. Once the financing is in place, they will be resume design work at the beginning of 2021 and

commence construction by October (2021). This would align with the Library's plan to start construction of the new MLK Branch by fall, 2021.

In conclusion, Director Thomas stated that by the conclusion of Mr. MacEwan's extended agreement, Mr. Lang will be up to speed and able to move on the project from that point.

Mr. Hairston thanked Bryan Szalewski, Director of Legal Affairs, for his detailed notes from the meeting of the smaller group with the Developers and asked that they be shared with the Board as an update.

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 to Authorize Expenditures for a Proper Public Purpose

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that these funds allocated by Director Thomas and supported by Carrie Krenicky, Chief Financial Officer, are to ensure that the Library's Employee Resource Groups (ERGs) are prepared to partner effectively for achieving business goals. These resources are allocated to help them grow their skill sets, competitiveness and networks for the group. On average, these groups across the country have received some funding to get started and bring in speakers for other trainings.

Ms. Winlock stated that since her last report to the Board, 10 additional employees have signed up bring our current total number of group participants to 80. This supports our strategy for internal diversity and inclusion within the Library.

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 Amendment to Agreement with Bostwick Design Partnership, Inc. and Ubiquitous Design LTD for Design Services for the Woodland Branch and Distribution Facility

John Lang, Chief Operations Officer, stated that Bostwick Design Partnership, Inc. has a single contract with the Library for the design of two Facilities Masterplan Projects Group 1A projects: the Woodland Branch, and the renovations to the existing Woodland Branch to become a Central Distribution Facility (CDF). During design development, we are seeking to increase fees associated with Woodland Branch to insure a 10,000 square foot community hub per the Facilities Master Plan for the branch building, and decreasing the scope and fees associated with the CDF which will no longer include book storage.

In conclusion, Mr. Lang stated that the net impact to Bostwick's contract reflects a decrease in the architect fee by \$182,921 for a total contract amount not-to-exceed \$1,260,839.

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 VOCON Partners, LLC for Architectural Design Services for the Brooklyn and Sterling Branches of the Cleveland Public Library

John Lang, Chief Operations Officer, stated that these are architect agreements with VOCON Partners, LLC for Brooklyn and Sterling Branches which are Group 1B Branches. These fees negotiated are in line with fees seen on others for Group 1A and Group 1B buildings. This will be the final AE agreement for the funded Group 1B buildings

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 for Roof Repairs to Main Library

John Lang, Chief Operations Officer, stated that this will address some leaks on the roof of Main Library. This is not as complete roof replacement but a roof repair. Taylor Consulting was on board to perform a building envelope analysis. They developed our requirements and collected bids for the Library. The low bid was provided by Warren Roofing and was in line with the estimated cost.

In response to Mr. Corrigan's inquiry, Director Thomas stated that we have been doing a number of repairs on the roof in sections. This is the second time in this continuing process.

Mr. Lang explained that this repair is not the full width of the roof but almost the full perimeter of the parapet wall.

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 Authorize Director to Negotiate and Enter into Electricity Contract to Take Effect after Expiration of Current Contract

Bryan Szalewski, Director of Legal Affairs, stated North Shore Energy Consulting, LLC, the Library's energy broker, recommends that the Library begin contract negotiations for its electricity service now in order to obtain a favorable price upon expiration of the current agreement on August 31, 2021.

Mr. Szalewski stated that because of some volatility in the energy market particularly around the capacity charge which is one of the charges that makes up the energy bill. This amount comprises of about 35% of that bill. The other costs associated with electricity are really low right now. North Shore recommends that the Library pursue two different pricing strategies: either a 24 or 36 month agreement with a capacity pass-through price (capacity is billed separately) not-to-exceed \$3.35 cents per kWh or a 24 or 36 month fixed all-in price (including capacity charge) not to exceed \$4.4 cents per kWh.

Of the options, Mr. Szalewski recommends the Library negotiate and enter into a new agreement commencing August 2021 with an electricity supplier that has the best rate for a 24 or 36-month

term provided that the rate does not exceed \$3.35 cents per kWh for a capacity pass-through agreement or \$4.4 cents per kWh for a fixed all-in one price agreement.

In response to Mr. Corrigan's inquiry, Mr. Szalewski stated that our consulted indicated that it is their opinion that the capacity charges have not been set because of the investigation around the HB6 malfeasance. At this point, it is too uncertain to determine where the capacity charges will go. It is usually set three years out in advance and as it stands, only the next two years are predicted. This is why they recommend that we try to lock in now while we have a fairly low rate on the other three charges that make up the electricity bill.

