

CLEVELAND PUBLIC LIBRARY  
Joint Capital, Finance & Human Resources Committee Meeting  
February 18, 2020  
Trustees Room                      Louis Stokes Wing  
11:30 A.M.

Present:        Mr. Seifullah, Ms. Rodriguez, Mr. Hairston, Mr. Parker, Mr. Corrigan (departed, 1:05 p.m.)

Absent:        Ms. Butts

Mr. Parker called the Joint Capital, Finance & Human Resources Committee Meeting to order at 11:37 a.m.

**Capital Committee Members** (Mr. Parker, Chair)

Present:        Anthony Parker, Thomas Corrigan, Maritza Rodriguez

Absent:        Alice Butts

Director Thomas stated that it was important that the Board remained updated on the Library's capital projects and some of the information included in the following update presentations support resolutions that will be discussed in the Finance Committee Meeting.

**Martin Luther King, Jr. Branch Update**

Jeremiah Swetel, Chief Operations Officer, gave an update on the MLK Project including overall design. We are in collaboration in Midwest Development Partners and gave a schematic design review that included but was not limited to Library lofts; the tentatively planned plaza; the library's ground floor plans identifying entrances, study and technology spaces, seating and meeting areas, inset stage; and second floor plans,

Mr. Swetel stated that on Thursday, they will be attending the Euclid Corridor Design Review Meeting which is the preliminary design review before it is reviewed by the City of Cleveland Planning Commission. At this time, we are required to provide only exterior design renderings. No interior samples or renderings will be required at this time. This will give an idea of how the building will be situated and react to surrounding buildings in the neighborhood.

Mr. Swetel showed a slide of the exterior rendering and provided detailed descriptions of the glass, canopy and other opportunities to create textures and wayfinding to enhance this iconic branch.

Mr. Swetel showed renderings of the space from a plaza view identifying the residential structure and exterior façade panels.

Finally, Mr. Swetel showed a rendering capturing the full scale shot of the nine floors.

In response to Mr. Hairston's inquiry, Mr. Swetel stated that although some interior renderings were shown at the last Capital Committee Meeting, we are still working with the Public Services team to confirm how the final layout will flow from an operational perspective.

In response to Mr. Parker's inquiry, Mr. Swetel stated he, Jonathan Kurtz and Peter MacEwan will be attending the Euclid Corridor Design Review Meeting on Thursday.

Mr. Corrigan asked for an update on the plaza.

Mr. Swetel stated that it was his understanding that there have been many HUD restrictions and the plaza has not been solidified with certainty as well as parking issues.

Joyce Dodrill, Chief Legal Officer, stated that additionally, the Developers have never been able to commit to the plaza. Although they would like to build a plaza, it is a financial issue for them. Because there are HUD restrictions on the parcel, they have to relocate all of the parking for the Fenway. There is a price tag of \$3,000-5,000 per space. They have not been able to work that into their proforma and commit to purchase the property. We continue to go back to them to ask them to agree to make that a plaza and get HUD to release the deed restrictions on the property.

In response to Mr. Corrigan's inquiry, Ms. Dodrill stated that the parking belongs to Fenway.

Bryan Szalewski, Senior Legal Officer, stated that Fenway owns the parking lot but because it is a HUD financed apartment building, HUD restrictions require parking be accessible without crossing a major street. The solution is for the Developers to include the spaces in a future garage.

Director Thomas stated that the question for them is are they willing to eat the cost of the parking garage to give us the plaza, and they are not willing to do that right now.

Ms. Dodrill stated that this project is ever changing. After construction starts and the finances are all in place, we are hoping to be able to approach them again.

In response to Ms. Rodriguez' inquiry, Mr. Swetel stated that the parking garage for the branch is directly north of the building.

In response to Mr. Parker's inquiry, Ms. Dodrill confirmed that the library will have 50 designated spaces in the garage.

Mr. Swetel reported that we are currently in the design development phase and we are getting closer to receive the information we need to determine what our cost allocation is for our space and the delta between the premium cost associated with building a residential tower over the library. This should be worked out toward the beginning of May. Construction will start some time in June. Our building out of the space will commence at the beginning of November.

In response to Mr. Hairston's inquiry regarding overflow parking during events, Mr. Szalewski stated that the discussions have been held with the Developer and they are aware that there will be certain events where we will need additional parking spaces. In those instances, additional spaces may be opened in the garage. The number of additional spaces has not been agreed upon.

In response to Mr. Parker's inquiry, Mr. Szalewski stated that there close to or over 1,000 parking spaces in the garage.

Director Thomas stated that they will need the garage to make their money back on the project. On the other hand, there will be a lot of pressure put on them for the plaza include University Circle and the foundations.

In response to Mr. Hairston's inquiry, Director Thomas stated that we would continue to work on what our public services model of the future would be. The team includes Jean McFarren who will work on the public services model and Sadie Winlock who will work on the Social Justice Center. The internal piece of what the space will look like will not come to the Board for approval for a while.

Mr. Corrigan recommended that at the Euclid Corridor Design Review Meeting there be a rendering that show the preservation of the parking lot for Fenway and what we have done to mitigate the beauty of our space looking out on the parking. Mr. Corrigan stated that he is aware that everyone wants the plaza but cautioned that the Design Review will want to see that we are mitigating in the interim if we do not get the plaza.

Director Thomas stated that we will be submitting some renderings to Steve Litt who wants to write an article on the new MLK branch before the Euclid Corridor Design Review Meeting. The article may be out by Thursday morning.

