

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
March 16, 2021
Learning Commons Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Thomas

Mr. Seifullah called the Joint Finance & Human Resources Committee Meeting to order at 12:09 p.m.

Presentation: Main Library Conceptual Reimagination Transforming the Patron Experience - John Skrtic, Chief of Special Projects and Collections and Michael Ruffing, Project Manager, Main Library Office

Director Thomas stated that this presentation is to provide a brief overview of our intentions regarding Main Library. We have focused the majority of the Facilities Master Plan on the Library's branches in our neighborhoods as this is what we spoke with the community about. We said that we would make sure that every dollar of our Facilities Master Plan was spent on our branches in the community. In the same light, we recognize that we still wanted to do the work to make our downtown Main Library a destination place for our community.

Director Thomas stated that he asked John Skrtic, Chief of Special Projects and Collections to begin working on what that might look like. Mr. Skrtic has been working with Michael Ruffing, Project Manager, Main Library Office, and they have developed a proposal that will be shared with the Board in its early stages.

Mr. Skrtic stated that following discussions with the Executive Leadership Team, the following vision was established:

Vision: Create identities for each Main Library Building through Reorganization & Programming

Mr. Skrtic explained that it has been nearly a quarter of a century since the Louis Stokes Wing opened. We have learned what works, what doesn't and where we want to go in the future. We are excited to rebrand Main Library as: Research, Reading & Learning. This would mean moving all of the subject departments into historic Main Building with the exception of Youth Services.

Mr. Skrtic stated that the purpose of this presentation is to show the Board the conceptual plan before talking to staff, SEIU and potential partners so that everyone could be a part of the change of the future of Main Library.

Mr. Skrtic stated that with this change, Louis Stokes Wing would be branded as :

Creativity, Transformative Experiences & Personal Empowerment

- Tech Central (Lower Level)
- Learning Commons (2nd Floor)
- Children & Families Discovery Center (3rd floor): Reimagined Youth Services
- Reimagined OLBPD (4th floor)
- Fulcrum 525 (5th floor): Greatly expanded and reimagined maker space
- LSW 6th Swing space/emergent needs space
- LSW upper floors used for book storage

Mr. Skrtic noted that this is a conceptual framework for thinking about how space can be reallocated to reinvigorate Main Library. Actual programming will be determined with extensive public, staff, and Outreach and Programming Services input and planning.

Mr. Skrtic gave an overview of the following primary benefits of this plan:

- Transforms Main Library into a dynamic, experience-based library for the 21st century
- Enables the Library to potentially offer expanded hours for specific floors/services (e.g., maker space)
- Achieves cost savings downtown by reducing number of service points
- Reinvigorates staff through collaborative work teams, with more staff per public floor, which also improves safety with more “eyes on the floor”

MAIN LIBRARY CONCEPTUAL REIMAGINATION

Mr. Skrtic stated that Mr. Ruffing has been diligently working on revision the Collections Policy

- Current Progress Toward Transformation
- Revised Collection Development Policy for Main Library and Branches (July 2021)
- Main Library Compact Shelving Storage (2021)
- Electronics on 8th floor LSW are at end of useful life
- Upgrades will improve security of priceless material and functionality, safety, and security of the existing compact storage units
- Address 2018 Mold Outbreak at Lake Shore Facility (2021-2022)
- Mold is arrested, but collection needs to be cleaned of mold spores
- Collection must be cleaned before it can be moved or weeded to avoid spread of mold spores (per ICA assessment)

- Intermuseum Conservation Association (ICA) recommends that we hire a mold remediation company that could do the work safely in a few months
- CPL obtained an Environmental Report from EA Group (10-8-2018) and a remediation assessment from ICA (12-17-2019)

Mr. Ruffing added that in 2010, the Board adopted a consolidation plan for Main Library. We consider that this plan completely supplants that previous plan. One part of that plan which is the Children's Family Discovery Center, has moved into this plan. For the most part, this plan goes far beyond 2010.

Mr. Corrigan stated that when we built the Louis Stokes Wing, we had the foresight to make sure that floors 7, 8 and 9 could all be compact shelving so that we build a foundation structure for LSW to always do this sort of use.

