

CLEVELAND PUBLIC LIBRARY  
Joint Finance & Human Resources Committee Meeting  
November 15, 2022  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent:        Mr. Seifullah, Mr. Parker

Ms. Rodriguez called the Joint Finance, Human Resources & Community Services Committee Meeting to order at 12:02 p.m.

**Finance Committee Members** (Mr. Seifullah, Chair)

Present:        Thomas Corrigan, John Hairston

Absent:        Alan Seifullah, Anthony Parker

Because there was no quorum of Finance Committee members, the following items were discussed for informational purposes only. Ms. Rodriguez presented these items on behalf of Mr. Seifullah who was unable to attend.

Resolution to Accept Gifts for the Month of October

Carrie Krenicky, Chief Financial Officer, stated that this is a standard monthly resolution and noted that the Gift Report is attached to the resolution should there be any questions.

Tenth Amendment to the Year 2022 Appropriation

Carrie Krenicky, Chief Financial Officer, stated that we will be appropriating \$1,660, 042.52 in our Capital Projects Fund for subsequent exhibits going before the Board today. Specifically, the Building & Repair fund, \$1,582,942.29 for three resolutions going before the Board today: Bialosky, IPS, and the LSW Ceiling Modification Project; and \$77,100.23 in our Construction – Taxable fund for the West Park Project.

Resolution Requesting Tax Advance

Carrie Krenicky, Chief Financial Officer, stated that this is the annual resolution that authorizes the Board of the Library Trustees to request the Cuyahoga County Fiscal Officer advance tax funds to the Library prior to the regular property tax settlements for 2023.

Resolution to Authorize Agreement with GFOA for ERP Planning and Advisory Services

Carrie Krenicky, Chief Financial Officer, stated that the Library implemented its Enterprise Resource Planning System in 2006 and then added on to it with payroll and human resource modules in 2009. We are looking for the Government Finance Officers Association's ("GFOA") assistance to help us evaluate where we are currently since we implemented the system with what the market is doing with Enterprise Resource Planning systems and give us advice on how we can move forward on a strategic path to implement best practices and be most cost efficient using the Library's administrative functions.

In conclusion, Ms. Krenicky noted that to enter into an agreement with GFOA for ERP Planning and Advisory will be at a cost not-to-exceed \$85,000. They are a nonprofit entity that basically serve state and local government with financial management. They have an excellent research and consulting center and we have used them many times before most recently for the CLENET pricing model update.

Resolution Authorizing Agreement with Bialosky and Partners, Architects, LLC for Architectural Design Services for Glenville Branch Project

John Lang, Chief Operations Officer, reminded the Board that the Glenville Project was a Group 2 Project in the Capital Plan that was accelerated to Group 1 in large part because of a generous gift from the Mandel Foundation. Last month, the Board approved a short list which empowered us to negotiate a contract with Bialosky which we have done.

Mr. Lang stated that although Bialosky is a non-minority owned firm, their proposed team of consultants includes five minority and woman-owned firms, including Third Space Action Lab as our community engagement partner.

As he continued, Mr. Lang explained that Bialosky's proposed architectural fees for the Glenville project are in line with industry standards and with our other FMP projects.

In response to Mr. Hairston's inquiry about Mandel Foundation gift, Director Thomas stated that this center will specifically support the senior workforce. Similar to what we do at Rockport with the Teen Tech Center and Fulton with the Clark-Fulton Learning Center, this center at Glenville targets seniors and senior workforce.

Director Thomas explained that although this center is for the Glenville area, we are trying to design a "portfolio" of different types of branches offering specific things. One thing that we do need to do better is services to support our seniors. We are bringing back our Seniors Connect Department that will probably be housed at Glenville and that staff will reach out to seniors.

Ms. Butts added that the Glenville area has one of the largest populations for seniors.

Mr. Hairston stated that Glenville is also near Collinwood and expressed his approval for this project.

### Resolution to Ratify Agreement for Alarm Monitoring Services

John Lang, Chief Operations Officer, explained that earlier in 2022, the Library and Guardian Alarm entered into an amendment to add communicators at fire alarm panels for FMP project locations. Due to poor reception at the Central Distribution Facility a booster antenna is required to meet fire marshal requirements, which will result in increased cost totaling an amount not-to-exceed \$39,061.40 for the overall contract.