In response to Ms. Rodriguez' inquiry, Mr. Swetel stated that our build out would be in November 2020 and the Developer's actual groundbreaking will be in June. The Developer is unwilling to commit to an actual construction start until we understand what the cost allocation is. We are leaving the entire month of May to negotiate the entire cost allocation.

Mr. Swetel stated that if we were just building a stand-alone building, there would be a cost for that. However, because there is a building to be built above the new branch, there are things that come into consideration from the structural grid alignment, premium cost for HVAC, and other considerations that would not normally be a part of our cost. As we wrap up design development, we need to figure out and understand that impact on the Library and what we are or are not going to pay for.

Mr. Hairston continued to express his concern about limited parking for large events such as the Annual MLK Commemoration and recommended rather than waiting for Developers to resolve parking issues, relationships be established with neighboring partners who could possibly assist.

Director Thomas stated that Ms. Winlock has been working on this issue for the Library. Transporting people on buses is being considered as a part of the solution. Conversations can be held with CMSD for the use of parking lots and we will shuttle people on buses.

### **Master Plan Building Updates:**

Mr. Swetel stated that Phase IA Projects have begun with a number of community engagement events and concept designs have begun on a number of them.

***Westpark Branch*** - Eric Herman, Capital Projects Manager, stated that Westpark is considered the demo-library of how the Facilities Master Plan is going to work. Community engagement has been an important part of the process. VOCON, the architects on the project, have been very involved working with the community and the staff of the library to get input on what they want in their branch.

Mr. Herman showed a slide of a computer program that is used to show real time building of a word cloud of the sorts of things that they are looking for in their library, after describing in detail the process from the development of 3 concept drawings to finally presenting options to architects to begin schematic design, floor plans and budgets.

As discussion continued about streets bordering the branch, Mr. Herman identified property that would be acquired that would be used to provide additional parking for the branch. Mr. Herman noted that the entrance would be renovated bringing back the original entrance off of 157<sup>th</sup> Street to make a through corridor interior. This would bring back much of the original character of the old Walker and Weeks building.

Mr. Herman showed slides of the exterior that the architects presented to patrons for reaction. Among those slides, Mr. Herman identified: the renovated entrance and addition; 24- hour space; stacks space.

In response to Ms. Rodriguez' inquiry, Mr. Herman gave an explanation of the 24- hour space. By closing off certain doors of the branch, access would be provided to meeting rooms and restrooms. Groups or community organizations could have the opportunity to utilize this space during hours that the branch was not officially open to the public. This isolated spaced can be card-accessed specifically for the time of the meeting. When the meeting concludes and the patron departs, the room is alarmed and motion sensors which are separate from the rest of the building are activated.

Mr. Herman explained that the vestibule, which could be open 24 hours, could contain a holds locker so that patrons can pick up library books and materials at any time. Mr. Herman noted that there is a resolution on the agenda regarding the holds locker.

Mr. Herman showed a lower level floor plan with space consisting of multipurpose, staff, study, and computer rooms.

Finally, Mr. Herman explained that the best of the ideas found would be given to the architects to be developed ultimately re-energizing the entire building space so that all of it is being used, not only the upper floor.

Mr. Swetel stated that Westpark is an historic Walker and Weeks building and it is important that the historic structure is protected. Looking at different ways to activate the space is in an effort to protect the original footprint. When the building was originally designed and constructed, there were separate basement spaces divided into several types of “parlors” or meeting rooms. This is an opportunity to reimagine the space and repurpose it; add an elevator; make it ADA accessible.

Mr. Swetel noted that in the site plan to add additional parking, we submitted an application to the Land Bank for this property from the City of Cleveland for free.

In response to Mr. Corrigan’s inquiry, Mr. Swetel stated that a residential structure used to sit on this corner lot which is now vacant.

**Walz Branch** - Mr. Swetel stated that Walz is a mixed used development project that the Library is entering into and will share the site with the Detroit Shoreway Development Corporation by combining adjacent sites they own at the corner of Detroit Avenue and West 80th Street. Mr. Swetel noted that there is a resolution on the agenda regarding an option agreement with Detroit Shoreway.

Mr. Swetel stated that community engagement sessions were held at the Walz branch that helped figure out what they wanted as a community in their space. Margaret Sullivan Studios, was brought on as part of the team to leverage their expertise in community engagement to facilitate this reimagining.

Mr. Swetel presented an updated rendering of the new Walz branch with a prominent street presence on Detroit Avenue, anchored by a multi-story low income senior housing behind, and identified the variety of shared spaces between the two, including a shared entry sequence and vestibule at both the south pedestrian and north entrance with parking.

In response to Director Thomas’ inquiry, Mr. Swetel stated that Bialosky Cleveland / Robert P. Madison International are the architects on this project.

In closing, Mr. Swetel stated that some materiality and façade will change particularly on the canopy. We are programming an outdoor space on the roof and there will be some shared amenities between Detroit Shoreway and the Library. Those details will be determined as we get further along in the development agreement and design of the project.

In response to Mr. Hairston’s inquiry, Mr. Swetel stated that Detroit Shoreway is applying for 9.5% in tax credits. If they are successful in being awarded through the State, they will sell those to two investors to have cash on hand to build this. In addition to the tax credit, they will have to find additional funding streams to complete the rest of the project.

Mr. Swetel stated that Bialosky Cleveland / Robert P. Madison International are aware of the Library's project budget constraints and are designing to keep us within budget.

