

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
December 19, 2017
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Ms. Washington, Anthony Parker

Mr. Seifullah called the Joint Finance, Human Resources, and Community Services Committee Meeting to order at 12:23 p.m.

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, Mr. Hairston

Absent: Anthony Parker

Tenth Amendment to the Year 2017 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we updated our final Certificate of Estimated Resources to reflect the following: an increase in Other Sources-General Fund by \$26,500 for return of the advance the Board approved on January 17, 2017 from the Friends fund and a net decrease in Other Sources-Special Revenue by \$120,992 for: Tech Centers fund - decrease by \$40,000 as funding will be received in 2018; MyCom fund - decrease by \$75,000 as reimbursement will be received in 2018; and Schweinfurth fund - increase by \$20,508 to reflect an additional 2017 distribution.

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.

Year 2018 Annual Appropriation Measure

Carrie Krenicky, Chief Financial Officer, stated that the annual amount of the Year 2018 Appropriation Measure for the General Fund in the amount of \$56,365,108.76 .

Ms. Krenicky stated that we did not have our Certified Revenue from the Budget Commission for the Schedule A on our property taxes and neither do we have it from the Ohio Department of Taxation for the Public Library Fund. Our current projected revenues are based on estimates and our property tax is based on Tax Year 2016 and Collection Year 2017 at the total tax revenue that we actually collected which is about 88.9%; also collecting about \$1.7 million in delinquent taxes. In 2017 we collected \$1.9 million in delinquent taxes.

Ms. Krenicky stated that our total projected revenue is \$51,874,902. Again, we may need to use our unencumbered balance to fill the gap between our appropriation and estimated revenue. We are estimating an unencumbered carried forward of about \$17.2 million considering that we will expend and encumber up to our current year appropriation, which we probably will not. Therefore, we will probably carry forward about \$18 million in an unencumbered balance.

In response to Mr. Seifullah's inquiry, Ms. Krenicky stated that the collection rate of taxes has increased in the last couple of years.

In response to Mr. Hairston's inquiry, Ms. Krenicky stated that in 2017, we were at 87.2%. This year will be about 88.9%.

Director Thomas stated that we will not collect the levy until 2019.

Ms. Krenicky stated that this year's appraisals will be certified for our new levy and we are hoping that the assessed values will be higher than we are now.

In response to Director Thomas' inquiry, Ms. Krenicky confirmed that the last appraisals were three years ago.

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

Resolution to Authorize Payment of Fees to the CLEVNET Special Revenue Fund Covering the Period February 1, 2018 through January 31, 2019

Carrie Krenicky, Chief Financial Officer, stated that this resolution will allow the Library to make its annual contract cost payment of \$1,650,412.15 up-front to cover the expenditures until other revenues are received from the other CLEVNET libraries which are billed monthly for their contract costs. The CLEVNET Special Revenue Fund will start the year with a small carry forward balance.

Mr. Corrigan asked if this was something that the directors were hoping we would do for their transparencies.

Ms. Krenicky stated that in addition, this would help to reduce transfers.

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 Accept the State Library of Ohio LSTA Competitive Grant to Create a New Book Box to Increase the Outreach and Visibility of the Cleveland Public Library in the Community

Carrie Krenicky, Chief Financial Officer, stated that the Library applied for an LSTA grant with the State Library of Ohio. Tracy Martin, Grants & Development Coordinator, and Marina Marquez, Education and Learning Project Coordinator, went the State Library of Ohio board

meeting on December 12, 2017. They decided to grant Cleveland Public Library \$50,000 to build a new Book Box that will be stationed at the Edgewater Live Summer Concert Series.

In response to Mr. Corrigan's inquiry, Director Thomas confirmed that the book box is a retrofitted container with shelves.

Mr. Corrigan asked how many hours the book box would be open to the public.

Ms. Martin stated that the book box would be open during the Edgewater Live Summer Concert Series. Edgewater Live is scheduled for about four hours every Thursday from Memorial Day until Labor Day and will be staffed with regular library staff.

Mr. Hairston asked if staff thought about having the book box available at Euclid Beach on Fridays.

