

CLEVELAND PUBLIC LIBRARY
Joint Finance & Community Services Committee Meeting
September 18, 2018
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan, Mr. Hairston, Mr. Parker (arrived, 12:15 p.m.), Ms. Rodriguez (departed 12:46 p.m.)

Absent: Ms. Washington

Mr. Seifullah called the Joint Finance & Community Services Committee Meeting to order at 12:08 p.m.

EXECUTIVE SESSION

Mr. Seifullah moved to adjourn into Executive Session to consider matters concerning the discipline of a public employee and a pending court action. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 12:09 p.m.

Mr. Corrigan moved to return to the Regular Board Meeting. Mr. Hairston seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 12:23 p.m.

FINANCE COMMITTEE MEETING (Mr. Seifullah, Chair)

Present: Alan Seifullah, Thomas Corrigan, Vice Chair, Anthony Parker

Absent: None

Sixth Amendment to the Year 2018 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we have updated our Certificate of Estimated Resources an increase to PLF-General Fund by \$492,349.37, as was certified on July 13, 2108; an increase in Other Sources-General Fund by \$35,000 relating to the Cleveland Foundation grant for hotspot lending; an increase in Other Sources-Special Revenue by \$57,809 relating to an increase in the Founders fund - \$5,000 - OAC Poetry Out Loud grant; \$8,000 - Ohio Transformation Fund Grant for Prison Nation Exhibit at MLK, and \$25,000 - Cleveland Foundation grant for the public service fellow; the Library fund-\$4,000 for Schubert Center contribution and Anisfield-Wolf Book Awards contributions; and the OLBDP fund \$15,809 for LSTA grants.

We will not be appropriating this revenue in our General Fund since our current appropriation may use unencumbered balance to fill the gap, but we will be appropriating the revenue in our Special Revenue Funds.

In response to Ms. Butts' inquiry, Ms. Krenicky explained that the Public Library fund was certified by the Ohio Department of Taxation at \$22,020,000 and distributions that have been coming in since June are coming in a little higher than originally projected. In our property taxes, we will probably come back to the Board certifying an extra \$2,000,000. We have received about \$2.1 million in delinquent taxes to date. We will not be receiving an updated certification since the Budget Commission does not certify delinquent taxes.

Ms. Rodriguez asked if that number would continue to increase based on what the County is doing in collecting delinquent taxes.

Ms. Krenicky also stated that the reappraisals show a tentative 8% increase for our service area but that was with no exemptions and appeals on properties to be adjusted. They will not know until the end of November.

Ms. Rodriguez stated that they are being more aggressive in collecting delinquent taxes.

Director Thomas stated that they had gone through a long phase of not being very aggressive in collections and this was hurting the Library considerably.

Director Thomas stated that libraries cannot protest against tax abatement but schools can. Because schools can protest, developers try not to get caught up in that argument and try to make schools whole when they go in to develop a place and try to find ways to provide them with funding.

Director Thomas stated that he and Director Sari Feldman, Cuyahoga County Public Library, will work with lobbyist to determine if there is some way to add to the law allowing libraries and schools to object to tax abatement. That would at least make the developers, even if they decide to request tax abatement and the City approves it, have to come to us and we will protest it.

Director Thomas further clarified that developers usually give something to the schools and the schools will not protest the tax abatement.

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 Ohio Transformation Fund Grant through the Cleveland Public Library Foundation for Prison Nation Exhibit at the Martin Luther King, Jr. Branch

Tracy Martin, Director of Development, stated that the opening reception for the exhibit is on September 28, 2018 and will run until Martin Luther King, Jr. Day. The exhibit will be taken down in February. The installation will begin next week.

Ms. Martin stated that the Library is working closely with Case Western Reserve University's Department of Social Justice on the opening reception. There will be speakers from CWRU and other programming around the exhibit that will include speakers and authors.

Director Thomas stated that we are excited about the opportunity and the grant that helped provide the Library with funding and resources to put up the exhibit.

After brief discussion on the privatization of prisons, 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 Building Control Panels and Software

Eric Herman, Capital Projects Manager, stated that the Library desires to upgrade the HVAC control panels located at the Collinwood, Harvard-Lee, and Langston Hughes branches. With these upgrades, alerts can be received and buildings can be controlled both locally and centrally at Main.

The Library has already moved forward with Siemens for Main and a couple of other buildings. In order to get full use of all of the panels they must be integrated. Because this is a sole source, it is recommended these systems be fully integrated by Siemens who can provide that software, hardware and logic. We requested proposals for comparative pricing to confirm that Siemens pricing was reasonable.

Ms. Rodriguez asked for a status on how this is working in the buildings that already have the control panels.

Mr. Herman stated that the upgrades in other buildings have been a huge help. Although this has been a learning curve, next year we will be coming to the Board to consider Hippo which is a maintenance management system that tracks preventative maintenance requirements and issues alerts every month or 90 days to keep the HVAC systems running in optimal condition.

In response to Mr. Seifullah's inquiry, Mr. Herman stated that this will include upgrading the HVAC control panels located at the Collinwood, Harvard-Lee, and Langston Hughes branches and software at Main.

Ms. Krenicky stated that the total cost is \$193,790.29.

Mr. Hairston stated that the neighborhood patrons are excited about the building improvements happening at the Langston Hughes Branch.

After brief discussion about the progress of Carnegie West and parking at Lorain Branch, 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 Dix & Eaton Incorporated for Public Relations Services for CPL150

Timothy Diamond, Chief Knowledge Officer, stated that the Library has been working with Dix & Eaton since June on the Library's sesquicentennial celebration. As the work progressed, we recognized the need to create an identity and brand for the year to impress upon everyone in Cleveland and Greater Cleveland that the Library is a valued asset with an impressive history.