Mr. Corrigan stated that he always hoped that we would invest in additional compact shelving so that more materials are of ready access downtown. This will certainly do that.

Mr. Corrigan stated that another important aspect of this is that post COVID, downtown will become a destination again. In the last year, another 2,500 people have moved downtown even during COVID. Apartments are filling and there are even more downtown residents. Main Library is the downtown branch. Therefore, maker space, the children's area and even general circulation is bound to climb downtown compared to where we have been during the recent pandemic. All of the attention in making Main Library a downtown destination is a key part of this plan.

After acknowledging the benefits of separate spaces for TechCentral and maker space, Mr. Corrigan stated expressed the importance of expanding service hours in the location of our spaces as well as the overall space downtown.

Mr. Hairston asked for an update on the Library's effort to reach out to K-12 families who live downtown.

Mr. Skrtic stated that in the last few years, Director Thomas has encouraged us to bring in groups of kids from throughout the city and this has worked with more visits from kids and they all have been provided with a unique experience when visiting. Kids return home and share their experiences with family members and then end up returning on the weekends. Unfortunately, we do not have the space to do what we would like to do because our current Youth Services space is limited. However, with this plan, we will be working with Timothy Diamond and the Knowledge Office to look at attendance data. We also will work with likeminded agencies like the Children's Museum and build new partnerships.

Mr. Skrtic stated that although he does not know the exact number of teen visits, the last few years teens have been flocking to Main Library.

Mr. Ruffing stated that we see this not as a replication of the Children's Museum but something

great for children that is free for kids. Because it will be in the Louis Stokes Wing where individual floors can easily be opened and locked down, it could be open on a Sunday for example. Usually on Sundays, it is easier to drive downtown. During the week, public transportation is available. This can be seen as a wonderful alternative to a paid experience for all children and including school children who come in on a regular basis.

Sadie Winlock, Chief Equity, Education, and Engagement Officer stated that according to downtown demographics, 25% of the people who live downtown have children under the age of 18 years old.

In response to Ms. Rodriguez, Director Thomas stated that there is a group called Downtown Cleveland Residents with who we have reached out and partnered with. We have had conversations with many family members and parents of children who live downtown. Many of these parents are in organizations that we partner with.

Director Thomas stated that there are thousands of children in neighborhood schools that we need to bring to Main Library for programs on a continual basis. Every day, there should be buses of children visiting the Library. Although there are many programs available remotely, we need a full breadth of space that speaks to children. The Library's children's department is full of books and is very traditional with limited space for other activities.

Mr. Ruffing stated that this new area will have space for play, lunch and storing coats. All of these things we have to consider when we have classes coming downtown. This will not be just a book room or a play room. We envision it having a lot of interactional experiences for a wide range of ages and also for children who have disabilities.

Mr. Seifullah stated that Joe Marinucci, President, Downtown Cleveland Alliance, should be a good resource who can provide information on what the trend has been.

Mr. Ruffing stated that residents downtown are looking for location for a playground downtown. There is also a parent group actively seeking activities for children downtown.

Mr. Hairston recommended exploring having a pass to the Great Lakes Science Center, Rock and Roll Hall of Fame and Cleveland Public Library making it possible for the pass holder to visit a different institution each weekend.

Director Thomas stated that we do have passes where children can come in and check out to visit these the Rock and Roll Hall of Fame and other museums similar to a passport. However, we need them to come to the Library and stay for a duration of time to enjoy something.

In conclusion, Director Thomas stated that we are at the starting point with this and thanked Mr. Skrtic and Mr. Ruffing for their hard work especially on complicated issues such as mold and shelving.

Finance Committee Members (Mr. Seifullah, Chair)

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

Absent: None

Resolution to Accept Gifts for the Month of February

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 Transfer of Funds from the General Fund to the Building and Repair Fund

Carrie Krenicky, Chief Financial Officer, stated that this resolution will authorize a transfer of \$18,000,000 from the General Fund to the Building and Repair Fund.

Mr. Corrigan explained that this transfer will ensure that our construction is done through our Building and Repair Fund.

Ms. Krenicky added that we do this at year end after the Unencumbered Balance and we will be moving funds to the Building and Repair Fund for the capital project needs moving forward.