Director Thomas stated that he recently had a conversation with Brian Zimmerman, Chief Executive Officer of Cleveland Metroparks to discuss how this would actually work. Mr. Zimmerman indicated that he would like for the book box to be open more hours perhaps on Saturday mornings or afternoons. This book box will be much more portable than last year's book box. This year, the book box could be at Edgewater and next year at Euclid Beach.

Ms. Butts asked for the exact location of the book box in the park.

Director Thomas stated that those details will be a part of the discussion.

Mr. Seifullah asked how this would differ from the book box at Wade Oval Wednesdays.

Director Thomas stated that programming will be the same. There will be shelves and wifi. The Library will be working with Cleveland State University who will be doing experiments with children. This book box will be the Library's outreach arm in locations where there are thousands of people.

Mr. Corrigan asked what makes this book box more portable.

Ms. Martin stated that the Library has the opportunity to design the book box. Because the Library was gifted the other book box, we did not have input on construction and design. We are able to make those decisions now.

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 Cleveland Foundation Grant for Literacy Related Programming at the Learning Centers

Carrie Krenicky, Chief Financial Officer, stated this is \$165,000 grant from the Cleveland Foundation that will continue the Learning Centers and the After School Arts, educational and Literacy Enrichment programming. This grant will pilot a new math tutoring program, implement a Creative Writing Club and expand art therapy programming. The grant is from December 1 through November 30, 2018.

Director Thomas thanked Tracy Martin for her work on securing this important grant and noted that this makes approximately \$900,000 in grants that Ms. Martin has raised over the past year.

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 Computer Hardware from Business Smarts

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the purchase of 30 staff desktop computer and 80 staff notebook laptops from Business Smarts for \$105,776.80 and update our 3PAR Storage from Business Smarts for \$ 67,594.26.

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 Republic Services for Waste Materials Services

Carrie Krenicky, Chief Financial Officer, stated that since the last Board Meeting, the Library negotiated a credit from Republic in the amount of \$414 for refresh fees and \$3,450 for extra yardage fees, and Republic has also agreed to reduce the extra yardage fee from \$30 to \$15 per yard. Republic has also proposed to replace the three-yard container at Woodland that is emptied five times per week with a six-yard container emptied three times per week at a new monthly rate of \$240 per month, and to add two two-yard containers at Main, bringing the total to five two-yard containers for a new monthly rate of \$725 per month. This will increase our monthly basic service from \$1,263 per month to \$ 1,525 per month.

Ms. Krenicky stated that we anticipate that this will actually save the Library in the long run with the overage fees that we will not be receiving.

Ms. Rodriguez asked for clarification on refresh fees.

Ms. Krenicky stated that this is used often in the restaurant business. When containers are dirty, they can be refreshed. This was an option that recently came out that we did not opt out of because we were unaware.

Mr. Seifullah asked for clarification on the amount of savings the Library will experience.

Ms. Krenicky stated that the Library has a basic monthly charge of \$1,263. With this new agreement, the monthly fee will increase to \$1,525. We were receiving overage charges at \$30 per yard because we were filling the containers too much. Now that we have been given extra containers, we will not be receiving these overage fees.

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 Integrated Precision Solutions, Inc. for Maintenance of Security Camera System

Carrie Krenicky, Chief Financial Officer, stated that security cameras have been installed and functioning at all 27 neighborhood branches, the Main library, Louis Stokes Wing, and the Lakeshore facility, and the warranty covering the cameras expires on December 31, 2017. This will allow the Library to enter into a maintenance agreement with Integrated Precision Systems, Inc. in the amount of \$60,000.00 for the period commencing January 1, 2018 through December 31, 2018.

Mr. Corrigan asked if we have had success with these cameras.

Tim Murdock, Director of Property Management, stated that IPS has always been responsive and provided the Library with excellent service.

Ms. Krenicky stated that we looked at the option of time and materials and analyzed both options. We went back to IPS who actually lowered their rate for us.

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

Resolution to Authorize Director to Negotiate and Enter Into Electric Contract to Take Effect After Expiration of Current Contract

Carrie Krenicky, Chief Financial Officer, stated that we are currently under contract with Dynegy Energy Services, LLC for the supply of electricity through August 2018 at the rate of \$5.540 per kWh. Currently, the cost of electricity is at historic lows and is below \$4.900 kWh. We would like to lock into a rate that could potentially save the Library over \$93,000 per year. That new rate would go into effect August 2018 when the current contract expires. We will report back to the Board with the new rate that we were able to secure.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that this supply of electric energy is for LSW and some of the Branches.

