

CLEVELAND PUBLIC LIBRARY
Joint Finance & Human Resources Committee Meeting
May 18, 2021
Learning Commons Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez, Mr. Hairston, Mr. Parker (arrived 12:20 p.m.)

Absent: Mr. Corrigan, Ms. Thomas

Mr. Seifullah called the Joint Finance & Human Resources Committee Meeting to order at 12:06 p.m.

Finance Committee Members (Mr. Seifullah, Chair)

Present: Alan Seifullah, John Hairston, Anthony Parker (arrived, 12:20 p.m.)

Absent: Thomas Corrigan

Because there was no quorum, the following items were discussed for informational purposes only.

Resolution to Accept Gifts for the Month of April

Trustees reviewed the Resolution and the attached report. Carrie Krenicky, Chief Financial Officer, was available for any questions the Board may have had.

Year 2022 Tax Budget

Carrie Krenicky, Chief Financial Officer, stated that this annual resolution will allow the Library to present our 2022 Tax Budget and the Alternate Tax Budget Information Forms for the Library to the Board of the Cleveland Metropolitan School District and the Cuyahoga County Budget Commission as required by Ohio Revised Code.

Ms. Krenicky stated that this year, the financial needs of Cleveland Public Library from Tax Sources for Fiscal Year 2022 have been determined to be at least \$64,488,000. This makes up \$40,988,000 in Property Taxes and \$23,500,000 in our Public Library fund.

After Ms. Krenicky referred the Board to the full disclosure attached for review, she stated that this is a high level demonstration to show what we need from our tax levies and our share of the Public Library Fund.

Fifth Amendment to the Year 2021 Appropriation

Carrie Krenicky, Chief Financial Officer, explained that the Fifth Amendment will appropriate funds in the MyCom Fund for the Resolution to Accept Grant Funds from the Child Care Resources Center of Cuyahoga County Inc. dba Starting Point for MyCom Out-of-School Time Transitions Program going before the Board on May 20, 2021, in the amount of \$75,000. This Amendment will also appropriate funds in the Construction and Improvement Fund for the Resolution Authorizing Agreement for Early Construction Phase Services for the Hough and West Park Branches and Central Distribution Facility and also for the E-Rate technology packages for the five branches in Phase I Group A in the amount of \$1,608,615 that will also go before the Board.

Mr. Hairston stated that he has seen a lot of marketing for Cleveland schools summer activities but has not seen any program marketing from MyCom.

Director Thomas noted that MyCom seems to be giving money to Starting Point and Starting Point is giving us the money.

Mr. Hairston stated that first MyCom was with the County, then the Cleveland Foundation and now it has returned to the County.

After some discussion, Director Thomas stated that staff will provide an update on MyCom and its current role at the upcoming Regular Board Meeting.

In response to Ms. Butts' inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, explained that with the support of an anonymous funder, construction will begin at Fulton Branch next month for a community tech lab for digital literacy, workforce development and entrepreneurship and a host of other services. Soon signage will be up so that people know what is coming with a probable launch in August or September. The Board will receive invitations to this event.

Resolution to Accept Grant Funds from the Child Care Resources Center of Cuyahoga County Inc. dba Starting Point for MyCom Out-of-School Time Transitions Program

Shenise Johnson Thomas, Chief of External Relations and Development, stated that the Library could receive \$75,000 from Starting Point via MyCom.

Sadie Winlock, Chief Equity, Education, and Engagement Officer, stated that we are excited that we have been given more flexibility on how we allocate these funds. \$50,000 will support our STEM At Home Program that we started last year. Close to 90 kids, from grades three through twelve, participated and they build robots while learning how to code.

Ms. Winlock continued and stated that the remaining \$25,000 will go to our Young Scholars Academy. Initially, this was our Kindergarten Club that was only a 9-week program. This program was transitioned into a 3-year program. Now, a child can come into the Young Scholars Academy at age 3 and stay until age 6. During that time, we are covering all of the Ohio state

standards for kindergarten readiness. Ms. Winlock acknowledged Charles Byrd, Director of Education, who has connected the Library to CMSD, in that work.

Ms. Winlock expressed her gratitude as these funds will help us continue these important programs.

Ms. Winlock added that CMSD has asked the Library to support 8 schools during their summer programming. They will have two 8-week programs. The first program will be held from June 2 - July 7 and the other will be held from July 12 - August 6. We will be working with their kindergarten group doing storytime, arts and crafts while continuing our focus on Ohio state standards. We will also help them by adult education for parents and caregivers. We are partnering with OhioMeansJobs along with our workforce development group and other organizations to provide computer training, job readiness skills as well as other workforce readiness support.