Director Thomas stated that after the levy passed, we have been getting more money in. Therefore, more money must be transferred into the overall Fund because there is not a specific Bond Fund for the buildings. It is the levy money that we must transfer.

Ms. Krenicky explained that we have three capital project funds. This is the Building and Repair Fund. This will leave the General Fund with just over a \$20 million unappropriated balance after the transfer is made which will be about four months of our operating expenditures. Since we do not have a formal fund policy in place, GFOA recommends at least a two month reserve for operating expenditures which is about \$9.7 million.

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.

Third Amendment to the Year 2021 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this Appropriation will appropriate the transfer to the Building and Repair Fund and will also appropriate funds in the Judd Fund, Lockwood Thompson Fund and the TechCenters Fund for revenues that we are going to be receiving that originally were not projected. We will be appropriating funds in our Bond Fund for two resolutions going before the Board today regarding the Bostwick amendment and CMR for Phase 1B.

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 Enter Into Agreements and/or Establish Funding Request for E-Rate Category Two Services for the E-Rate Funding Year 2021: 07/01/2021 through 06/30/2022

Director Thomas stated that E-Rate is a federal program that makes telecommunications and information services more affordable for public libraries and schools. Over the next five years, the Library could benefit from substantial discounts through the E-Rate program as we embark on our Facilities Master Plan. However, historically, we have not participated in all categories of the E-Rate program. Parts of E-Rate were only available to libraries that would filter content accessed through the Internet.

Director Thomas stated the Library took the position early on that we would not filter our computers because the filtering software available at that time was unreliable and frequently blocked legitimate content. Since then, there have been new advances around filtering software that make it amenable for us to do filtering. Director Thomas stated that conversations have been held with Mr. Corrigan regarding this software.

Timothy Diamond, Special Assistant to the Director, stated that the filtering software that is now available to the Library is provided by the Ohio Public Library Information Network (OPLIN) which is part of the State Library of Ohio. This product is called Umbrella by OpenDNS. OPLIN buys a license for every public library in Ohio. Although we do not currently use ours, it would be available free of charge to use.

Mr. Diamond stated that unlike the early filtering software that was available back when we rejected it and said that we were not going to filter, this software is easier for the patron to use. The challenge for libraries is that if you filter you must also be able to remove the filter, if requested by an adult patron. The filtering software that is now offered by OPLIN will allow us to do this in a simple way.

Mr. Diamond explained that if he were to go to a site that was blocked through the filtering software, he would be told that it was blocked. He would be requested to enter his library card number that would check his age. If he were over 18, it would allow him to access that information. He would neither have to request for the filter to be removed nor involve staff for assistance with that request. This works in reverse for children. Someone under the age of 18 would not be allowed to access that information once they entered their library card number. This system would always check against the patron database. In the past, this used to be a much more complicated process that would take much staff time to intervene.

In response to Ms. Butts' inquiry, Mr. Diamond stated that the filters, when they are received, are set up to comply with the Children's Internet Protection Act (CIPA). However, each library that receives the license is able to customize and manage the filtering software. Each library can customize it to fit the needs of its community.

Ms. Rodriguez shared an example of a 17-year-old student doing research on a topic such as breast cancer and inquired about the filtering process.

Mr. Diamond explained that 20 years ago, the filtering software that was available then would likely have filtered that search and identified that word and the student would have been blocked. Filters are much more sophisticated now and that student would not be blocked from doing that research.

Mr. Corrigan stated after he did some additional due diligence on this subject, he is confident that we will have control of any customizing that we might find appropriate based on our own patron needs. Because this a big urban center and regional research library, we should be able to make some judgments ourselves. This is a filter that allows us to do that. Convenience and not becoming an obstacle to access are also key issues.

Mr. Corrigan expressed his approval for taking advantage of the E-Rate savings over the next five years which is significant. We are not abandoning our library's open access principals to accomplish this.

Carrie Krenicky, Chief Financial Officer, stated that we have one year to be in compliance with the requirements once we apply for the funding. We have applied for funding for the Category One Services since 1998. This is the first year for Category Two Services that they are allowing a whole library system to be eligible based on the square footage and not each library branch within the system. Therefore, the whole system can take advantage of the full square footage of the entire library system in this five-year budget. It is important that we take advantage of that as we embark on the Facilities Master Plan construction starting this year.