Mr. Corrigan asked for background information on Dynegy.

Ms. Krenicky stated that Dynergy is an international company who had the low bid that offered 100% bandwidth through the Library's 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 Agreement with Squire Patton Boggs LLP for Agent and Lobbyist Services

Carrie Krenicky, Chief Financial Officer, stated that current agreement with Squire Patton Boggs law firm expires this year. This resolution authorizes the Library to enter into an agreement with Timothy J. Cosgrove of Squire Patton Boggs for the period commencing January 1, 2018 through December 31, 2018 in an amount not-to-exceed \$4,000 per month and \$48,000 per year to provide legislative lobbying and executive agency representation on behalf of the Library at the cost of \$4,000 per month over the next year.

Mr. Corrigan stated that given that this is an election year, it is important that the Library have good information and knowledge of what is going on.

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 Approving Increased Construction Budget and Guaranteed Maximum Price Amendment to Agreement with Albert M. Higley Co. for South Branch Renovation Project

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests the Board approve an increase of \$1,000,000 to the project budget, bringing the total Project budget to \$4,500,000, which includes all construction costs, design fees, FF&E, technology, Owner's Contingency and Permits, and construction contingencies.

Ms. Dodrill explained that the bids for the project exceeded estimates on the project despite the project being bid twice; with the hopes that the second bid would bring in lower subcontractor prices. There was improvement on the second bid of \$350,000 but it is still necessary to increase the project budget by \$1,000,000 in order to accomplish the design that we promised the community and that would make the best sense for the branch.

In response to Ms. Butts' inquiry, Ms. Dodrill stated that the new project budget total would be \$4,500,000.

Peter Bolek, President, HBM Architects, gave a brief overview of the project and stated that it is not unusual to try to stretch budgets to achieve and meet expectations of the Library and community. The historic South Branch is a Carnegie building built in 1914. There are a lot of infrastructure elements that became the initial focus of the project that we needed to work on to improve and bring up to current standards. Our goal is to provide a new environment for the community and a space more functional for staff, and which can do more for the community.

Mr. Bolek explained how the project evolved and noted that when the existing South Branch was designed in 1914, it had plans to build a public auditorium on the property to the back of the building. That plan was never realized. As a result, the back of the building was very rough while the rest of the building was very detailed ornamented with stone in an English castle-like style design. Currently, it has ADA accessibility issues and limitations in space in terms of meeting rooms.

Mr. Bolek stated that the design evolved to include an approximate 1,600 square foot addition to the back of the building. This addition is critical in the following components: (1) it provides the ADA accessibility to the building by a pathway that comes from Clark Avenue on an ADA accessible route to a new back door that links to all of the library space; and (2) provides a large meeting room for library programs and functions. In the rest of the library, the shelving around the perimeter would be restored, children's interactive area with play, learning, and grow components in the children's room, a much more effective closed-in quiet room for adults, a teen's room with access to computers, and restoring the building to a luster equivalent to what it was but with a 21st century library experience.

Ms. Butts asked for clarification on bathroom renovations.

Mr. Bolek explained and identified the locations of the public and staff restrooms as well as their ADA accessibility.

Ms. Butts asked about plans for the sky light.

Mr. Bolek explained although the original skylight would not be restored, there will be technical improvements that would give the appearance of more light entering into the building.

In response to Mr. Seifullah's inquiry, Kevin Kennedy from HBM stated that the capacity of the meeting room would accommodate about 60 plus depending on the room set up.

Mr. Corrigan asked about staff line-of-sight to both doors.

Mr. Kennedy confirmed that because of open space, staff would be able to see the front existing door and those entering through the rear door. In addition, entrances into the children's area would be closed with glass partitions. Visual control would be maintained in the space.

In response to Ms. Butts' inquiry, Mr. Bolek stated that the second floor would not be for public use. For ADA accessibility, there is no elevator. Those plans were not included in the current design.

Ms. Rodriguez asked if this was the original plan that we were initially presented.

Mr. Bolek confirmed that this plan still achieves the 1,600 square foot addition with some adjustments working with the Library as a team to reduce costs with some components. However, essentially, the program with renovating and bringing up the infrastructure of the

existing building, the new interior of the existing building including the 1,600 foot addition is the plan moving forward.