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 of Intent to Accept Gift and to Authorize the Cleveland Public Library to Enter into a License Agreement with JumpStart Inc. to Enter Library Property in Connection with Construction of the Gift

Shenise Johnson Thomas, Chief of External Relations and Development, stated that this is a partnership with JumpStart, Inc. where they will construct and JumpStart will donate the Community Innovation Learning Center at Fulton Branch. The focus for the Learning Center is to support entrepreneurship, innovation and technological skills.

Ms. Johnson Thomas explained that during initial conversations with the partner, it was estimated that their donation will be about \$ 250,000 for the Fulton Branch. However, until we start construction next year, we will not have finite pricing on the value of the donation. When the actual valuation of the donation has been determined, the Board will be apprised.

After commending Ms. Johnson Thomas and the Foundation staff for their hard work on this, Director Thomas stated that we are very excited about this partnership with JumpStart. By housing this endeavor at the Fulton Branch, we hope to engage the Latino community.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that when ready, this presents another opportunity for the Library's Hispanic/Latinx Employee Resource Group can help in determining what partnerships and programs are in that space.

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 Amend Agreement with Benesch, Friedlander, Coplan & Aronoff, LLP for Legal Services

Bryan Szalewski, Director of Legal Affairs, stated that this amendment relates to the Walz Branch and the potential partnership with Detroit Shoreway Community Development Organization. Last year, the Library entered into an agreement with Benesch to negotiate an option agreement with Detroit Shoreway Community Development Organization for the construction for a mixed use library and residential facility if the Development Organization was

awarded low-income housing tax credits. Ultimately, they were not successful in getting those tax credits and our option agreement has expired.

Mr. Szalewski stated that Detroit Shoreway Development Organization will be applying again in 2021 for the same tax credits. As a part of their application the Library needs to have an option agreement in place that will give them an option to purchase the Library's property and for the Library to purchase their property in effect as a swap. This resolution seeks authority to amend our agreement with Benesch for an additional \$15,000 in order to renegotiate that option agreement that will need some significant changes from last year. In addition, a transfer agreement for the properties must be negotiated which will go forward whether or not the low-income housing tax credits are awarded.

Mr. Szalewski noted a second part of the resolution which seeks authority to approve a second amendment in the amount of \$18,000 should the Detroit Shoreway Development Organization be awarded their low-income housing tax credits. In that case, it will be necessary to negotiate an agreement that will set out the inner relationship between the Library and the Detroit Shoreway Development Organization moving forward regarding things such as how the buildings will be constructed, operated and maintained going into the future. This would be an additional \$18,000. Mr. Szalewski stated this would bring the total contract amount to \$78,000.

In response to Mr. Seifullah's inquiry, Director Thomas stated that we have had positive discussions around this project. Should the Detroit Shoreway Development Organization not be awarded the tax credits, they understand that the Library will move forward separately from them. They are willing to provide the property for us to do that.

In response to Mr. Hairston's inquiry, if Detroit Shoreway Development Organization does not receive the tax credits the design of the building will change.

John Lang, Chief Operations Officer, stated that although we will have the same design team and architects, the aesthetic design will change. If we are not building with the CDC it will be a much different looking project.

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 Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

Carrie Krenicky, Chief Financial Officer, stated that the Library's current contract with Medical Mutual expires on December 31, 2020. This resolution authorizes the Director to enter into a renewal agreement with Medical Mutual of Ohio for employee health insurance benefits for a 12 month term from January 1, 2021 through December 31, 2021 with a zero per cent rate increase for 2021.

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 Amendment to Agreement for Pest Management Services

Carrie Krenicky, Chief Financial Officer, stated that the Library's current agreement with General Pest Control Company for pest management services expired on August 31, 2020. Currently, we have been using them on a month-to-month basis.

We are currently in the process of obtaining price proposals from other vendors for services starting at the beginning 2021. This resolution will allow us to retroactively go back from September 1, 2020 and increase their compensation to a total of \$27,580 to take us to the end of the year until we select a new vendor beginning January 1, 2021.

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 stating that he had the opportunity to review the Regular Employment Report with Director Thomas, Lynn Sargi, Chief Talent Officer, and Bryan Szalewski, Director of Legal Affairs. 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.

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.

Mr. Hairston adjourned the Joint Finance & Human Resources Committee Meeting at 1:05 p.m.