Mr. Corrigan inquired if our E-Rate decisions affect our CLEVNET partners or could they could make decisions on their own on local E-Rate.

In response, Mr. Diamond stated that it would depend on the Category, but, in this instance, CLEVNET partners are able to make their decisions as we are. Some of them participate in the filtered service offered by OPLIN and some do not. CLEVNET allows individual boards and communities to make those decisions that they deem best for their communities. Regarding the category that we are discussing, libraries can opt in or out of it. This is not a CLEVNET decision.

In response to Mr. Hairston's inquiry, Ms. Krenicky stated that because we are separate entities, we have not partnered with Cleveland Metropolitan School District on this application.

Director Thomas commended staff who have been working on this.

Ms. Krenicky noted that we have been working with Lorrie Germann who is the Library's E-Rate consultant.

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

John Lang, Chief Operating Officer, stated that when we established the design and construction schedules for the Facilities Master Plan Group 1A projects last year, we did not anticipate CPL pursuing E-rate Category Two. With bidding scheduled for April, we will be coming to the Board in May and June with construction contracts. The Library's decision to go after the E-rate Category Two triggered federal deadlines for posting technology bidding documents, which has required us to accelerate our design schedules and has associated cost impacts to our architects.

Mr. Lang stated that E-Rate category 2 impacts to the Facilities Master Plan will cover technology infrastructure. Our servers and access points are by CLEVNET. Everything in the construction such as a rack in the computer room and the device can be covered by E-rate and CPL is eligible to seek to recoup 85% of construction technology costs. With the federal deadlines, we had to accelerate the development of the design documents strictly for the technology. The first bidding for the FMP for technology is currently underway for Group 1A. It is usually stipulated in the architectural agreement that multiple bid releases. We were not anticipating this, so we did not. There is extra design work associated with pulling that package forward. This resolution requests authorization to amend the agreement with Bostwick and Ubiquitous Design for design services for the Woodland Branch and Distribution Facility projects.

Mr. Corrigan asked for the approximate overall cost of design and architectural services if this item were approved.

In response, Mr. Lang stated that although he did not have the exact amount, 10-11% is standard on every CPL Facilities Masterplan project. The proposed \$16,000 increase on a nearly \$1.3 million contract is within a fraction of 1%.

Mr. Corrigan stated that he did not think that we were getting out of range on that.

Mr. Lang stated that we think that there will be \$250,000 on technology construction costs on Group 1A. Although we are not guaranteed, if we are successful, the value of the pay back to the Library vastly exceeds the expenditure on the design fees.

Mr. Corrigan stated that we are more secure in the likelihood of paying and there is more public relations value to being an architect or designer for Cleveland Public Library. We should know that we are roughly staying within guidelines of knowing what architecture and design is for each project. There is a lot of value to them for doing our work.

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 Enterprise FM Trust for Purchase and Lease of Vehicles

Carrie Krenicky, Chief Financial Officer, stated that the five year lease that we had with Enterprise expired on March 31, 2020. However, due to the pandemic, the Board gave

authorization to extend that lease for another year which now expires at the end of this month. Property Management has analyzed their current fleet of 33 vehicles and has determined that they need a total of 27 vehicles. Of those vehicles, 17 of which we will lease and the remaining 10 we will own. During this time frame as Property Management is working with Enterprise in order to secure the new leased vehicles they will have different lead times. We are asking for the authority to extend our month-to-month agreement until all of the vehicles are secured and also to purchase one of the vehicles that we are currently leasing and to enter into a sixty month lease agreement for the leased vehicles. We will report back to the Board once we have executed agreements for ratification.

In response to Mr. Seifullah's inquiry, Ms. Krenicky stated that the TechCentral Ford Transit is the one vehicle that will be purchased.

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 Operating Officer, stated that this amendment is requesting another and perhaps final extension for Peter MacEwan to assist the Library with the Facilities Master Plan.

Mr. Lang stated that Mr. MacEwan helped lead the FMP development in the interim between the time of departure of the former chief operations officer and his arrival. Mr. MacEwan's work has almost been solely focused on the MLK project as he has assisted in leading Library negotiations with the Developer. We were hoping to have an amended developer agreement completed at this point, but it is not yet the case. We are making good progress in reconciling the Library's construction costs to scope and establishing scheduled milestones.

