

CLEVELAND PUBLIC LIBRARY  
Joint Finance & Human Resources Committee Meeting  
October 14, 2014  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent:        Mr. Hairston, Mr. Parker

Ms. Rodriguez called the Joint Finance & Human Resources Committee Meeting to order at 12:22 p.m.

**FINANCE COMMITTEE**

Seventh Amendment to the Year 2014 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that this Amendment does not reflect an increase in the Certificate of Estimated Resources. It is an appropriation transfer from Purchased/Contracted Services to Supplies and Other Objects.

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

Resolution Regarding Classification of Funds

Carrie Krenicky, Chief Financial Officer, stated that this resolution recommends that the Board of Trustees put a constraint on the CLEVNET revenue received from contracts in order to create a special revenue fund. This will allow for tracking of all revenue coming in and expenditures from this special revenue fund. Currently, there are no restrictions on the revenue coming in. Therefore, it goes into the General Fund. In order to create this special revenue fund, we would have to submit a request to the Auditor of State for the creation of the CLEVNET Special Revenue fund. When it is approved the Auditor of State, the Library's Board of Trustees commits the following revenues, therefore classifying the fund balance of the CLEVNET fund as a Committed Fund Balance beginning with the 2015 calendar year: (1) Itemized fees assessed during contract term;  
(2) Charges for additional products, materials or services not contemplated in above itemized fees.

Ms. Rodriguez asked what were the benefits of creating the CLEVNET Special Revenue fund.

Ms. Krenicky stated that it provides for more transparency that all revenue coming in and expenditures going out will be from the same fund. That way, fund balance can be reconciled

and annual projections can be made. The Library will also pay their contract costs into this special revenue fund as well.

Director Thomas asked Chief Knowledge Officer Timothy Diamond to comment on the sentiments of the CLEVNET Directors on the creation of this special revenue fund.

Mr. Diamond stated that CLEVNET Directors Panel, which represents the entire body of CLEVNET Directors, met in two retreats recently and this was among their highest concerns. They would like to see more fiscal transparency and this special revenue fund would show more clearly how their monies are being spent. It will also provide a better framework for budgeting. The CLEVNET Directors would appreciate the creation of this special revenue fund, regarding it as a sign of CPL's commitment to the CLEVNET model.

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

#### Resolution Amending Resolution to Purchase Carpet for Harvard-Lee Branch

Myron Scruggs, Director of Property Management, stated that after bids were received, the Board approved the award of a contract to Regal Carpet Center in the amount of \$27,130.00 for the purchase and installation of new carpeting at the Harvard-Lee Branch of the Cleveland Public Library. Regal Carpet Center has refused to honor its proposal claiming its estimator had miscalculated the amount of carpet needed, and increased the cost by \$2,000 - \$3,000.00. It has been determined that it would be less expensive and in the best interests of the Library to award the contract to the second bidder, Northern Flooring Specialists, now the lowest bidder, because of the actions of Regal Carpet Center, in the amount of \$28,600.00.

Mr. Corrigan motioned that the resolution be amended to reflect that Northern Flooring Specialist be recognized as now the lowest bidder. Mr. Werner seconded the motion which passed unanimously by roll call vote.

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

#### Resolution Authorizing the Executive Director to Settle Litigation up to the Amount of \$25,000

Joyce Dodrill, Chief Legal Officer, stated that this resolution will give the Director standing authority to settle any lawsuit or administrative claim filed against the Library up to the amount of \$25,000 without Board action. It is advised that the Director go to mediation pre-trials and other matters involving litigation with some authority to settle. Because the Board of Trustees of the Cleveland Public Library only meets regularly once a month it is not always possible to obtain Board authorization prior to a settlement negotiation. It is sometimes in the best interests of the Library to settle a lawsuit or administrative claim for a small or modest monetary sum rather than incur the costs of litigation and subject the Library to the possibility of a large judgment for damages.

Ms. Dodrill shared that the Cuyahoga County Executive has authority to settle up to \$100,000 without Cuyahoga County Council approval.

Mr. Werner motioned that this resolution be amended to reflect that any settlement must be approved by the Chief Legal Officer who will notify the Board of Trustees as soon as possible after a settlement is reached, and formally reported to the Board at its next regularly scheduled meeting. Mr. Corrigan seconded the motion which passed unanimously by roll call vote.

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

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 Economic Opportunity, and Walter Morris, Community Financial Center Services Manager, Cleveland Neighborhood Progress, Inc., who gave a powerpoint presentation on Financial Consulting Services through its Community Financial Centers Program.

Ms. Dozier introduced Mr. Morris as the lead coach for the Community Financial Centers Program. She gave background on the Community Financials Centers Program and stated that the program is based on the model developed by Bloomberg Philanthropies and Cities for Financial Empowerment. This model is currently implemented in New York City and is being replicated in 10 cities across the country and is considered the Gold Standard for evidence based financial empowerment.

