

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
June 16, 2009
Trustees Room Louis Stokes Wing
12:00 p.m.

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

Absent: Ms. McClung

Mr. Corrigan called the joint meeting of the Finance Committee and Human Resources Committee to order at 12:06 p.m.

FINANCE COMMITTEE MEETING

Resolution to Accept LSTA Grant to Administer KnowItNow

Don Boozer, KnowItNow Coordinator, gave an update on the KnowItNow program and stated that the KnowItNow program at Cleveland Public Library is among the busiest answering questions in approximately 9,000 monthly sessions. Mr. Corrigan stated that this is a regional coordination and collaboration and important to continue by accepting this grant to continue program funding.

Mr. Corrigan stated that this item would go to the full board for approval.

Resolution for an Interlibrary Software Collaboration Agreement

Mr. Corrigan stated that this resolution accommodates the interlibrary software collaboration between the State Library of Ohio and Multnomah County Public Library with the administration of statewide virtual reference services with Cleveland Public Library hosting the hardware and software of the collaborative system. Cleveland Public Library will expend 50% for software enhancement cost and Multnomah County Public Library will be invoiced for the remaining 50%.

Mr. Corrigan stated that this item would go to the full board for approval.

Third Amendment to the Year 2009 Appropriation

Mr. Corrigan stated that this was a routine item noting a fund balance change in the KnowItNow-LSTA revenue from \$295,349.43 with an increase of \$554,366 amending the fund balance to \$849,715.43 which coordinates with the Resolution to Accept LSTA Grant to Administer

KnowItNow discussed above.

Mr. Corrigan stated that this item would go to the full board for approval.

Change Order #6: New Rice Branch Library Project

Mr. Corrigan stated that this change order for the new Rice Branch Library Project provides for the relocation of the trailer and fencing and adding additional gates and the reimbursement owed to East-West Construction Co., Inc. for payment of building permit fees for other prime contractors.

Rich Ortmeyer, Bostwick Design Partnership, stated that the general trades contractor of the construction site is also in charge of the entire construction permit which covered the permit for their own trades and were unable to calculate permit fees for other prime contractors in advance, therefore however paid the entire fee, and is seeking reimbursement accordingly.

Mr. Corrigan stated that this item would go to the full board for approval.

HUMAN RESOURCES COMMITTEE MEETING

Resolution Relating to the Cleveland Public Library Section 403(b) Tax-Sheltered Annuity Plans

Sharon Tufts, Human Resources Administrator, gave a detailed background and strategies regarding 403(b) plans provided at Cleveland Public Library by two vendors: ING and Isquick Annuities. Ms. Tufts also discussed new IRS compliance regulation requirements that result in complex administrative burden and increased employer intervention and employee decision regarding their 403(b). This resolution proposes freezing existing 403(b) arrangements to new contributions and authorizes the necessary updating of these arrangements as well as the taking of corrective steps under the IRS VCP filing. In addition, this resolution prohibits new loans or employee contributions after the freeze date of August 31, 2009. Finally, the resolution calls for termination of 403(b) arrangements altogether no later than December 31, 2011.

After lengthy discussion, Mr. Seifullah stated that this item would go to the full board for approval.

Proposed Revisions to the Human Resources Manual

Sharon Tufts, Human Resources Administrator, reviewed the proposed changes to the Human Resources Manual that apply to non-bargaining unit employees: Section 300: Compensation Practices. Changes to Subsection 341.5 state that overtime rate will be paid for overtime worked by employees in the positions classified through grade G. Full-time employees grade H and higher are expected to work beyond the standard 37.5 hour work week with no additional payment except for Sundays. Also proposed was Section 352: Increases and Promotions. The change stating that annual increments (salary step increases), as provided in the salary schedule

for full time and part time regular employees, will be payable at the beginning of the payroll following the anniversary of their employment or promotion until they reach the top of their grades. Also proposed was Subsection 352.1 stating that hourly paid employees will be granted an increment whenever the number of hours they have worked in a given step totals 1,950. Finally proposed was Section 500: Staff Development Subsection 522.2 stating that an employee in any classification upon completing half of the required credit hours for a Masters of Library Science degree and proving to Human Resources written proof of credits earned, shall be advanced to the next step on his/her pay grade, if available, and shall receive the rate of pay commensurate with that step. This will not affect the employee's anniversary date of any future step increases.

After discussion, Mr. Seifullah stated that this item would go to the full board for approval.

Mr. Seifullah adjourned the Joint Finance & Human Resources Committee meeting at 1:08 p.m.