Karin Bonev, Senior Vice President, Dix & Eaton, stated that these items are considered foundational for all of the communications that would be developed. We would use a mark, a tag line, and messaging on all of the communications coming out regarding the sesquicentennial year. Although the communication plan is still coming together, the plan is to use these three elements and move forward immediately.

Mr. Hairston asked how would a new communications director move forward with these plans since s/he will be hired after the plans are approved.

Tena Wilson, Deputy Director/Chief of Staff, explained that we have no choice but to change the wheels on the bus while it is moving. Mr. Hairston agreed.

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 Barrie Projects, LLC for Curation of Puppetry Exhibit

Timothy Diamond, Chief Knowledge Officer, stated that the puppetry exhibit is a main activity of CPL150. Once the current exhibit in Brett Hall comes down, we will shift our attention to the Prison Nation exhibit at the Martin Luther King, Jr. Branch. While focus is on that exhibit, we will begin to erect the puppetry exhibit which will remain up for the duration of our sesquicentennial year.

Mr. Diamond stated that the Library has a long tradition of using puppetry in its programming and it also fits within our strategic priority of cultivating a global perspective. Because puppets appear in different varieties and forms in different cultures around the globe, this is an opportunity to bring that experience to people in Cleveland. This resolution is to cover the cost associated with this exhibit with the exception of the marketing and communications costs which is part of Dix & Eaton's scope of work.

Ms. Rodriguez shared her experience about attending a recent puppet show at the Library and the importance of introducing children to puppetry.

Ms. Butts spoke about Parade the Circle and their use of puppets and stilt walker puppets and their ability to attract audiences.

Mr. Diamond stated that this is an opportunity for us to take the exhibit out of the Library into the streets and carry the message about our sesquicentennial celebration.

In response to Mr. Seifullah's inquiry, Mr. Diamond stated that this amendment would allow for cost for design, extra construction, licensing agreements and other items to create this exhibit.

Mr. Seifullah asked if these items were in the original contract with Barrie.

Mr. Diamond stated that the original contract was to engage Barrie with the understanding that an amendment to the contract would be necessary once we had a better estimate of the size and scope of the project.

Mr. Corrigan stated that he understood that we were just getting Barrie Projects on board as there are no experts in this. However, the curator and producer could become our expert. What we have basically done was get their professional fee committed. Now we are considering the cost to do the entire project.

Ms. Butts stated that she hoped that our fundraising efforts compensate for what the Library has spent.

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 Guaranteed Maximum Price Amendment to Agreement with Albert M. Higley Co. for South Branch Renovation Project

Carrie Krenicky, Chief Financial Officer, stated that on January 16, 2018, this Board approved an amendment to the Agreement with Higley establishing a Guaranteed Maximum Price (GMP) of \$3,768,400.63 for the South Branch Renovation Project. As of September 10, 2018, there have been four change orders approved, totaling \$106,927.28, which increased the GMP to \$3,875,327.91.

In the GMP, there is a \$75,000 allowance for low voltage wiring and equipment. We are not going to use that full allowance. We would like to reduce the low voltage wiring and equipment allowance by \$20,000, thus reducing Higley's GMP by \$20,000, which would then be allocated to the Owner's Contingency and Permit fund to cover unanticipated costs that may arise during the remainder of the project. Therefore, the Owner's Contingency and Permit Fund would increase by \$20,000.00 from \$156,131.37 to \$176,131.37. The budget will remain the same and we would just decrease the GMP and increase our Owner's Contingency Fund so that we can pay directly and not use Higley to pay direct expenditures. This would save the Library fees.

In response to Ms. Butts' inquiry, Mr. Herman stated that December 1, 2018 was the anticipated opening for South Branch which is the lead into the 150th anniversary celebration.

Mr. Corrigan stated that we have 2.5% of change orders to date.

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 the Executive Director to Settle Claims and Litigation up to the Amount of \$40,000

Joyce Dodrill, Chief Legal Officer, stated that this resolution will authorize the Director, who presently has \$25,000 settlement authority in litigation, to settle claims and litigations in the amount of \$40,000. This will allow the Director discretion to negotiate settlements without Board approval.

Mr. Corrigan stated that with this is the responsibility, to report settlements to the Board as soon as possible in such instances.

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.

COMMUNITY SERVICES COMMITTEE MEETING (Mr. Corrigan, Chair)

Present: Thomas D. Corrigan, Anthony T. Parker, Vice Chair, Alice G. Butts,
Alan Seifullah

Absent: None

Amendment to Fines and Fees Schedule

Timothy Diamond, Chief Knowledge Officer, stated that this amendment allows for replacement prices for mobile hotspot devices, cases and cables.

Mr. Diamond announced that the Cleveland Foundation will kick off the new hotspot lending service at 11:00 A.M. on October 9, 2018, at Woodland Branch. Mayor Frank Jackson, County Executive Armond Budish, Councilwoman Phyllis Cleveland, and Councilman Basheer Jones have been invited by the Cleveland Foundation to attend and participate. Woodland Branch was chosen because it is in a neighborhood of high poverty and residents of this community can take advantage of this program.

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

Tena Wilson, Deputy Director, Chief of Staff, introduced Jean Duncan McFarren who began on September 17, 2018 as Collection Services Director. Ms. McFarren will be working with Sandy Jelar-Elwell in her new role as assistant director of Collection Services, along with the managers and staff of the formerly Technical Services department.

Various trustees greeted Ms. McFarren and welcomed her to Cleveland Public Library.

Mr. Seifullah adjourned the Joint Finance & Community Services Committee Meeting at 12:53p.m.