

CLEVELAND PUBLIC LIBRARY  
Joint Finance and Human Resources Committee Meeting  
November 18, 2008  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent:        Ms. McClung

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

**FINANCE COMMITTEE**

Semi-Annual Review for the period ending September 30, 2008 on the CPL Endowment Portfolio

Mr. Corrigan introduced Timothy McDonough and Arianne Arter from Allegiant Asset Management Company who gave a detailed presentation and semi-annual review of the Cleveland Public Library Portfolio for the period ending September 30, 2008. The detailed presentation included Market Review, Investment Guidelines, Account Review, Sample Asset Allocation, and Asset Allocation Recap.

The presentation also included a discussion of challenges and opportunities as a result of the recent volatile economy and market and concluded with no current recommendations for portfolio modification. However, Mr. McDonough reviewed alternative investment option strategies for broader portfolio diversification and possible risk consideration. Finance Administrator Sandy Kuban advised that the investment policy is in accordance to the Ohio Revised Code and the code should be consulted prior to any proposed modification.

After entertaining multiple questions and comments regarding the portfolio under-performance and the 14.73% value decline for the year ended 9/30/08, the volatile economy, as well as the acquisition of National City Bank by PCN, Mr. McDonough stated that he would continue to review the portfolio, maintain contact with Sandy Kuban and if warranted make recommendations concerning future portfolio diversification opportunities relative to alternative investment option strategies.

Resolution Rescinding Bids for the Woodland Branch Improvements and Construction of Mobile Services Office

Ms Rodriguez stated that initially, the bid package was broken into separate bid items in order to provide greater opportunity for small and minority contractors to participate in the bid process.

Ms. Carroll stated that Lakeland Management Systems was the only general trades contractor who responded and the aggregate of all bids exceeded the project estimate by almost 20%. Legally we cannot accept the bids. Therefore, all bids must be rejected and re-bid in January with all items in one complete package as opposed to broken into separate bid items.

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

Resolution Regarding Emergency Wood Joist Repairs at Rice Branch

Myron Scruggs, Facilities Administrator, gave detailed background on the structural damage at Rice Branch resulting from the wood joists repairs needed to support the ceiling system. He also stated that results from testing for asbestos indicated that no abatement is required.

Ms. Carroll stated that alternative library service sites were investigated but that by the time it was retro-fitted a new site would not have been cost effective.

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

Change Order #1: Lorain Branch Re-Roofing Project

Mr. Scruggs stated that the scope of work unexpectedly increased due to additional work required at Lorain Branch. This increase required labor and material installation to insure a watertight roof during emergency repair work.

Ms. Carroll stated that the Lorain Branch is scheduled to re-open to the public on December 10, 2008.

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

Resolution Requesting Tax Advance

Mr. Corrigan stated that this item is a routine normal request for the advance of tax funds from the County Auditor prior to the regular settlement dates to meet current library expenses.

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

## **HUMAN RESOURCES**

### Proposed Revision to the Human Resources Manual

Sharon Tufts, Human Resources Administrator, reviewed the proposed new policy to the Human Resources Manual: Section 400: Staff Welfare and Economic Benefits to add new 480: Policy Against Workplace Violence and Bullying. She stated that this policy promotes a work environment that is free from intimidation, hostility, threats and violence. Federal, state, and local law does not prohibit workplace bullying if it is not covered by anti-discrimination, harassment or other employment or labor laws covering certain protected classes. Cleveland Public Library, in seeking to promote business-like conduct among Library staff, prohibits bullying of its employees. Ms. Tufts' presentation included an overview of prohibited conduct, scope of policy, reporting workplace violence, bullying and intimidation complaints, confidentiality and employee cooperation, consequences of violations, and false accusations.

Mr. Seifullah stated that this item would go to the full Board for approval and concluded the Human Resources Committee meeting.

Mr. Corrigan adjourned the joint meeting of the Finance and Human Resources Committee at 1:11 p.m.