Community Financial Centers will offer highly professional financial planning & management services to employees of Cleveland Public Library. Financial coaching will result in an individualized, unique plan which clients can use to move forward in their financial life.

Mr. Morris continued the presentation and highlighted the poverty rate and the need for financial empowerment. He reviewed the plight of the unbanked and underbanked client; working poor families; and importance of asset building.

Community Financial Center services include customized financial counseling, streamlined client referrals, financial education and budgeting instruction, as well as access to affordable banking products, tools and services.

Mr. Morris continued his presentation with a review of program staff; the client engagement process that consists of counseling, coaching and advising; session structure; and success measurements and outcomes.

After an overview of the client process that includes contact, assessment, financial insight and plan, and linking to affordable outside services and products, Ms. Rodriguez asked about the types of reports that will be provided to the Library.

Ms. Dozier stated that various aggregate reports will be prepared that will provide participant information and other data that will help assist the financial climate of participants as well as the impact that the Program is making, but the personal identifying information will remain confidential.

Director Thomas stated that this confidential effort will help staff address many financial concerns that they may have.

Mr. Seifullah asked if these services were also made available at the neighborhood level to the public who desire to increase financial literacy and address financial concerns.

Ms. Dozier stated that similar services will be launched soon and will be partnering with several community development corporations.

Mr. Werner asked if the \$35,000 was calculated on a per client engagement rate.

Ms. Dozier stated that this rate is based on up to 200 employees.

Mr. Werner asked if library employees would be permitted to participate during regular library business hours. It was indicated that they would.

Mr. Corrigan stated that this program is similar to other employee assistance programs.

Mr. Morris stated that he will be flexible with scheduling to accommodate client needs. Therefore, after hour and Saturday appointments will be options available to clients.

Ms. Corchado reviewed the formal employee request process.

After a lengthy discussion about client confidentiality, participation and engagement, student loans, pay day loans, workshop offerings, one-on-one coaching sessions, client management software and partnership roles, Director Thomas thanked Ms. Dozier and Mr. Morris for their presentation.

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

#### Resolution To Ratify Agreement for Purchase of Natural Gas

Myron Scruggs, Director of Property Management, stated that the Library, through North Shore Energy Consulting, LLC, received a quote from Interstate Gas Supply, Inc. (IGS) for a 12 month term at the rate of \$4.14 per MCF. On October 2, 2014 the Library entered into that agreement. This resolution seeks to ratify the agreement with Interstate Gas Supply, Inc. for natural gas at the rate of \$4.14 per MCF for a 12 month term from November 2014 through October 2015.

Mr. Scruggs stated that this price is better than initially anticipated and thanked Ms. Dodrill and Ms. Krenicky for their assistance.

In response to Mr. Corrigan's inquiry, Mr. Scruggs stated that transition for the Louis Stokes Wing would be effective before winter.

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

Resolution Authorizing Purchase of Furniture for the Cleveland Digital Public Library Without Competitive Bidding

Joyce Dodrill, Chief Legal Officer, stated that Board of Trustees, authorized the Executive Director to solicit competitive bids for the furniture package for the Cleveland Digital Public Library Project in the Main Library Building. Sealed bids were due by 12:00 Noon on October 9, 2014, but no bids were received. After some research, the purchase of furniture is not an improvement and does not have to be competitively bid under Ohio Revised Code Section 3375.41, and that it is not necessary to rebid the furniture package. This resolution requests, that with the assistance of Bostwick Design Partnership, 3 proposals be solicited and that the purchase of furniture be made directly from furniture vendors.

Ms. Rodriguez asked to be reminded of the process for the new Rice Branch and TechCentral.

Rick Ortmeyer, Bostwick Design Partnership, stated that although the Library has always had the option to bid or solicit proposals, the Library has consistently chosen to solicit bids. Unfortunately, on this occasion, no bids were received.

Mr. Werner asked why if there were no bidders when we initially solicited competitive bids we could now solicit 3 proposals.

Ms. Dodrill stated that in order to do a formal bid, the bidder must post a bond which can be expensive to the bidder.

Mr. Ortmeyer stated that another alternative would be to research to determine if any furniture items would be available through State purchase contract. After determining those remaining items which are not available through State purchase; then the Library would solicit proposals for those specific items.

Mr. Corrigan asked if there was something happening in the industry that we were unaware of such as increased demand.

Mr. Ortmeyer stated that when he initially spoke with vendors who indicated interest, one vendor was unable to participate due to serious illness.

Mr. Werner asked Ms. Dodrill about the extent of her opinion.

Ms. Dodrill stated that her opinion would be limited to furniture, some equipment and items that are not considered capital assets that would be depreciated.

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

Resolution Extending Agreement with G4S Secure Solutions to Provide Contracted Security Services

Myron Scruggs, Director of Property Management, stated that Library management would like to extend the contract with G4S Secure Solutions, Inc. (“G4S”) to provide safety and security services at its branches. The Department of Safety and Protective Services is now in the process of making staffing changes and needs additional time to prepare a Request for Proposal for a new outside security services agreement and would, therefore, like to extend the G4S Agreement through June 30, 2015.