**Woodland Branch / Central Distribution Facility** - Mr. Swetel stated that there is a resolution on the agenda to seek approval for an amendment for design fees primarily as a result of 10,000 square feet of additional space for storage being added on to the project at this time. The additional footage would be needed to relocate the collections storage currently at Lake Shore Facility.

Mr. Swetel stated that Michael Ruffing, Project Manager, has been looking at the collections overall to figure out very intentional ways to make the transition happen from Lake Shore to the Woodland Facility. When the Master Plan was reviewed, we explored the capacity of storage at Woodland and contacted Spacesaver for ideas on what a space would look like. This was narrowed down to a 20,000 square foot allocation for consideration that could accommodate the amount of materials we have.

Mr. Swetel stated that Kathleen Sonnhalter, Capital Projects Manager, would share with the Board some changes that were different from the Master Plan but will still focus on what the public will receive in the Woodland area.

Mr. Hairston ask Mr. Swetel to clarify the changes that he referenced in the Master Plan.

Mr. Swetel stated that initially there was a Super Woodland concept that would have enough storage to accommodate everything currently at Lake Shore Facility and a large transfer of materials from Main Library and Louis Stokes Wing to help accommodate the Master Plan for these two buildings. Because of the concept to move the administration building and a number of other things there, the price tag on the Super Woodland was more than \$50 million.

Mr. Swetel stated that we brought that back with a massing of a 20,000 square foot distribution facility which was primarily a new structure to house our Collections Services, and a major renovation of our Woodland branch. The storage was not initially a part of that discussion. We were still trying to determine if it made sense to go outside and use a third-party storage vendor or look for an alternate location close in the Woodland area to store material. Mr. Ruffing has verified a solution wherein the storage can be accommodated in a 10,000 square foot building.

Director Thomas stated that he wanted the Board to understand that additional funds would have to be identified for the storage. We know that at some point, we would have to address the storage issue. The cost for a third- party storage vendor would be extremely costly. After Mr. Ruffing did an examination of how much additional space would be required to accommodate the storage at Super Woodland, it was evident that additional funds would be necessary.

Ms. Rodriguez recalled that we considered Spacesavers in the past for storage needs and found that it was very expensive.

Director Thomas confirmed that cost have risen considerably since our initial contact with them.

Mr. Ruffing stated that we need space for 1.8 million volumes which covers 525,000 volumes currently at Lake Shore and about 1.3 million volumes from downtown. This facility will get us through the next 20-25 years. Downtown is almost at capacity. If we reorganize, we will need more storage. 10,000 square feet at 35 feet high will accommodate about 2 million volumes. Director Thomas states that as Mr. Ruffing sees it, with the reorganization of Main, we should be fine for 20-25 years with this additional space and continue to collect at the level at which we have collected in our past.

Mr. Ruffing stated that we could continue to live within our footprint and our means.

In response to Mr. Hairston's inquiry, Mr. Swetel stated that 13-15 acres would be needed for the Woodland Facility which is the approximate size of the Lake Shore Facility. We are moving to an equivalent space allocation.

In response to Ms. Rodriguez' inquiry, Mr. Swetel stated that although we do not currently own this land, the Library has pending applications with the Land Bank for those parcels.

Kathleen Sonnhalter, Capital Projects Manager, stated that Bostwick was asked to reconsider what was shown in the Master Plan and they came back with several options.

1. Renovation of existing library and new facility at existing location
2. Renovation of library; include small addition that would serve as Central Distribution
3. Renovation of existing library and lower level as the new distribution facility and building a new branch for Woodland residents between 10,000-14,000 square feet.

The team preferred option 3 as it brings the new project front and center to the community while providing the space necessary for central distribution.

Ms. Sonnhalter stated that the team recently met with Jean McFarren, Collection Services Director, and her staff to document the needs of the staff. Meetings will also be scheduled with the Woodland staff to discuss the idea of the new space and what they would imagine that to be.

Director Thomas stated that when we had renovated the building for Councilwoman Phyllis Cleveland, renovation was on the inside and the community did not receive what they could have. When renovating, as a general rule, the new should be for the public and old for staff.

Mr. Hairston stated that the new building will be a jewel in Ward 5 and Councilwoman Cleveland is very pleased.

Mr. Swetel stated that this would be a 10,000 square foot building and this is reflected in the resolution for design fees. Nothing relative to the budget is changing for the spaces as we are staying within the budget referenced in the Master Plan. The only difference would be the 10,000 square foot of additional storage space. The best use for the space must be determined and the location of the funds must be identified.

In response to Mr. Seifullah's inquiry, Mr. Swetel identified the area designated for parking.

Mr. Swetel stated that this would be set up and planned for the future campus of the Cleveland Public Library as there has been some discussion about moving administration to Woodland and having a maintenance garage. However, those items are planned for Phase II of the Master Plan.

Mr. Swetel explained that the current focus is ensuring that the property is acquired; the design for the 10,000 square foot building approved by the Board; and getting the new branch and storage facility. This way, when it is time for Phase II of the Master Plan, we are already set up in a way that we can easily go in and get those structure built.

In response to Ms. Dodrill's inquiry, Mr. Swetel stated that the exact square footage of the Woodland Distribution Facility has not yet been determined. However, there is more space than what was initially planned and believed that with everything combined the space is approximately 28,000 square feet.