Mr. Lang stated that he is working with internal and external counsel on a revised developer agreement. We are seeking authorization for an extension of Mr. MacEwan's services at this time. The extension would consist of approximately 15 hours per week for another quarter to complete those negotiations.

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 Announcing Construction Manager At Risk for Phase 1B of the Facilities Master Plan Determined to be Best Value and Authorizing Agreements

John Lang, Chief Operating Officer, stated that this recommends the selection of Regency Construction Services as Construction Manager At Risk for Phase 1B of the Facilities Master Plan.

Mr. Lang reviewed the process and stated that we publicly posted for qualifications; received qualifications from six firms; paneled a selection committee of Library staff; and developed a short list. The short list consisted of Gilbane, Regency, and Turner. Those three firms were

issued a request for proposal. They provided technical and cost proposals and made formal presentations to the Library. The internal team then reviewed the cost and technical proposals. Base on that, we are recommending the selection of Regency.

Mr. Corrigan noted that the statute requires us to rank in case we cannot come to conclusion with our first choice. This is why all three names are listed in rank order.

Mr. Parker expressed his approval of the process and the selection especially as it relates to diversity.

Mr. Parker stated that it has become very popular for agencies, companies and organizations to have diversity and inclusion positions and departments. Just naming and having these offices is not enough. Measurable outcomes are important. This item that the Board is considering today reflects words in action and shows that the Library is making a conscious effort to not only to write policy but to practice it.

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 Purchase Mobile Shelving Upgrades for Louis Stokes Wing

Director Thomas stated that this items is related to what was previously discussed in the Main Library Transformation presentation. The resolution give authorization for the Library to purchase the mobile shelving upgrades for Louis Stokes Wing.

Mr. Corrigan stated that it is the electronics that have not aged well in terms of the physical aspects of the hardware. Although Patterson Pope is sole supplier of their own materials, it is clear that the investment we made with them for this material has worked out throughout the life of the electronics.

Michael Ruffing, Project Manager, Main Library Office, stated that when the shelving was purchased in the 1990's, the electronics at that point were at the end of a generation. Electronics upgrades will bring to us a state-of-the-art system that is current, sustainable and serve us far into the future.

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 with Kastner Westman & Wilkins, LLC for Legal Services Related to Labor Matters

Lynn Sargi, Chief Talent Officer, stated that we have been working with Kastner Westman & Wilkins since late 2019 when we went into negotiations with SEIU and Local 860. This resolution will begin to treat Kastner Westman & Wilkins similarly to Ogletree Deakins which would provide quarterly reporting to the Board on expenditures. They continue to support us on the occasional arbitration and consultation on other labor related issues.

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 Purchase Radio Systems for Cleveland Public Library Safety & Protective Services

Harriette Parks, Chief of Public Service, stated that this resolution is for the purchase of the radios and charging stations for 14 of our recent hires so that we can continue to effectively communicate with each of our officers as well as our Safety & Protective Services management.

Chief Lindsey Duncan, Safety & Protective Services Manager, was available for any questions that the Board may have had.

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 License Agreements with City of Cleveland for Access to City Property for Facilities Master Plan

John Lang, Chief Operating Officer, stated that the Woodland and Hough sites are Group 1A FMP projects and Rockport is a Group 1B FMP project. We entered into a license agreement with the City to be able to have access to the property during preconstruction phase. Although we do not yet have control of the property, we will come before the Board within the next couple of months to effectuate the transfer. We would like to continue to have access while we are awaiting that transfer so that we can conduct preconstruction visits for prospective bidders. This resolution seeks authorization to enter into one-year license agreements with the City of Cleveland for the properties identified for the new Hough, Woodland, and Rockport branches.

In response to Mr. Hairston's inquiry, Mr. Lang stated that the Woodland site consists of multiple parcels, some of which are City owned and others are Land Bank owned. The multiple Hough parcels and the single Rockport parcel are all Land Bank owned.

Director Thomas stated that we have had numerous conversations with the Land Bank and the City. The City is working through the process easily and we are comfortable that we will receive a favorable response soon. Although the Land Bank is positive, they are taking longer time than we would like. We believe that the delay may be the result of some bureaucracy. Because these parcels are instrumental in moving forward with the Library's Facilities Master Plan, the Board may be called upon for assistance if necessary.