Ms. Rodriguez asked if the extension was at the current rate.

Mr. Scruggs stated that the existing agreement would be extended at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, and \$25.22 per hour for an Account Manager.

Mr. Werner asked if it would advantageous to extend the contract for a full year.

Mr. Scruggs stated that this additional extension should be adequate through the completion of Local 244 negotiations.

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

Resolution Authorizing Purchase of Training Materials from VitalSmarts for Crucial Conversations

Ms. Rodriguez stated that this item was not prepared for discussion at the Finance Committee Meeting.

**HUMAN RESOURCES COMMITTEE**

Resolution for Ratification of Agreement with City, County, Waste Paper Drivers Union Local 244 and to Extend Local 244 Wage and Benefit Package to Nonunion Employees

Madeline Corchado, Director of Human Resources, stated this tentative agreement provides, among other things, that wages will be increased by 2% in 2014 (retroactive to December 29, 2013), 2% in 2015, and 2.5% in 2016. Effective December 31, 2014, Medical Mutual’s Premier health care plan will no longer be available to Local 244 members. All members will transfer to Medical Mutual’s Standard health care plan. CPL will also provide an Essential and Basic health care plan through Medical Mutual. Those employees transferring from the Premier plan to the Standard plan, the Essential plan or the Basic plan, or from the Standard plan to either the Essential or Basic plans, will receive a one-time \$1,000 bonus if currently enrolled in the Family Premier plan, or \$500 bonus if currently enrolled in the Single Premier plan, payable no later than January 31, 2015. Any employee who elected to switch from the Premier plan to the

Standard plan during the open enrollment period dated September 15 through September 20, 2014, will be deemed eligible for the one-time bonus.

The Library will assume the first 5% of increases in health care premiums for the life of the contract. Any increases over 5% will be split equally between the Library and the Union members. Covered spouses under the Library's health care plan will be added to the current Wellness Program in 2015. The Library will provide a basic short-term disability plan with an employee option to buy additional coverage. The Library will provide a \$5,000.00 retirement buyout to Local 244 members who are active employees as of October 3, 2014 and submit appropriate paperwork by October 31, 2014, and who will retire by November 30, 2014.

The workweek for the Safety and Protective Services Department will move from a standard 37.5 hour work week to a standard 40 hour work week, applicable to both union and non-bargaining unit personnel within the Safety and Protective Services Department, effective with the first full pay period of January, 2015. The Library will provide bullet-proof vests for all union and non-bargaining unit-employees in the Safety and Protective Services Department.

It is recommended that the Board adopt the same packet for all non-bargaining unit Library employees who would be extended this same wage and benefits package with the exception of the 40 hour workweek provision and the bullet proof vests. Non-bargaining unit employees must be active employees as of October 16, 2014 and submit appropriate paperwork between by November 30, 2014 and retire by December 27, 2014 to be eligible for the \$5,000.00 retirement buyout.

Ms. Rodriguez asked if the retirement buyout provisions were applicable to former Library employees who retired or terminated their employment with the Library prior to 2014.

Ms. Corchado stated that this agreement is not applicable to those who retired prior to ratification of 244 contract. For union members to be eligible, they would have to have been on active payroll as of the date it was ratified which was October 3, 2014. For non-union members, the date is October 16, 2014 when the Board will have approved the package for non-union employees.

Ms. Butts asked which employees would be provided bullet proof vests.

Mr. Scruggs stated that All Safety and Protective Services Department employees located downtown would be provided the bullet proof vests.

Ms. Corchado stated that with the additional staffing, part-time Safety & Protective Services employees could be deployed to branches that could benefit from the increased visibility. Current branches where problems are identified include Mt. Pleasant, Fleet, Hough, Carnegie West and Rice. Next year, in addition, roving patrols will increase to 5 units that will be assigned per CPD zoning map.

Mr. Corrigan asked of the bargaining unit employees who are eligible, how many would be likely to retire and take advantage of the buyout.

Ms. Corchado stated that she anticipated only one employee taking the buyout from 244.

Ms. Krenicky stated that currently there were 16 employees total who are retiring and 10 are eligible for the retirement buyout.

Director Thomas stated that that number could increase.

Mr. Corrigan asked for the effective date for the increased pay.

Ms. Corchado stated that the effective date for Local 244 would be the date of the signature of the contract. For nonunion employees the date would be the November 7 pay date.

Ms. Krenicky stated that once adopted, the 2014 cost for Local 244 and non-union would be approximately \$260,000 in salary increases.

Director Thomas stated that the Library is offering the same contract to SEIU 1199 and was informed that it would be recommended by the union negotiating committee to vote it down.

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

Ms. Rodriguez adjourned the meeting of the Joint Finance & Human Resources Committee at 12:53 p.m.