**Jefferson Branch** - Kathleen Sonnhalter, Capital Projects Manager, stated that Jefferson Branch is at the pre-schematic design phase. The architects on this project are WANIX Architects / Williams Architects.

Ms. Sonnhalter described the community engagement efforts; the first held earlier in the day to engage teens and adult patrons, the second to coincide with the Tremont Art Walk, to ensure more comprehensive community feedback.

Ms. Sonnhalter stated that a strong steering committee was is in place for Jefferson Branch. If anyone has interest in participating on a steering committee, they may send notification to [mybranchinput@cpl.org](mailto:mybranchinput@cpl.org) noting the branch in which they are interested.

In closing, Ms. Sonnhalter showed slides with community engagement boards from the Jefferson Branch noting some interior and exterior preferences, a new entry vestibule and entry plaza, and noted strong community interest in new work of a more contemporary style from that of the original building, while respecting the original architecture.

**Hough Branch** - Jasmine Sims, Operations Projects Coordinator, stated that the Hough Branch is being designed by Moody Nolan, which is the largest African American architectural firm in the United States. There is minority representation at every single level of this project.

Ms. Sims showed a slide of the site map for Hough and stated that the new branch would be situated on the corner of East 66<sup>th</sup> Street and Lexington. Ms. Sims identified the parcel for which the Library has submitted an application with the Land Bank.

Because the branch is currently nestled in the community and will be relocated to Lexington, Ms. Sims spoke on the importance of having all of the voices at the table as the process continues to evolve.



In response to Mr. Corrigan's inquiry, Director Thomas stated that the branch is currently located on Crawford Road and Kenmore Avenue.

Ms. Sims stated there is limited transit near the vicinity of the existing branch. Visitors would have to walk from the closest bus line to the branch.

In response to Ms. Rodriguez inquiry about the new branch and possible gang activity in the area, Director Thomas stated that the new location is a safer area.

Mr. Parker stated that this was a great location for the new branch.

Mr. Seifullah stated that the Fatima Family Center helps to create a more positive area for the new branch.

Ms. Sims stated that discussions have been held with Ms. Winlock regarding the possibility each branch having a theme.

Ms. Sims noted that League Park is located across from the proposed library location, and as a part of the Land Bank application process, the Library was required to look programmatically at the benefits of moving from Crawford to Lexington Avenue and how that would benefit our patrons. We are looking to draw on the partnerships of our stakeholders. As the Library continues into the future, we would like to lean on our strategic partners to host programs that we cannot ourselves host in-house. By hosting these programs, our strategic partners are welcoming attendees to the Library.

Mr. Hairston stated that League Park has been revitalized.

Ms. Sims stated that League Park is not only a local facility but an international destination. We would like to make the Hough Branch a destination as well. It would be ideal if visitors came to League Park then to the Hough Branch to learn more by interacting with the collection perhaps digitally. There could be different ways to energize the collection and tie into the Sports Research Center.

In addition, Ms. Sims stated that we plan to work with Fatima and tie into their Family Center.

Ms. Winlock stated that we would like to make Hough our sports library that would house memorabilia and the focal point for e-gaming. When this idea was shared during a meeting with the Land Bank, they were extremely excited about us having a sports theme and what it could do for the community.

Mr. Swetel stated that the Baseball Heritage Museum is a big component of League Park. The selling feature of the Baseball Heritage Museum, created during the time that organized American baseball was segregated, is the collection of the Negro Leagues. Their collection in tandem with the Library is considered better and more robust than the collection at the National Baseball Hall of Fame in Cooperstown, NY. This also presents an opportunity to leverage and activate at the Baseball Heritage Museum, Library and Fatima Family Center.

Ms. Sims stated that for this process, the Library utilized community engagement expert Margaret Sullivan. Because all branches are different, this opportunity presented the occasion for a joint Ward Meeting and community engagement session with Councilman Basheer Jones.

Ms. Sims showed slides of the joint Ward Meeting and community engagement session and identified several participants and attendees.

Ms. Sims explained that the next step is for Moody Nolan to develop the schematic designs for the branch in March and will probably be completed in 12 months.

Ms. Sims showed a slide with a matrix of Land Bank parcels requested by the Library. Currently, the Library has 11 Land Bank parcels that are pending for Hough. Although we have been technically approved, once we have filed the design, the Councilperson and local CDC's must sign off. After preliminary approval is received, this goes to the City of Cleveland's Board of Control for final approval.

For the Woodland campus, 30 parcels are owned by the Land Bank, City of Cleveland, and Economic Development and six parcels are private ownership. We are working with Burton Bell Carr to have those parcels donated to the Land Bank and then the Library would acquire them from the Land Bank. These parcels would be acquired at no fee to the Library. Because of the overwhelming support received from the levy, the community is funding these projects.

Mr. Corrigan stated the distance between the current Hough and MLK branches make them two of the closest branches on the east side. Discussion continued about the improvement of walking distance as a result of the move to the new locations.

Ms. Sims stated that conversations have been held with Councilman Jones regarding the use of the current Hough Branch for the public good. Among the ideas considered are donating the property to either the Hough Land Trust or the Birthing Beauties Organization. The Birthing Beauties Organizations works with new fathers and new mothers.

Mr. Swetel stated that Birthing Beauties has funding available to them to build a new facility and explained that this organization works to lower infant mortality rates in Cleveland. Recommendations for the use of the branch will be brought before the Board for approval.

Mr. Swetel stated that the community engagement sessions helps us to get back into the communities that support the Library's levy making it possible for these projects to happen. It is important that they understand that their input is valuable. The talent the Library has secured for the five design contracts is representative of the communities where we are doing this work.