Mr. Corrigan asked the location of the furnace.

Mr. Bolek identified the location of crawl space and mechanical space in the basement level and explained how duct work would be fed up to the main floor.

Mr. Bolek showed a rendering of the back addition of the building as viewed from Clark Avenue. He stated that the intent of the design was to take elements and forms of the original architecture and incorporate them in the design while maintaining a different and distinct addition. He described in detail that it would be clear that correlations exist between the original design and the current design.

Finally, Mr. Bolek stated that this design solves many of the issues that the branch has and the addition is aesthetically pleasing and the remaining exterior would be brought up to new standards.

Ms. Butts asked about additional parking.

Mr. Bolek stated that there will be a couple of parallel parking spaces and a handicapped space on Clark Avenue adjacent to the walkway.

Ms. Rodriguez asked for clarification on the project budget increase.

Josh Herman, Albert M. Higley, Co., extended his apologies as the project has exceeded the anticipated budget and gave an overview of the budget process.

Mr. Herman stated that when hired as Construction Manager, Higley, we competed against other CM's to provide the best value and lowest costs for the project. When budgeting a project, we take the drawings, conversations with the owners and architects and quantify it with historical costs. A budget is developed upon that. When the 100% design has been completed, a bidders list is developed and approved with Library staff to ensure that we have qualified bidders. The cost of the project comes from the historical representation combined with that of current market conditions which is determined by the way that subcontractors look at the work. The guaranteed price becomes the sum of all of the low bidders after all of the work is included in the project plus the CM fees. We have not changed our construction management staff. The subcontractor bids came in higher than anticipated based upon our budgeting.

Mr. Herman stated that this project was bid twice. The first time it was bid, the market conditions were worse than anticipated. We did not receive enough bids and people did not have the time to adequately analyze the work. Therefore, we re-bid it hoping to drive down the cost. Working with HBM Architect and working with the Library, we reduced the cost by approximately \$137,000 by including cost saving ideas that were acceptable and did not change the design of the project.

In hind sight, we feel because this is a 1914 building, it has its uniqueness and strengths. Work must be done between the buildings which is a very tight and congested space. Duct work must be put down between the crawl space that takes a lot of time and labor to get the materials down there.

Mr. Herman stated that he wanted the Board to be comfortable that the GMP being provided now is the confirmed the price of the project and that the only way that cost could increase from this point forward is either: (1) the Library decides to change the design; or (2) if there is a significant field condition that no one could have known such as something buried in the ground behind a wall that was not viewable by anyone.

David Meehan, Higley, stated that they had done his best to include allowances for things that they think might happen.

Ms. Rodriguez asked if these possibilities consider the age of the building including asbestos.

Mr. Meehan stated that a \$15,000 allowance is being carried within the GMP to cover any asbestos and an additional \$10,000 for bad soil.

Ms. Butts asked for clarification about bad soil.

Mr. Meehan stated that it was discovered that the soil in the addition was bad. There may have been old buildings there prior to the building being built that was just torn down and left in the ground. As a result, we must dig down deeper to bring up better soil on which to build the addition.

Josh Herman stated that the estimating process when we have design development drawings from the architect is more art than science. It combines looking over data of their 50 years of experience and the gut reaction toward the Library and architects intended. Drawings progress as we go along.

Mr. Herman explained that the same process that was used for Main Library was used for South Branch. For Main, we came in on time and under budget. Through the course of the project, we realized that we were not using contingencies and allowances as the project was progressing. We started pulling money out of the GMP for owner desired changes without ever increasing the GMP. In addition, at the end of the project, we returned approximately \$115,000 from the overall contract by giving back to the Library for the funds not used. The thought process was that we would use the same process used at Main for South Branch.

Mr. Herman stated that we used the same estimator that we used from Main for the South Branch. We went through a process of doing take-offs and counts of what the drawings had as well as take-offs for design intent. We also brought in a couple of subs to figure out some less defined items such as the skylight and determined how we wanted to proceed. Throughout the entire process, we met with Joyce Dodrill and Eric Herman and the architects to review line item by line item costs to consider items such as zinc panels and excavation to see where we are on

overall budget and based upon the Library's value. There were no red flags from either perspective. We were surprised once we got the bids.

