

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

October 14, 2014

**RESOLUTION AUTHORIZING PURCHASE OF TRAINING MATERIALS FROM  
VITALSMARTS FOR CRUCIAL CONVERSATIONS TRAINING**

WHEREAS, The Library recognizes the need to provide effective tools for successful engagement and outcomes in a fast changing and transforming environment; and

WHEREAS, Crucial Conversations is a course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of an organization; and

WHEREAS, Crucial Conversations teaches one how to speak and be heard and how to encourage others to do the same, thus setting the platform to allow the surfacing of the best ideas, making the highest-quality decisions, and then acting on the decisions with unity and commitment; and

WHEREAS, During August 2014, the Library invested in certifying three Administration members in Crucial Conversations Train-the-Trainer Certificate, offered and trade-marked by VitalSmarts; and

WHEREAS, The Library desires to enable the certified trainers in Library Administration to train all administrators, managers, supervisors, and key supporting staff members as the first group of employees to receive the Crucial Conversations training; and

WHEREAS, The VitalSmarts' Trainer Agreement for Crucial Conversations stipulates that training material is copyrighted intellectual property of VitalSmarts, and further provides that each person attending a training session must possess an original purchased copy of the printed Crucial Conversations Participant Toolkit, purchased from VitalSmarts or an authorized VitalSmarts vendor; and

**EXHIBIT 10**

WHEREAS, The Library has received a Sales Quote from VitalSmarts in the amount of \$44,050.00, including shipping and handling, for a total of 200 tool kits; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to purchase 200 tool kits from VitalSmarts at a total cost of \$44,050.00, including shipping and handling, (\$217.00 for each kit; \$650 for shipping and handling) with the expenditure being charged to General Fund Account 11510052-52900 (Other Supplies).

Sales Quote

VitalSmarts  
 282 W River Bend Ln.  
 Suite 100  
 Provo UT 84604

**THIS IS NOT AN INVOICE**

Date	Order #
10/3/2014	6HTYH169

Bill To

Ship To

Cleveland Public Library

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Madeline Corchado  
 CLEVELAND PUBLIC LIBRARY  
 325 Superior Ave., N.E.  
 Cleveland OH 44114  
 UNITED STATES

Cleveland Public Library

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 CLEVELAND PUBLIC LIBRARY  
 325 Superior Ave., N.E.  
 Cleveland OH 44114  
 UNITED STATES

Sales Rep	Payment Type	Entered By	Ship Via	Must Arrive By
Tim Barlow	purchase order pending	Cindy Comstock	UPS: Ground	n/a

Memo

200 CC1v4 PS.

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Item	Quantity	Description	Unit Price	Amount	Tax
Red2DayPS v4: Red 2-Day Participant Suite v4	200	Crucial Conversations 2-Day Participant Suite v4: Participant Toolkit ____, Audio Companion CD set ____, Book ____, Certificate ____. Total Items = 4	\$217.00 (Base)& (Retail)	\$43,400.00	\$0.00
Shipping	1	Shipping and Handling (524.0 lbs)	\$650.00	\$650.00	
				Tax:	<b>\$0.00</b>
Marked Ready to Ship: N/A				Total: USD	<b>\$44,050.00</b>