Finally, Mr. Swetel stated that periodic updates will be provided to the Capital Committee and the full Board as the process continues.

Mr. Hairston asked that the Board receive presentations on the status of Sterling and East 131<sup>st</sup> Branches and noted that Sterling is in Councilwoman Phyllis Cleveland's ward and Reverend Chelton Flanagan, Holy Trinity Baptist Church, is very interested in East 131<sup>st</sup>.

Director Thomas commended staff for having the community engagement meetings and stated that many City Council members have expressed their appreciation for being included in the process.

**Finance Committee Members** (Mr. Seifullah, Chair)

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

Absent: None

**Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. dba Starting Point for MyCom Out-of-School Time Transitions Program**

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that the Library has an ongoing relationship with Starting Point for MyCom for our out of school and after school programming and we would like to continue this relationship. We are pleased with the job that they do for us and their services support and compliment other efforts at the Library such as tutoring and kindergarten clubs.

Ms. Winlock stated that this resolution recommends the Library accept a grant in the amount of \$75,008.56 from Starting Point for the MyCom Out-of-School Time Transitions Program.

In response to Mr. Seifullah's inquiry, Director Thomas stated that Billie Osborne-Fears, Executive Director at Starting Point for Child Care and Early Education, is very supportive of the Library. The Library is continually funded because our staff does a such a good job.

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 Best Buy Teen Tech Centers Grant to Support and Sustain the Best Buy Teen Tech Center at Rockport Branch**

In response to Mr. Seifullah's inquiry, Carrie Krenicky, Chief Finance Officer, stated that last November, the Board approved a resolution to accept a Best Buy Teen Tech Centers Grant to support the Best Buy Teen Tech Center at Rockport Branch in the amount of \$12,500 that brought us through January 31, 2020.

Director Thomas stated that because of the good work of our staff, Best Buy is continuing to provide the Library with funding to support and sustain the Teen Tech Center at Rockport Branch. Although it is unknown how long they will continue to sustain us, we are appreciative of the \$50,000 grant support.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that the Tech Centers are very important. Not only are the teen participants having fun, they are developing critical skills through hands-on activities.

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

Resolution to Advance Cash from the General Fund to the MyCom Fund and to the Tech Centers Fund

Carrie Krenicky, Chief Financial Officer, stated that this resolution is a request to allow an advance of cash from the General Fund to the MyCom Fund and to the TechCenters Fund.

This cash advance is to cover the reimbursement grant in the amount of \$75,008.56 from Starting Point for for MyCom out-of-school time transitions programs and \$10,000 for the Best Buy grant. The Best Buy agreement specifies that it will pay the Library 80% of the Grant, or \$40,000, upon receipt of signed contracts and the remaining 20%, or \$10,000, will be paid upon receipt of year end reports, which will occur after January 31, 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.

Second Amendment to the Year 2020 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we amended our Estimated Certificate of Resources to receive two grants and cash advances; appropriating funds to the MyCom fund and Tech Centers fund; appropriating from the Construction - Tax-Exempt Capital Improvement fund for the Construction Manager at Risk; and the amendment to the agreement with Bostwick architects.

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 Approve the Use of Lockwood Thompson Endowment Funds for International Travel

Carrie Krenicky, Chief Financial Officer, stated that this resolution is a request for the Board to approve the use of Lockwood Thompson Endowment Funds for Senior Subject Department Librarian, Lan Gao, of the Youth Services department, to attend the International Federation of Library Associations and Institutions (“IFLA”) World Library and Information Congress Annual Conference to be held in Dublin, Ireland from August 15 through August 21, 2020. Lan Gao serves on IFLA’s standing committee as the Chair and reports back to the American Library Association. The conference estimated costs to be incurred by Lan Gao total \$3,111.39, which includes air and ground transportation, lodging, meals and registration.

Mr. Seifullah commended Timothy Diamond, Special Assistant to the Director, for his responses during his recent interview with Channel 8 about why Library representatives should travel internationally.

Ms. Krenicky stated that this is the use for these endowment funds although the Board does approve travel outside of the United States. This is the reason we are bringing forth this resolution.

Director Thomas stated that although the Library recognizes its responsibility and accountability to the city of Cleveland, we are also seen as an international library. This is evidenced by the many international visitor we receive and host.

Tana Peckham, Chief Marketing & Communications Officer, stated that Ed Gallek, Channel 8 Report, was invited to interview Director Thomas at the East 131<sup>st</sup> Street Branch so that he could see first-hand the impact of the trip to Israel taken by Aaron Mason and Erica Marks and how they brought back ideas as a partnership with the library in Israel.

Ms. Rodriguez stated that in 2018 she attended the IFLA Conference in Kuala Lumpur, Malaysia with Lan Gao and noted that Ms. Gao holds various positions on steering committees and is very well respected by the IFLA community.

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 Security Services with Royce Security Services, LLC

Jeremiah Swetel, Chief Operations Officer, stated that this resolution seeks approval to amend the agreement for security services with Royce Security Services in an amount not-to-exceed \$25,000. This is for additional Royce coverage at our branches while we are staffing our SPS Department.

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

#### Resolution Authorizing Agreement with Squire Patton Boggs, LLP for Agent and Lobbyist Services

Director Thomas stated that the Library wishes to continue to work with Timothy Cosgrove, Squire Patton Boggs for the agent and lobbyist services that he provides to help support the Library in Columbus especially with the Ohio Library for the Blind and Physically Disabled.