### Resolution Authorizing Agreement for Uniform Rental Services

Carrie Krenicky, Chief Financial Officer, stated that at the end of August, the Library issued a Request for Proposals to 21 businesses and received two proposals back. One from Rentwear/UniFirst, our current vendor with whom we entered into a 3-year agreement; UniFirst acquired Rentwear during the term of the agreement. The second proposal was from Model Uniforms, a family-owned business that began in Pennsylvania and now have a local facility in Twinsburg, Ohio. They came in at the lowest cost of \$131,890.20 over a 3-year contract period. Rentwear/UniFirst came in above that.

Ms. Krenicky stated that the Library has met with Model Uniforms and examined their garments and we are recommending to move forward with a 12-month agreement and authorizing up to 36 months beginning January 1, 2023.

In response to Mr. Corrigan's inquiry, Bryan Szalewski, Chief Legal Officer, confirmed that Rentwear was based in North Canton, Ohio.

After Mr. Corrigan recalled that the Library in the past had problems with Cintas, Ms. Krenicky stated that Cintas did not submit a proposal.

### Resolution Authorizing Purchase and Installation of Access Control and Security Hardware and Software for Phase 1B Projects of the Facilities Master Plan

John Lang, Chief Operations Officer, stated that this is a companion resolution to the Phase 1A security hardware that was submitted to the Board last spring. Mr. Lang explained that work is underway for the construction of the new Martin Luther King, Jr. and Rockport branches and the renovation of the Eastman, Lorain, and Brooklyn Branches, and bidding has been conducted for the new Walz branch. The alarm system, access control system, and security cameras were not included as a part of the Phase 1B renovation and construction projects as the Library intended to re-install existing equipment into the new and renovated facilities. The Library, however, learned that the existing equipment must be replaced due to technical obsolescence and outdated software; and

Mr. Lang stated that Integrated Precision Solutions, Inc. ("IPS") provided and installed the alarm systems, access control systems, and security cameras at the Library's other branches, at the Main downtown campus, and for the Phase 1A branches of the Facilities Master Plan. IPS has proposed to provide and install the alarm systems, access control systems, security cameras and

related hardware and software for a total cost of \$338,077.29, which pricing is based on a state term contract with the Ohio Department of Administrative Services.

In addition, IPS further proposed to partner with ClarkTel Telecommunications, a Northeast Ohio-based Minority Business Enterprise, to assist with installation of the access control and security hardware and software described in IPS' proposal.

In conclusion, Mr. Lang stated that this resolution seeks authorization to enter into an agreement with Integrated Precision Systems, Inc. to provide and install the access control and security hardware and software for the Phase 1B projects of the Facilities Master Plan for a total contract price of \$338,077.29.

#### Resolution to Amend Agreement with VOYA Employee Benefits Company for Basic Life and AD&D Insurance Policies

Carrie Krenicky, Chief Financial Officer, stated that VOYA has offered to increase the amount of coverage for Basic Life and AD&D insurance from \$20,000 to \$50,000 for the next contract from January 1, 2023 to December 31, 2023 at the current rates that we are paying now. That would cost the Library an additional \$1,656 per month or an estimated total cost of \$19,872 per year and will be eligible for all full time employees.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that although employees have the option to make voluntarily contributions to increase their coverage, the basic coverage is all paid for by the Library.

#### Resolution Authorizing Contract with Medical Mutual of Ohio for Employee Healthcare Benefits

Carrie Krenicky, Chief Financial Officer, explained that our health care premium came in 2% higher than the premium paid by the Library for the 2022 calendar year. Although there are double digit rate increases across the nation, we were Oswald's only client that had a single rate increase.

#### Resolution Authorizing Contract with Delta Dental of Ohio for Employee Dental Benefits

Carrie Krenicky, Chief Financial Officer, stated that the Library's current contract with Delta Dental for employee dental insurance expires at the end of the year. Delta Dental has proposed to offer employee dental insurance to the Library from 2023 through 2025 at the same rates as the current agreement. This resolution seeks authorization to enter into an agreement with Delta Dental of Ohio for employee dental insurance benefits for a 3-year contract term from January 1, 2023 through December 31, 2025 with a 0% increase.