In response to Ms. Butts' inquiry, Ms. Winlock reported that coding is across all of our school systems in all of our branch libraries. We offer it to all of the schools near our branch libraries and is not specifically targeted to any particular school or community and it is open to everyone. However, the schools for the family engagement are Orchard, Oliver H. Perry, Adlai Stevenson, Albert Bushnell Hart, Mound, George Washington Carver, Wade Park, Patrick Henry, Franklin D. Roosevelt, Clark, Almira, and Hannah Gibbons. Schools for the adult program are Artemus Ward, Sunbeam, Paul L. Dunbar, William C. Bryant, Buhrer, Hannah Gibbons, Marion C. Seltzer, Mound, and Garfield.

Ms. Butts thanked Ms. Winlock for her update.

Resolution to Advance Cash from the General Fund to the MyCom Fund

Carrie Krenicky, Chief Financial Officer, stated that Starting Point will reimburse the Library on a monthly basis after expenditures have been made. This will authorize the General Fund to advance cash in the amount of \$75,000 to the MyCom fund so that programming can start.

In response to Mr. Hairston's inquiry, Director Thomas stated that Nancy Mendez was recently hired as President and CEO of Starting Point.

Director Thomas stated that we have a good relationship with Ms. Medez through her work with the United Way of Greater Cleveland. This should present a good opportunity to further develop our partnership.

Upon Mr. Parker's arrival at 12:20 p.m., a quorum was confirmed and the Finance Committee considered the following items for referral to the full Board at the upcoming Regular Board Meeting.

Resolution to Accept Gifts for the Month of April

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

Year 2022 Tax Budget

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

Fifth Amendment to the Year 2021 Appropriation

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

Resolution to Accept Grant Funds from the Child Care Resources Center of Cuyahoga County Inc. dba Starting Point for MyCom Out-of-School Time Transitions Program

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

Resolution to Advance Cash from the General Fund to the MyCom Fund

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

Resolution to Acquire Real Property from the City of Cleveland for the New Woodland Branch

Bryan Szalewski, Director of Legal Affairs, stated that this resolution authorizes the Library to accept from the City of Cleveland four of the thirteen parcels located at the site of the new Woodland Branch and Central Distribution Facility that the Library and its architects have identified as necessary for the expansion of this complex and the construction of the new library.

Mr. Szalewski stated that the City owns four of these parcels and the other nine are owned by the City Land Bank. The City has agreed to sell the four parcels to the Library for the sum of \$1.00 for the public good and for the benefit of the community that this new building will bring. For about a year, we have been in discussion with the City on this and we are excited as this is a way to move forward at this time. Discussions continue regarding the remaining property that will be necessary for this project.

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

Resolution Authorizing Agreement for Early Construction Phase Services for the Hough and West Park Branches and Central Distribution Facility

John Lang, Chief Operating Officer, reminded the Board that last month approval was granted for early authorization steel package for Hough Branch. This resolution seeks permission to move forward with other packages that will allow us to begin construction, maintain our schedule while preparing our Guaranteed Maximum Price amendments to our Construction Manager at Risk contract which will be considered at the Regular Board Meeting in June.

Mr. Lang explained that Gilbane is our Construction Manager and they are holding all of our construction trade contracts for the Facilities Master Plan Phase I Group 1A projects. All of the subcontracts would roll up into a GMP amendment on a project-by-project basis. Although all of those are not yet ready as we are in the midst of bidding, there are some early work scopes that we are seeking Board approval to authorize now.

In closing, Mr. Lang referenced the scopes of work for the early construction phase services required for the following branches:

Hough Branch

- Building Concrete
- Site Work / Earthwork
- Foundations / Aggregate Piers

West Park Branch

- Demolition / Abatement

Central Distribution Facility

- Demolition / Abatement
- Steel

Mr. Lang stated that in each case, multiple bids were received. Also in each case, the bid came in at or below the Library's cost estimate for the work with the exception of steel. We only received one bid from Aztec Steel for the Central Distribution Facility which is approximately 15% above the Library's estimate for the work. However, confirming with Gilbane, our Construction Manager, in relation to the current steel market and considering lead times and cost escalation as fabrication has not yet recovered due to COVID, we thought it best to accept this bid. Because we conducted a thorough scope review of this bid with Aztec Steel who are committed to participation in our diversity and economic inclusion, we are recommending that contract be approved.

