

CLEVELAND PUBLIC LIBRARY  
Joint Finance, Human Resources and Community Services Committee Meeting  
February 14, 2012  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present:        Ms. Butts, Ms. Rodriguez, Mr. Corrigan, Mr. Seifullah, Mr. Werner (arrived, 12:30 p.m.), Mr. Parker (arrive, 12:30 p.m.)

Absent:        Mr. Hairston

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:10 p.m.

**FINANCE COMMITTEE**

Second Amendment to the Year 2012 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this indicates an increase of \$162,000 in the Special Revenue Funds Appropriation for the Cleveland Foundation Grant for six Learning Centers that the Board accepted at the December Board meeting.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Enter Into Agreement for Telecommunications Services

Carrie Krenicky, Chief Financial Officer, stated that the Cleveland Public Library filed FCC Form 470: Description of Services Requested and Certification Form as required for participation in the Schools and Libraries Program of the Universal Service Fund discount program. This program ensures that schools and libraries have access to affordable telecommunications and information services. Vendors presented proposals for the upgrade of the current OPT-E-MAN, IP Flexible Reach Services, 800 Intrastate Service at the Ohio Library for the Blind and Physically Disabled, measured business lines and cellular service. This resolution authorizes the Director or his designee to execute agreements to pursue all possible discounts available through the School and Libraries Universal Service Discount Program.

Larry Finnegan, Systems Manager, gave background on the OPT-E-MAN, IP Flexible Reach Services, 800 Intrastate Service at the Ohio Library for the Blind and Physically Disabled.

Mr. Corrigan thanked Ms. Krenicky and Mr. Finnegan for their efforts to increase efficiency and reduce telecommunications expenses for the Library.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing Cleveland Public Library to Enter Into An Agreement with Improve Consulting and Training Group LLC in an Amount Not to Exceed \$28,000 for Consulting Services

Joyce Dodrill, Chief Legal Officer, stated that the Library has already engaged Improve Consulting and Training Group LLC for Lean Six Sigma Training. Improve Consulting has submitted a proposal to improve the Library's materials handling process to increase the efficiency of the shelving, shipping and receiving process, and to make materials handling flow more expeditiously and effectively. It is anticipated that this project is scheduled to be completed by the end of July. This resolution authorizes the Director to enter into an agreement with Improve Consulting and Training LLC in an amount not-to-exceed \$28,000.

Mr. Corrigan stated that this improvement is critical to improving material handling efficiency at the Library.

Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution Authorizing the Cleveland Public Library to Enter Into an Exclusive Tenant Representative Agreement With CB Richard Ellis, Inc. and to Authorize CB Richard Ellis, Inc. to Issue Requests for Proposals for Parking Lot Lease Options on Behalf of Main Library

Joyce Dodrill, Chief Legal Officer, stated that this resolution authorizes the Library to enter into a 9 month agreement with real estate broker CB Richard Ellis to assist the Library to look at parking options and potential leases for patrons and staff at the Main Library. CB Richard Ellis has offered to provide the Library the same brokerage services at no cost to the Library, and to issue requests on the Library's behalf for proposals from garage owners in downtown Cleveland for the lease of parking spaces.

Mr. Corrigan stated that it is timely and necessary for investigating potential parking options for patrons and staff at the Main Library.

After some discussion, Ms. Rodriguez stated that this item would go to the full Board for approval.

Resolution to Purchase Equipment and Services for Virtualized Desktops

Larry Finnegan, Information Technology & CLEVNET Systems Manager, stated that this sets up the infrastructure to provide virtualized desktops for library patrons that allow patrons to save files and have a consistent desk top for use. Hewlett-Packard Company and Citrix Systems, Inc. have provided pro bono assistance in developing a system enabling public users to access a configurable virtualized computer that can support a consistent personalized environment.

Mr. Corrigan stated that these virtualized desktops will be a benefit to library patrons and requested a demonstration at the next Board Meeting.

Director Thomas stated that the Cleveland Public Library will be the first library to offer virtualized desktops to patrons.

After discussion of the advantages of virtualized desktops for patrons, Ms. Rodriguez stated that this item would go to the full Board for approval.

## **HUMAN RESOURCES COMMITTEE**

### Resolution Adopting Personal Information System Rules for CLEVNET and Cleveland Public Library

Joyce Dodrill, Chief Legal Officer, stated that the Auditor of State has asked that all public agencies establish policies that govern the use and storage of personal information collected from CLEVNET and Cleveland Public Library. Such personal information is collected and stored in the Human Resources, Finance and Payroll Departments. This resolution adopts rules that stipulate how information is collected, maintained, protected, accessed, inspected, disposed, and disputed, as well as the responsibility of the system to protect from a breach of security.

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

### Resolution for Special Closings and Holidays in 2012

Madeline Corchado, Director of Human Resources, stated that this resolution formalizes holidays and special closings in 2012 including Staff Development Day on June 1, two unpaid furlough days which are President's Day and Labor Day for all D-1199, Local 244 and Non-Union Cleveland Public Library staff. A Reopener Agreement with Local 244 City, County, & Waste Paper Drivers is scheduled for vote by Local 244 membership on February 16, 2012 and will confirm unpaid furlough days.

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

## **COMMUNITY SERVICES COMMITTEE**

### Resolution to Offer a Food for Fines Program in Support of Cleveland Public Library's 2012 Harvest for Hunger Campaign

Anastasia Diamond-Ortiz, Planning & Research Assistant Administrator, stated that this resolution supports the Cleveland Foodbank's Harvest for Hunger Campaign by authorizing the Library to sponsor a Food for Fines program from March 19-31, 2012. This program will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger centers. Procedures to implement the Food for Fines program will be developed by Administrative staff. Several CLEVNET member libraries have expressed desires to coordinate similar food for fines programs during March 2012.

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

Ms. Rodriguez adjourned the joint meeting of the Finance, Human Resources and Community Services Committee at 12:41 p.m.