#### Resolution Authorizing Contract for Waste Management Services

Bryan Szalewski, Director of Legal Affairs, stated that the current contract for waste management services that includes recycling at Main and Lake Shore expires at the end of this

year. The Library administration issued an RFP and received responses from Republic Services, Rumpke Waste & Recycling, Kimble Recycling & Disposal, and Waste Management of Ohio.

Mr. Szalewski stated that proposals were asked to be forwarded in a different manner this year. Rather than having waste collected at Main Library, where there is only one company that is able to serve our needs because of the loading dock off of Rockwell Avenue, we asked to have trash collection moved to the new Woodland facility where we would locate a new 40-yard trash compactor and have less frequent pick ups because the volume of the waste would be reduced. We received four quotes for those services.

Republic Services is currently providing our services at Main and was by far the low cost bidder at an estimated annual cost of \$11,089.60 or \$33,268.80 for a total 3-year contract. Because we want to move to a trash compactor system, it will require some lead time to fully transition. It will take up to 16-22 weeks to order and install the new compactor.

This resolution also asks for an additional \$5,000 to grant authority for Republic Services to continue services at Main until the new trash compactor is fully operational. This is a tremendous savings even over our current contract. The 3-year contract including the additional \$5,600 brings the total to \$38,868.80.

Mr. Corrigan noted that Republic is locally based.

Ms. Butts asked if there is recycling at other Library facilities.

In response, John Lang, Chief Operations Officer, confirmed that we are not recycling at this time and explained that we will be introducing cardboard recycling via the proposed new contract and will explore options to expand the recycling program.

Ms. Butts asked for clarification on the difference between Library branches and residents in any neighborhood regarding the importance of recycling.

Ms. Butts explained that participating in the recycling program is easy as the City makes it very clear of what will be picked up and noted that you must call the City to confirm your participation.

Ms. Butts stated that the Library is a neighborhood role model and emphasized the importance of recycling.

In response to Director Thomas' inquiry, Mr. Lang confirmed that the Library's recyclable and unrecyclable items are currently comingled.

Ms. Butts asked the Board to begin to bring their own cups or mugs to meetings rather than bottled water as an example to the children we are raising.

Mr. Hairston stated that there should be consistency across our footprint regarding recycling.

Ms. Butts recalled her experience sorting items at the Library and stated that there was a lot of nonrecyclable items mixed in with the recyclable.

Ms. Rodriguez stated that we are responsible for not only educating staff, but we must include the public to make sure that it is done correctly.

Ms. Butts expressed her approval of the Big Belly solar-powered trash compactors for use in the Eastman Reading Garden.

Director Thomas charged Mr. Lang with developing a plan on how we move forward to be presented at the Regular Board Meeting in January 2023.

Ms. Rodriguez suggested that the plan include Republic's responsibility and commitment to support and participate in the Library's recycling efforts and if there are any additional costs to the Library.

Director Thomas asked John Skrtic, Chief of Special Projects and Collections, to identify ways that the Library, as an organization, can be more sustainable. The Library once had a Sustainability Committee that has not been meeting. Reconvening this committee may be beneficial.

#### Resolution Amending Project Budget for the West Park Branch

John Lang, Chief Operations Officer, stated that the West Park Branch is over 95% construction complete. The requested budget increase will enable the project to address issues which have arisen during the course of construction, including infrastructure upgrades to support the new security systems which are being installed and enhanced lighting for the children's area.

Mr. Lang referenced Exhibit A attached to the resolution and indicates the time the budget was approved in 2021 at the GMP and this is the second budget increase since then from \$5,139,779 to \$5,441,779 which is a 5.9% increase.

Mr. Corrigan asked for clarification regarding the \$100,000 electrical upgrade.

In response, Mr. Lang stated that our budget does not break down costs by trade contract but acknowledged that much of the increased cost is a result of electrical and technology upgrades.

Ms. Krenicky stated that \$314,508 is the value of the electrical scope within the Guaranteed Maximum Price amendment.

Mr. Corrigan stated that for the size of the project, this seems to be almost a 25% increase.

In agreement with Mr. Corrigan, Mr. Lang added that there are almost 10-12 items and wanted to identify the largest items that are driving the process. Mr. Lang noted that among the other items were lighting improvements, and the teen section on the lower level that was not previously ADA accessible.