In this instance, there are a couple of reasons why our estimates missed the mark. The poor soil that was not discovered until after the initial design estimate. AT&T had to be engaged to move an existing pole in the way of the parking and reconnecting the service into the building. Finally, the impact of the crawl space that was determined once we began to meet with the subs and more duct work that needed to be added. We anticipated that there would be some issue with it but not to the extent that subs expressed that it was.

Mr. Herman stated that it was a bad time appealing to the marketplace. We used the same bidders list was used as was used for Main and got very few bids.

In response to Director Thomas' inquiry, Mr. Herman stated that the dates for the first bid were around Memorial Day and the sub value for those bids came in around \$3.7 million. Six weeks later we went back out to bid again. In addition to including the first bidders we added more bidders to the list. We made phone calls to stimulate interest for bidders to spend the time to get us those numbers. Those bids came back with enough coverage to provide a competitive valuation for this most recent GMP.

Another reason that our estimate missed the mark was that a part of the development of the drawings as going from the design development to the construction documents, we had old or partial mechanical drawings. As the design evolved, the drawings and mechanical aspects of it increased more than we had anticipated. There was more duct work required in a crawl space that we did not anticipate as being as complicated as it was.

This Carnegie building is a special and unique building. There is probably not another building like this in the entire company. What makes this building special also makes it difficult to value.

When we realized we were in a bad situation, we tried to make the value better. The first time, sub bids came back around \$3.7 million. The second bids came back around \$3.1 million. This saved over \$350,000 just by getting more bids. Once we met with those subs and went through the scope review process, we were able to save an additional \$137,000. The GMP now indicates that the subs number came in a little over \$3,000,000. This reflects close to a \$700,000 savings.

Mr. Herman stated that to the best of his ability, he and the project team, will try to return value at the end of the project. After we realize that there are no more asbestos abatement issues and it is determined that we have good soil, we will return value back to the Library for owner decided design changes or however the Library chooses to use those funds.

Mr. Corrigan requested a review on MBE, FBE and SBE goals.

Mr. Herman indicated that their goals going out to bid were to meeting the following goals: 15% MBE, 5% FBE, and 10% SBE. Two resolutions with GMP's were prepared.

Ms. Dodrill explained that the GMP in the resolution put before the Board includes a premium of approximately of \$22,337.88 for MBE, FBE and SBE participation. If this Board does not want to pay that extra premium, we have another GMP that has been prepared that removes that.

In response to Mr. Corrigan's inquiry, Mr. Herman confirmed that it takes the \$22,337.88 premium to execute the MBE, FBE and SBE goals correctly.

Mr. Herman stated at the current valuation, MBE is at 3.98%, FBE 43.98 and SBE 18%. For approximately \$24,000 we can get to 16.44% Minority Business Enterprise firms, 35.96% Female Business Enterprise firms, and 18.38% Small Business Enterprise firms. We would hire the second low bidder for the steel who is a MBE subcontractor. For the general trades, the electricians and mechanical contractors, we would pay a premium to buy their equipment from MBE suppliers.

Mr. Corrigan stated that we are at a \$4,000,000 project. \$24,000 to be able to meet our goals is a fraction of the cost.

Mr. Corrigan stated that we spent a fair amount of money moth-balling the facility and asked how much of that has been valuable in what we are going forward with.

Eric Herman, Capital Projects Manager, stated that it has been extremely helpful especially when dealing with the roof. There has been significant water damage. Most of it has been addressed with tuck pointing. However, a lot of damage was roof and gutter damage due to leaking. Without that, we would have had to tuckpoint 60-70% of the existing walls as opposed to 10%. Sealing the building was critical.

Detailed discussion continued about the stone exterior, heating and air condition system, and duct installation.

Mr. Hairston asked how many contractors bid on the South Branch project.

Mr. Hairston stated that he would not approve of this request before the passage of the levy.

Mr. Corrigan stated that for the record, this is a 2018 building that we are building. The last branch was Rice with a new build cost of \$5.5 million. Prior to that, Langston Hughes was built for approximately \$3.2 million. This re-outfitting of South is less than the new construction of Rice. In the tradition of what we are spending even with this increase, we are still in the appropriate range.