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 Seventh Amendment to Agreement for Security Services with Royce Security Services, LLC

Director Thomas stated that initially we thought that we would be able to hire all of the security staff that we would need and move away from using Royce and other types of security services.

We began to realize that getting these employees has been a challenge. Of the process that we recently completed, we were only able to find 2 candidates who were at a level at which we felt comfortable to move forward. In addition to this extending the need to continue with Royce, we are still struggling with ensuring that we are holding to the commitment to have security to support our staff and patrons in all of our buildings. Rather than returning to the Board every couple of months, we recommend extending our agreement with Royce until the end of the year. This needs to be an overall evaluation of safety and security for our system as a whole

Director Thomas announced that Harriette Parks, Chief of Public Service, is now over the Safety & Security staff and is addressing this very complicated issue.

Ms. Parks stated that she will be working with Lynn Sargi and Sadie Winlock to identify an assessment to help create a strategy for what is needed for our security services unit.

In response to Mr. Hairston's inquiry, Ms. Parks stated that currently, we have 32 officers who possess their OPOTA licensure, and we have 11 more who will begin their training on April 5, 2021. The new officers who are being hired must come in with their OPOTA certification.

In response to Mr. Corrigan's inquiry, Chief Lindsey Duncan, Safety & Protective Services Manager, stated that we are satisfied with the stability of Royce. However, due to unforeseen circumstances such as COVID and our buildings opening and closing over the past year, it caused some turnover as individuals had to seek alternate employment until we reopened and brought them back on board. There is some stability, especially from their leadership position and down to the branches. This may fluctuate a little during the next couple of months while we are doing some training and incorporating our new officers on board. Overall, they have been pretty stable.

Mr. Corrigan explained that he understood that COVID may present a challenge but wanted to be ensured that service from an outside contractor was consistent.

Chief Duncan stated that he was absolutely satisfied with the service provided by Royce and their attention to detail.

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

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.

Ms. Rodriguez asked for an update on COVID and its effect on Library employment.

In response, Director Thomas referenced the Employment Report for February and stated that we have had a small amount of staff who have left the Library but none were COVID related. There was some concern when the Library reopened on February 22, 2021. As a result, the Employment Report for March may reflect a few people who resigned because they decided that they could not return as the Library reopened.

Director Thomas stated that as we reopened, we realized that on April 10, 2021 we plan on moving back to full hours Monday – Saturday from 10:00 AM – 6:00 PM. We will have to begin to reexamine some of the positions lost so that we have the staff we need to support our buildings.

Lynn Sargi, Chief Talent Officer, state that as we continue into 2021, there are some changes being made to OPERS retirement system. As a result of slight benefit changes, some employees may decide to retire.

In addition, Ms. Sargi reminded the Board that we have been in a hiring slush and we do have a number of vacant positions that we will begin to stagger and move forward to fill now that we are reopened into the spring, summer and fall of 2021. There will be an uptick for hiring.

Ms. Rodriguez thanked Ms. Sargi for sharing this information.

Resolution to Revise the Human Resources Manual

Lynn Sargi, Chief Talent Officer, stated that this is a revised driver's policy that codifies some of our practices specifically as it relates defining our regular drivers and occasional drivers. More importantly, over the past couple of years, insurance companies have begun to move away from defining what an "insurable driver" is and they have pushed that responsibility on to employers. We are taking the step to say that any employee who has six or more points on their license will not be eligible to drive a Library fleet vehicle. We have begun to put that into policy sense insurance companies no longer do so.

In response to Mr. Hairston's inquiry, Ms. Sargi stated that although she did not know how many accumulated points would result in one losing their license, she was aware that points could be reduced for various reasons such as time lapse, certain training or retraining.

Ms. Rodriguez asked what process would be utilized to monitor this.

Ms. Sargi stated that we do driver abstracts on new hires. If an employee is responsible for driving a CPL vehicle, we will know about driving records upon hire. For existing staff, Sherry Parker, Occupational Health and Safety Officer, monitors driving records for regular drivers.

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 1:10 p.m.