Mr. Corrigan stated that the Library can benefit Mr. Cosgrove's expertise and demonstrated ability to communicate with the republican leadership in Columbus.

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

Joyce Dodrill, Chief Legal Officer, stated that this resolution seeks authorization to amend the agreement with Peter MacEwan for consulting services in connection with the MLK Project and the Master Plan Project. As we transition from Mr. Swetel's departure to the new person in charge, this proposal is for 20 hours per week through July 3, 2020. The total amount will be \$65,000.

Ms. Dodrill, introduced Mr. MacEwan who was present, and stated that he has assisted the Library with other projects such as the South Branch.

Ms. Dodrill stated that Ms. MacEwan is very well respected and will bring necessary continuity during this transition for 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 Announcing Construction Manager at Risk for Phase 1A of the Facilities Master Plan Determined to be Best Value and Authorizing Agreements

Joyce Dodrill, Chief Legal Officer, stated that this resolution is recommending the Board approve Gilbane Building Company as the best value firm. After an extensive procurement process we received qualifications from a number of construction managers firms to handle construction management for all of the six different Phase 1A projects.

Ms. Dodrill stated that after receiving statements of qualification, the evaluation committee narrowed the list down to three: Donley's; Regency/Ozanne; and Gilbane.

Ms. Dodrill stated that pricing proposals were requested. Once received, the pricing proposals were evaluated and ranked for technical specifications and project plans. Based upon the ratings obtained from combining qualifications and pricing scores, the evaluation committee ranked the short-listed firms and Gilbane's proposal came out very high. They are very diverse and have an excellent team with skills and experience; proposed schedule acceleration plan; have partnerships with McTech Corporation, KGJ, Inc., Coleman Spohn Corporation, and Adrian Maldonado & Associates which are all MBE's. Those functioning in the capacity of Project Manager, Project Superintendent and others will all be diverse individuals or females.

Ms. Dodrill stated that we are confirming that Coleman Spohn Corporation is on this project, although this is how it was presented to us. The second highest ranked firm Regency/Ozanne also had Coleman Spohn Corporation on their team. They have raised a question whether Lonnie Coleman was also on Gilbane's team.

Mr. Swetel stated that he had a conversation with Tari Rivera, Regency Construction, who contacted him to apologize for the email sent by Dominic Ozanne inquiring whether or not Lonnie Coleman had exclusive rights with Regency/Ozanne and not Gilbane. Ms. Rivera said that this was not a CPL problem but a CM problem.

Mr. Swetel stated that he spoke with Ed Valentine from Gilbane Construction Company who will be sending notice today.

Mr. Swetel stated that this process was very similar to process when we engaged the architect firms, and they were strongly advised that Statement of Qualifications should reflect diverse teams. Mr. Swetel touted the strong diversity reflected on Gilbane's team especially its Hispanic representation on the actual team.

Mr. Swetel stated that the process was established with Sadie Winlock, Chief Equity, Education & Engagement Officer

Mr. Swetel stated that it is important that we make sure that those working on the workforce component of the project are representative of the community.

Mr. Hairston stated that he is not aware that it is wrong to be on two different teams and did not see it as a problem.

Director Thomas stated that that issue should be worked out among themselves.

Ms. Dodrill stated that we will have confirmation on this issue by Thursday's Board Meeting.

Ms. Winlock stated that the Gilbane team is very diverse and came in with a clear plan and one of the strongest strategies on how they would move forward with diversity and inclusion among all of the submissions.

Mr. Swetel provided an update and stated that he just received notice that Lonnie Coleman was an active participant of the Gilbane team when they issued their Statement of Qualifications and when they responded to our Request for Proposals through our CM engagement. This verifies that Mr. Coleman is on the team.

After Mr. Corrigan shared history about the track record of Lonnie Coleman and Dominic Ozanne working for 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 to Amend Agreement with Benesch, Friedlander, Copelan & Aronoff, LLP for Legal Services

Joyce Dodrill, Chief Legal Officer, stated that this resolution is requesting authority from the Board to increase the Benesch Agreement by an additional \$20,000, bringing the total amount of the contract to \$45,000.

Ms. Dodrill stated that Benesch, Friedlander, Copeland & Aronoff has assisted the Library on two legal matters: (1) provided real estate legal services in connection with the drafting and negotiation of an Option Agreement with the Detroit Shoreway Community Development Organization for the mixed use development of the Walz Branch; and (2) legal services for the development of a comprehensive Master Construction Manager Agreement covering all six projects and associated documents for the Facilities Master Plan's construction manager at risk.

Ms. Dodrill explained that since the Option Agreement and the Master Construction Manager Agreement have now been completed, the Chief Legal Officer anticipates that issues may arise regarding the implementation or interpretation of these agreements over the next few months for which she will need to consult with Benesch. In addition, we anticipate negotiating the Master Construction Agreement hopefully with Gilbane. This would provide the ability to consult with attorneys if necessary.

In response to Mr. Corrigan's inquiry, Ms. Dodrill stated that Benesch team consisted of Barry Miller, construction attorney as well as Jared Oakes and Kelly Noll, who assisted with the Option Agreement.

Director Thomas stated that although several attorneys are assisting the Library on projects with complex issues, this is built into the cost of the overall projects' budget.

Ms. Dodrill noted that in a later resolution that the Board will consider regarding the Walz Branch, Detroit Shoreway is giving us \$5,000 towards legal fees with Benesch.