Director Thomas asked if the boom in construction affecting this project at all.

Mr. Herman stated that there is a lot of construction with the Cleveland School District, Cleveland Clinic continues to do branch work which has increased demand. As a result, there are very few people available to come on to jobs. Currently there are about 22 bid packages out there with about 7-8 bidders on each package 160 or more bidders that were asked to bid on our

project. We averaged about 4 bids per bid packages. We probably received about 90-100 bids on the project.

In response to Mr. Corrigan's inquiry, Mr. Herman confirmed that mechanical was the biggest surprise as there is a lot of competition at the moment.

Mr. Hairston stated that he heard that there was a workforce problem in Cleveland.

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.

Mr. Corrigan stated that he has been glad for the Library's association with Higley and thanked HBM for making sure that the new design matches the old design.

Resolution Approving Guaranteed Maximum Price Amendment to Agreement with Regency Construction Services, Inc. for Safe, Warm and Dry Construction Project

Joyce Dodrill, Chief Legal Officer, stated that this resolution requesting that the Board approve the Guaranteed Maximum Price Amendment to Agreement with Regency Construction Services, Inc. for Safe, Warm and Dry Construction Project.

Regency is able to stay within the \$5 million total project budget. The Guaranteed Maximum Price ("GMP") for the cost of the work (\$3,968,229.00), construction manager's fee (\$86,468.46), the general conditions costs (\$71,428.12), the construction contingency (\$99,205.73) and other costs (\$184,560.00), totals \$4,425,831.31. With the addition of soft costs of \$574, 168.69 brings the total project in the budget of \$5,000,000.

In response to Mr. Corrigan's inquiry, Ms. Dodrill confirmed that Regency is an FBE.

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

Resolution Authorizing Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

Carrie Krenicky, Chief Financial Officer, stated that resolution ratifies the agreement entered into by the Library on October 31, 2017 with Medical Mutual of Ohio for employee health insurance benefits at the same rate for 2018 as for 2017 for a 12 month term from January 1, 2018 through December 31, 2018.

Ms. Rodriguez asked if there would be any increase to employees.

Ms. Krenicky stated that rates are based on a wellness plan. Depending on the individual employee's participation in the wellness plan, there may or may not be an increase.

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 Cleveland Neighborhood Progress Inc. for Financial Consulting Services through its Community Financial Centers Program

Madeline Corchado, Director of Human Resources, introduced Sheri Dozier, Director of Asset Building & Community Financial Centers and Walter Morris, Community Financial Centers Services Manager, who were present at the Finance Committee Meeting to give an update on the Community Financial Centers Program_services provided to Library patrons and staff.

Ms. Dozier thanked the Board for the opportunity to partner with the Library for four years on this very important program that has helped Library patrons and employees.

Mr. Morris distributed coaching results to the Board Trustees and shared some demographic highlights. Mr. Morris noted that of the 92 Cleveland Public Library employees coached, 61 were African-American, 4 Asian, 23 Caucasian/White and 4 Latino. Of 167 library patrons coached, 151 were African-American, 8 Caucasian/White and 7 Latino. Mr. Morris provided other statistics as well such as marital status, education and income.

Mr. Morris stated that Community Financial Center's clients continue to reduce overall debt while continuing to attain assets. In 2017, for the third year in a row, average debt decreased while assets increased. A client reduced debt by over \$107,000 while maintaining a credit score over 600.

Mr. Morris concluded and noted the following: 5 patrons have started new businesses; 2 employees started new businesses; and 44 patrons with no credit score prior to using CFC services established credit.

Ms. Rodriguez stated that employees and patrons are benefitting from these important services.

Mr. Morris stated that this year he had 481 coaching sessions where patrons and employees had the opportunity to share where they were and set future goals regarding their finances and credit scores.

In response to Ms. Rodriguez' inquiry, Mr. Morris stated that additional demographics were available and he would share them at the upcoming Regular Board meeting.

After additional discussion about home purchase, savings, and budgeting, 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 Purchase of Carpet and Vinyl Flooring for South Brooklyn and Walz Branches

Carrie Krenicky, Chief Financial Officer, stated that the Library has determined that it is necessary to purchase new carpeting for the Walz branch and to purchase both new carpeting and vinyl flooring for the South Brooklyn branch as soon as possible. This resolution requests the Board authorize the purchase of carpeting for the Walz branch in the amount of \$25,867.00 and the purchase of carpeting and vinyl flooring for the South Brooklyn branch in the amount of \$49,735.00 from Pleasant Global Solutions, LLC.