In response to Mr. Hairston's inquiry, Mr. Lang stated that the Hough Groundbreaking Ceremony is scheduled for June 5, 2021.

Director Thomas stated that at each groundbreaking ceremony, the Board President and the Trustee assigned to the respective branch will have a role on the program. Should the Board President be unable to attend, the Vice President will assume that role.

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

Resolution to Ratify Agreement for Alarm Monitoring Services

Bryan Szalewski, Director of Legal Affairs, stated that this resolution seeks to ratify the May 1, 2021 agreement for alarm monitoring services that the Library entered into with Guardian Alarm. Prior to the agreement, the Library had two separate alarm monitoring contracts each with a different company. Integrated Precision Systems, Inc. provided service to approximately one half of our branches and Guardian Alarm provided service to the other half. In an effort to consolidate under one contract, we asked both companies to provide a quote. Because of some technical aspects of our security panels, IPS was unable to provide services to all of our branches. However, Guardian was able to provide services to all of our branches and submitted a quote.

Mr. Szalewski further explained that our contract with IPS expired at the end of April 2021. Therefore, in order to ensure continuity of the alarm monitoring services and to consolidate all of the services under one vendor, the Library entered into a three-year agreement for alarm monitoring services effective May 1, 2021 with Guardian Alarm. The total cost of Guardian Alarm's monitoring services for all Library locations is \$10,935.36 per year for a total of \$32,806.08 over the full three-year term.

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

Human Resources Committee Members (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Anthony Parker

Absent: Thomas Corrigan

Amended Regular Employment Report – March 2021

After noting that this amended report includes the addition of a hire that was inadvertently omitted from the March 2021 Regular Employment Report, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Regular Employment Report

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

Resolution to Revise the Human Resources Manual

Lynn Sargi, Chief Talent Officer, reviewed and explained the following revisions to the Human Resources Manual:

- Section 210: Library Classifications And Employee Status – This codifies into policy how we define full time, part time, etc.
- Section 220: Hiring, Selection, and Probationary Period – This indicates that Human Resources is responsible for insuring compliance with laws as well as policies and procedures and is the only party that can make an offer to an employee to be hired at the Library. It indicates that appointments to the positions as Executive Director, Fiscal Officer and Deputy Fiscal Officer must require the approval of the Board of Trustees. It also indicates that our minimum age for hire is age 18 with the exception of Pages whom we will hire at age 14 and above. It also indicates that we will comply with Ohio’s ethic laws as it relates to hiring minor children of employees.
- Section 280: Employee Reasonable Accommodation – This policy states that we will comply with the ADA and decisions regarding reasonable accommodation will be made on a case by case basis and handled by Human Resources.
- Section 422: Health and Welfare Benefits – Although the Board approved a revision to this policy last year. In the past, our part time regular non-bargaining employees have not been eligible for benefits. However, those employees, if they were in the bargaining unit, were eligible. This current revision brings consistency across the board and we will now be offering regular part time both bargaining and non-bargaining employees benefits with the single only coverage. Although this revision is not significant and will only impact approximately 5 people, this will allow them access to medical and dental care.

After reviewing the revisions, Ms. Sargi asked that Bryan Szalewski, Director of Legal Affairs, provide information on the revisions recommended in Section 221 which is the Nepotism Policy.

Mr. Szalewski stated that this is a part of an effort to implement some best practices and bring our policy in line with Ohio Revised Code Section 2921.42 and its restrictions on nepotism as it applies to all public officials and employees. This policy, as it has been presented, is very similar to policies used by other public entities throughout the State, particularly in universities such as Ohio State University.

Mr. Szalewski further explained that the revision in Section 221 codifies in our policy the prohibition from the statute of influencing or making employment decisions for one’s family members. This mirrors the language closely with a couple of small exceptions where we have tried to broaden it in some areas to help preserve an image that everything is above the board and people are not making decisions that affect people who are close to them even though legally speaking they may not be a family member.

Mr. Szalewski shared for instance under the law you cannot make a decision for a cousin if the cousin lives in your house. However, if he or she does not live in your house, you would legally be able to make that employment decision for them. We have broadened this to say that wherever your cousin lives whether it be with you or elsewhere, you cannot participate in any employment decision whether it benefits them or hurts them. Although this does not prevent

them from working for the Library; it means the employee would not have any role in decision making.

After a discussion about the American Disabilities Act's definition of reasonable accommodation, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

Mr. Hairston adjourned the Joint Finance & Human Resources Committee Meeting at 12:42 p.m.