Ms. Butts noted that there is a lot of light on the upper level.

Mr. Lang stated that we saved some of the glass block window wells in the lower level and put lighting in. However, during construction we noted that it was very dim, so we propose to augment the lighting.

Mr. Corrigan asked about the status of the second entrance to the Branch

Mr. Lang stated that the W. 157<sup>th</sup> Street pedestrian access is being restored as a result of the construction. ADA accessibility is still provided via the primary entrance from the parking area.

In response to Mr. Corrigan's inquiry, Mr. Lang stated that Gilbane is on all of the 1A projects: Jefferson, Hough, West Park, Woodland and the Central Distribution Facility will be open in the first and second quarters of 2023. Gilbane is also on the Walz project, which is out of sequence and originally a 1A project. Regency Construction is the 1B construction manager overseeing Eastman, Lorain, Rockport, and Brooklyn.

Ms. Butts asked for an update on Detroit Shoreway's ability to secure funding as their portion for Walz.

Mr. Lang stated that he recently spoke with Detroit Shoreway's Property Director who is still optimistic but stated that she would not have a clear answer until after the elections. They remain hopeful that they will have their budget in place by January 2023.

Mr. Corrigan stated that the City and our new mayor were looking at how to improve diversity in housing and addressing gentrification and recently held a townhall discussion and suggested that we check with one of our partners for an update.

Mr. Lang stated that the Community Development Organization remained optimistic that they would overcome their funding gap in order to ensure access to their already-approved grant funding and tax credits.

Ms. Rodriguez thanked Mr. Lang for sharing this information.

#### Resolution Authorizing Agreement and Establishing Budget for Louis Stokes Wing Ceiling Modification Project

John Lang, Chief Operations Officer, reminded the Board that that this project went out for bid twice. The first time with no response and the second time the bids were more than 10% of the Library's established budget. Per the Ohio Revised Code, we were unable to accept the bids. The Board granted us permission for compelling necessity to collect best-and-final cost proposals for award of a contract.

Mr. Lang stated that the Library received base quotes from our two low bidders from the second bidding attempt: Feghali Brothers LLC and Cold Harbor Building Co. in the amounts of \$550,000 and \$716,840, respectively. They both participated in scope review meetings and

considered engineering suggestions. As a result of those discussions, we did tweak the scope and the price of the low bid came down to \$550,000. We did remove the requirement for drain and refill the sprinkler system every night which means that the Library will have to provide fire watch, but the staff expense is expected to be far less costly.

As he continued, Mr. Lang stated that due to the uncertainty with working with existing infrastructure, the proposed Contingency Fund enables change orders to be issued if needs arise similar to our FMP projects. The Library also agreed to pay the permit fee rather than the Contractor so that becomes an owner-direct cost. In conclusion, we are seeking authority for the \$550,000 contract with the Feghali Brothers LLC for a total budget of \$662,000.

In response to Mr. Corrigan's inquiry, Mr. Lang confirmed that Feghali Brothers LLC is based in Canfield, Ohio and Cold Harbor Building Co. is based in Chardon, Ohio.

**Human Resources Committee Members** (Mr. Hairston, Chair)

Present: John Hairston, Alice Butts, Thomas Corrigan

Absent: Anthony Parker

**Amended Regular Employment Report, Period: May 1 – August 31, 2022**

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

**Resolution Authorizing Bonuses**

Mr. Hairston stated that he previously had a conversation with Director Thomas regarding this item and there will be additional discussion and consideration given to this resolution at the upcoming Regular Board Meeting.

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

**Resolution for Special Closings and Holidays in 2023**

After stating that there was some discussion about possible omissions relative to Jewish holidays that will be looked into, 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.



### Retirement Recognition Citation

Lynn Sargi, Chief Talent Officer, stated that a Retirement Recognition Citation for Pat McCoy was inadvertently omitted from the agenda but will be reflected on the agenda for the upcoming Regular Board Meeting for consideration.

After some discussion about Patricia McCoy and her 32 years of service to the Library, Mr. Hairston motioned that this item would go to the full Board for approval. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Ms. Rodriguez adjourned the Joint Finance & Human Committee Meeting at 12:42 p.m.