Mr. Corrigan stated that he is familiar with Emerald Finishing Group, LLC and Northern Flooring Specialists, Inc. as they have done work for the Library in the past.

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 MEETING (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Thomas Corrigan

Absent: Anthony Parker

Resolution for Special Closings and Holidays in 2018

After reviewing dates for Special Closings and Holidays in 2018, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Resolution Acknowledging Terms of Agreement with District 1199 SEIU (PENDING)

This item remained pending.

COMMUNITY SERVICES COMMITTEE MEETING (Mr. Corrigan, Chair)

Present: Thomas Corrigan, Alice Butts, Alan Seifullah

Absent: Anthony Parker

Resolution to Revise Policies on Facility Use

Timothy Diamond, Chief Knowledge Officer, stated that this resolution combines two policies that currently exist: a policy for facility use during regular library hours and a separate policy for facility use outside of regular library hours. Combining the two policies provides better service by being less confusing to library patrons. The revised policy also provides greater clarification on cancellations.

Mr. Diamond distributed a handout highlighting the changes to the two existing policies.

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

Resolution Adopting Policy on 3D Printing Services

Bryan Szalewski, Assistant Legal Officer, stated that this policy is to codify the practices that we have already been implementing in Tech Central regarding the payment for 3D printing and the type of items that can be made as well as items that can and cannot be printed. This policy also addresses some that are evolving as 3D printing becomes more mainstream such as issues relative to intellectual property and product liability.

This policy specifies all of the items that should not be printed; procedure by which items can be printed by patrons with library cards and for those without library cards. This encompasses the ownership of property rights of items that are printed that stays with the patron who is printing it and sets forth that the Library is not liable for injuries sustained from using the 3D printed object.

Ms. Butts what was the policy on printing guns.

Mr. Szalewski stated that it has always been a practice at Tech Central to prohibit the printing items that look like, function as or appear to be weapons.

Mr. Corrigan included “or parts thereof”.

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

Before the meeting adjourned, Director Thomas shared the following accomplishments in 2017 and thanked staff for their hard work:

- April - Awarded grant for \$93,000 from The Cleveland Foundation to conduct a design competition for the new MLK Branch
- May - CPL Named as Vibrant City Impact Award winner in recognition as a “community partners that provide dramatic impact on the lives of Clevelanders”
- June - Director Thomas named as recipient of the fourth annual Corporate College Smart 50 Awards, presented by Smart Business in recognition of his talent to effectively build and lead innovative and “smart” organizations
- July - CPL awarded Best Buy Teen Tech Center grant for new teen space at Rockport Branch
- August - Cleveland Public Library receives the Auditor of State Award with distinction (for FY 2016 audit) for fifth consecutive year.

- September - CPL awarded \$300,000 grant from the Eva L. and Joseph M. Bruening Foundation to conduct early literacy training to improve parent engagement
- November - **LEVY PASSED!!!** In addition, for the sixth year in a row, the Government Finance Officers Association (GFOA) has awarded the Financial Services Department of the Cleveland Public Library with the Certificate of Achievement for Excellence in Financial Reporting for the library's CAFR (Comprehensive Annual Financial Report) for the fiscal year ending December 31, 2016.
- December - Cleveland Public Library was once again awarded a 5-star rating in the 2017 Library Journal Index of Public Library Service. We have been awarded as a Star Library every year since 2009, when the Index began.

Director Thomas also noted these accomplishments:

- Will Reed was selected for ASCLA's Cathleen Bourdon Service Award for outstanding service and leadership.
- Caroline Peak honored as Collinwood Senior of the Year.
- CPL's United Way staff campaign recognized as 2017 Campaign of the Year!
- Pam Eyerdam featured in the 2017 People Issue, a special publication of Scene Magazine.

Mr. Hairston acknowledged the commitment of the Board for the passage of the levy with the bold option.

Mr. Corrigan adjourned the meeting of the Joint Finance, Human Resources and Community Services Committee at 1:40 p.m.