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 Ease@Work EAP, LLC for Employee Assistance Service Program

Lynn Sargi, Chief Talent Officer, stated that the Library sought proposals for employee assistance program services and received responses from three vendors: IMPACT Solutions, Ease@Work EAP, LLC and Assist NOW (Recovery Resources). Although IPACT Solutions came in at \$140 less than Ease@Work EAP, for continuity purposes we are recommending the Library continue with Ease@Work.

Ms. Sargi stated that Ease@Work was previously run by The Centers for Families and Children and was sold to an AllOne Health Resources Organization.

In response to Mr. Corrigan's inquiry, Ms. Sargi explained that the Employee Assistance Service Program typically provides counseling for employees and/or members of their immediate families as well as referral resources for financial, elder and childcare, and other issues affecting the family.

Mr. Corrigan stated that these services are important to the Library's employees and worth the investment.



Mr. Hairston stated that he met with Director Thomas and Ms. Sargi and was updated on the importance of these services and supports it wholeheartedly.

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 Approving Option Agreement with Detroit Shoreway Community Development Organization for the Walz Branch Project

Bryan Szalewski, Senior Legal Officer, stated that this resolution requests approval on the Option Agreement with Detroit Shoreway Community Development Organization for the Walz Branch Project.

Mr. Szalewski explained that the Option Agreement is the last step for Detroit Shoreway to submit their application to show that if they receive low income housing tax credits, they will be able to take control of the property and move forward with the project. They will find out on May 22<sup>nd</sup> if they received the financing. If approved, they will automatically exercise the Option and we will immediately begin to work on a purchase agreement and a Construction Operation and Reciprocal Easement Agreement that will explain how the property will transfer; how we will go about building this intertwined construction; how we will allocate our costs; and how, once this has all been done, be able to keep it up and maintain some shared operations.

Mr. Szalewski stated that there is a possibility that Detroit Shoreway may not get the financing in May. If that is the case, the option will terminate and we will continue to be open for discussion to reapply in 2021. This is the same cycle that happens every year. If financing is received and the option is exercised, we expect by September to enter into a Purchase Agreement containing several conditions for closing similar to the MLK agreement to give additional protection to the Library. This will require financing and approval of their design of our building and ours of their building. If this is completed by September, we expect to have a closing on the project between May 2021 and September 2021, depending the length of time required for Detroit Shoreway to get their financing.

Mr. Szalewski stated that in the closing, the Library would receive title to Detroit Shoreway's 4-5 parcels on the side street. We will combine all of those current parcels with the Walz Branch and have them re-subdivide it into a library parcel, the parking lot which the Library will own, and an air rights parcel and ground rights parcel for the apartment building. The Library will transfer the apartment building property back to Detroit Shoreway. We will also record the Construction Operation and Reciprocal Easement Agreement so that even if Detroit Shoreway should at some point sell the property, we will still have an agreement with any subsequent owners. This will keep the Library covered for shared operating expenses in the future.

In response to Ms. Rodriguez' inquiry, Mr. Szalewski stated that the demolition of the current Walz Branch has not been worked out. This will likely be included as a credit toward the total costs. When we do the transfer of the property to Detroit Shoreway, the Library will be credited for the value of their property. However, if there is a difference, we will credit that and count it in toward the allocation of the construction costs. They have an existing building on their

property and we have one on ours. It may make sense for each of us to demolish and remediate the buildings on our own properties and then do the transfer. This has yet to be settled.

Ms. Dodrill stated that once we know that they will get the tax credits, we will start to negotiate this agreement and it will all be worked out and will bring it back to the Board for approval.

Mr. Seifullah thanked staff for doing their part to keep this project moving and motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

#### Resolution to Engage L.A.N.D. Studio Inc. to Organize 2020 See Also Program

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that the Library has worked with L.A.N.D. Studio over the years to organize and bring contemporary public artwork to the Eastman Reading Garden on a temporary basis for the annual “See Also” program in the spring.

Ms. Winlock stated that she was excited about this year’s selection as it continues with the Library’s theme Democracy 2020. This artist has agreed to help build programming around the installation. This resolution seeks authorization to engage L.A.N.D. Studio, Inc. for the spring 2020 *See Also* temporary public art program at a cost not-to-exceed \$75,000.

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

#### Resolution to Enter into Renewal Agreement with Voya Employee Benefits Company, LLC for Life Insurance and Disability Income Insurance

Carrie Krenicky, Chief Financial Officer, stated that the Library’s life insurance and short-term disability income insurance policies have been in force with VOYA Employee Benefits, a division of ReliaStar Life Insurance Company, since 2010 and 2015 respectively and the current terms are expiring on March 14, 2020.

Ms. Krenicky stated that the current rate for basic life insurance is \$.13/\$1,000 and \$.02/\$1,000 for AD&D insurance. The renewal rates will not increase from the current rate and is guaranteed for two years. The current rate for short term disability coverage is \$.125/\$10 and the initial renewal rate offer increased to \$.23/\$10 due to incurred claims exceeding paid premiums over the past two years.

Ms. Krenicky stated that this resolution will allow the Library to enter into a renewal agreement with Voya Employee Benefits Company for our life insurance for up to a two-year term since our rates are guaranteed for two years and up to a one year term for short term disability coverage. We hope to go out next year for better pricing than that policy.

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

Resolution to Authorize Director to Negotiate and Enter into Gas Contract to Take Effect After Expiration of Current Contract

Carrie Krenicky, Chief Financial Officer, stated that our current gas contract expires on October 31, 2020. The Library's energy consultant is advising that we go out to market now as this is a low point. This resolution will grant authority to check pricing as the rate for natural gas is now down to \$2.85 per Mcf. The energy broker advises us to engage into an agreement that does not exceed \$2.95 for a 36 month term.

Ms. Krenick stated that we are currently at a 12 month term and we are encouraged to enter into a 12, 24 or 36 month term not exceeding \$2.95.

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 Agreement with Agnes Studio for Design Services for a Brand Visual Identity Refresh

Tana Peckham, Chief Marketing & Communications Officer, stated that this resolution seeks authority to enter into an agreement with Agnes Studio for design services to refresh the organization's brand visual identity.

Ms. Peckham stated that as we close our 150<sup>th</sup> anniversary year and look forward, it was time to create better recognition and cohesion of the Library's brand identity including its buildings, branches, programs, and services. Agnes Studio's skills and experience uniquely position the agency to help create a cohesive design system for the organization, especially as we embark on the Facilities Master Plan. As part of the Facilities Master Plan, the organization will be creating wayfinding and signage for our patrons to recognize our buildings and navigate our interiors.

Ms. Peckham shared examples of brand visual identity refreshes, stating that two principals from Agnes Studio will be at the Regular Board Meeting on Thursday for a presentation.

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

Resolution Authorizing Purchase of Materials Hold Locker and Agreement with Newburgh Heights for Placement of Locker

Jasmine Sims, Operations Project Coordinator, stated that last year, Director Thomas was joined by other Library staff in a meeting with Mayor Tervor Elkins and Councilwoman Gigi Traore, Village of Newburg Heights. They discussed the opportunity to have a holds pick up locker in their City Hall where patrons will be able to retrieve holds and return materials as the nearest library branch is Fleet.

Ms. Sims explained that this will expand the Library's presence in the Village of Newburgh Heights.

According to conversations held with Larry Finnegan and Hilary Prisbylla of CLEVNET, when patrons go online, they can select Village of Newburgh Heights City Hall as the destination of where the item can be sent.

Director Thomas stated that Councilwoman Traore reached out to him in an effort to make sure that residents of the Village of Newburgh Heights are serviced by the Library.

Ms. Rodriguez asked for an explanation of how the lockers are funded.

Director Thomas stated that residents of the Village of Newburgh Heights supported the Library's levy and pay taxes.

Sadie Winlock, Chief Equity, Education, and Engagement Officer, stated that in the future, there may be an opportunity to discuss ways to create Library programming for the community in that space as well.

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

Resolution Authorizing Agreement with Helbling & Associates, Inc.

Lynn Sargi, Chief Talent Officer, stated that Helbling & Associates, Inc. is an executive search firm whose area of expertise is facilities and construction management and was recommended by Peter MacEwan. Because time was of the essence, we met with Helbling and we recommend moving forward with them in our search for a new Chief Operations Officer.

Ms. Sargi stated that Helbling has done searches for Brooklyn Public Library, Ohio State and Oberlin College.

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 the Woodland Branch and Distribution Facility

Jeremiah Swetel, Chief Operations Officer, stated that as a follow up to the design presentation in the Capital Committee Meeting, this resolution requests authority to amend the agreement to increase fees for the anticipated additional 10,000 square feet at the Woodland Facility.

Mr. Swetel stated that with the revision to include the 10,000 square foot storage building, the architect fee increases by \$493,750.00 for a total contract amount not-to-exceed \$1,443,760.00 for the new branch, distribution facility including the addition space.

After some discussion about the additional square, Director Thomas confirmed that it would be a larger building.

Mr. Swetel stated that the funds for Bostwick come from the bonds proceeds.

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.

**Human Resources Committee Members** (Mr. Hairston, Chair)

Present: John Hairston, Anthony Parker

Absent: Alice Butts, Thomas Corrigan

Mr. Hairston stated that because there was no quorum for the Human Resources Committee Meeting, the following items were discussed for informational purposes only.

**Regular Employment Report**

Mr. Hairston stated that the Regular Employment Report is available for informational purposes only.

**Resolution to Amend Human Resources Manual**

Lynn Sargi, Chief Talent Officer, stated that this is a policy change that will offer non-bargaining unit staff the following two different options:

Option #1: Non-bargaining unit employees who have a balance of over 900 hours in their sick leave bank at the end of the calendar year will be paid 75 percent of those hours in excess of 900 hours at their current hourly rate; the remaining 25 percent of those hours are forfeited in excess of 900 hours.

Option #2: Non-bargaining unit employees may convert accumulated but unused sick leave to cash up to 75 hours at the rate of fifty (50%) of its current value. If a conversion plan is approved by the Ohio Public Employees Retirement System (OPERS), the maximum amount of converted sick leave that can be considered earnable income toward OPERS is the amount the employee accrues in one calendar year, less any amounts used or converted during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted. This concept is considered the LIFO method (last in, first out). Hours will be paid in cash to the employee in the first full pay period after the calendar year end date (12/31) at the employee's current rate of pay.

Ms. Sargi stated that this language will be consistent with the language that is enacted and ratified in the SEIU contract.

Mr. Hairston thanked Ms. Sargi for her explanation of this amendment.

Mr. Hairston adjourned the Joint Capital, Finance & Human Resources Committee Meeting at 1:25 p.m.