

CLEVELAND PUBLIC LIBRARY  
Finance Committee Meeting  
November 15, 2016  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

Present:        Ms. Butts, Mr. Seifullah, Ms. Rodriguez, Mr. Hairston, Ms. Washington,  
                    Mr. Corrigan (arrived, 12:16 p.m.)

Absent:         Mr. Parker

Mr. Seifullah called the Finance Committee Meeting to order at 12:05 p.m.

**FINANCE COMMITTEE MEETING** (Mr. Seifullah, Chair)

Present:        Alan Seifullah, Chair, John Hairston, Thomas Corrigan

Absent:         Anthony Parker

Because there was no quorum present at the start of the Finance Committee Meeting, the following items were discussed for informational purposes, only.

**Resolution Requesting Tax Advance**

Carrie Krenicky, Chief Financial Officer, stated that this resolution requests that the Cuyahoga County Fiscal Officer advance any tax funds that may be made available to the Library prior to the regular settlement dates during fiscal 2017.

**Resolution Authorizing Agreement with Cleveland Neighborhood Progress Inc. for Financial Consulting Services through its Community Financial Centers Program**

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authority for the Library to enter into another one (1) year contract with Cleveland Neighborhood Progress, Inc. for financial consulting services through its Community Financial Centers Program.

Ms. Dodrill stated that these services are provided to staff and patrons free of charge. The \$35,000 contract amount for 2017 will be the same amount as in 2016.

Mr. Seifullah asked if service statistics for the Community Financial Centers Program were available.

Madeline Corchado, Director of Human Resources, confirmed that representatives from Cleveland Neighborhood Progress, Inc., would be in attendance at the Board Meeting to provide additional statistics that may be of interest to the Board.

Resolution to Purchase Extended Warranties and Upgrades for Early Learning Stations

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the Library to purchase 2 year extended warranty and upgrades for 58 of the Library's 63 early learning stations at a total cost of \$61,050.00 . The remaining stations are still under warranty until 2019.

Resolution to Purchase Computer Hardware from Business Smarts

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the Library to purchase 210 desktop computers for patrons and staff and 40 patron notebooks from Business Smarts for a total amount of \$237,664.10.

Resolution Authorizing Agreement with Integrated Precision Systems Inc. for Maintenance of Access Control System

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authority for the Library to enter into an agreement with Integrated Precision Systems Inc. for maintenance of the access control system. The amount of this expenditure totals \$42,127.56 for the period commencing January 1, 2017 through December 31, 2017.

In response to Ms. Butts' inquiry, Ms. Dodrill confirmed that the access control system controls the doors at the library.

Resolution to Increase Agreement with Integrated Precision Systems, Inc. for Maintenance of People Counting Hardware, Software and Firmware

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authority for the Library to enter into an agreement with Integrated Precision Systems, Inc. for maintenance of People Counting Hardware, Software and Firmware in the amount of \$42,127.56 for the period commencing January 1, 2017 through December 31, 2017.

Ms. Dodrill stated that this Board previously authorized the Library to enter into maintenance agreements with IPS for the access control system which would allow for 5% increases every year. Because we are adding two additional people counters, this agreement exceeds the 5% increase.

Ms. Butts asked for an explanation of firmware.

Larry Finnegan, Director of IT, explained that firmware is similar to software that manages the hardware itself.

Resolution to Enter into New Agreement for Material and Cash Recovery Services with Unique Management Services, Inc.

Carrie Krenicky, Chief Financial Officer, stated that this resolution authorizes the Library to enter into a new agreement with Unique Management Services, Inc. for material and cash recovery services effective January 1, 2017 through December 31, 2017, in an amount not-to-exceed \$80,000.00. This is based on \$8.95 per account as the terms have not changed from last year.

Ms. Krenicky stated that based on last year's history, we do not expect to expend any more than \$80,000 per year. This year, we are under \$80,000.

In response to Ms. Butts' inquiry, Ms. Krenicky stated that since our initial agreement with Unique in 2011, the Library has collected approximately \$533,000 in cash and over \$2.5 million in materials returned.

Ms. Krenicky stated that we are now in the black with the Library paying out to Unique and receiving funds overall.

Resolution Authorizing Agreement with Friends of the Cleveland Public Library and with Ciuni & Panichi, Inc. for Consulting Services

Director Thomas stated that the Friends of the Cleveland Public Library are looking to transition to a foundation and desire to work with Ciuni & Panichi, Inc., whose executive advisor is Mike Benz. Mr. Benz, who will provide consulting services, recognizes that the Friends and the Library must work together to ensure an effective transition. Because the Library benefits from the fundraising efforts provided by the Friends, the Library and the Friends would like to enter into a joint agreement with Ciuni & Panichi, Inc. for consulting services in an amount not to exceed \$30,000.00 each, for a total contract amount not-to-exceed \$60,000.00.

Director Thomas stated that Mr. Benz would be available to attend the Board Meeting to answer any questions the Board may have.

Mr. Hairston shared an experience that he had with Mr. Benz while working at N.A.S.A. Mr. Benz had presented Mr. Hairston with a replica of the Liberty Bell that was previously given to him by Coretta Scott King.

Ms. Butts suggested that Mr. Hairston should bring the bell to the Board Meeting.

Mr. Corrigan arrived at 12:16 p.m. establishing a quorum of Finance Committee members. The following items were discussed and considered for Committee action.

Resolution Authorizing Acquisition of Property Under Louis Stokes Wing Building and Buyout of Lease Agreements

Bryan Szalewski, Assistant Legal Officer, stated that the Cleveland Public Library has leased the property known as Permanent Parcel Number 101-05-006 since December 19, 1957 under a previous 99 year lease signed on September 1, 1919 and which is set to expire on July 31, 2018 . This Lease was assigned to the Library by the previous lessee, the Cleveland Plain Dealer.

Mr. Szalewski explained that the Property measures 20 feet wide by 198 feet deep; extends from Superior Avenue to the south to Rockwell Avenue to the north, and sits under the western edge of the Louis Stokes Wing building.

The Lease and Property are both owned by the same four owners, three of whom each possesses undivided thirteen fortieths (13/40) interests in the Lease and Property, and one of whom possesses an undivided one fortieth (1/40) interest.

Under the terms of the Lease, the Library pays a total of \$6,400 per year in rent for the Property. The rent is paid in quarterly installments. The Library has paid the full \$6,400 in rent for the year 2016, thus leaving a total of \$10,133.32 due for the entire year of 2017 and the first seven months of 2018.

Two of the owners of the 13/40 interests have indicated that they are willing to donate their interests in the Property to the Library in exchange for the Library's payment of their shares of the outstanding rent under the Lease. One such owner has also indicated that she may be able to convince the remaining two owners to donate their interests as well.

Mr. Corrigan stated that when the Louis Stokes Wing was built, the Library conducted a title search and title insurance and recommended that perhaps the Library should research further.

After some discussion, Mr. Corrigan gave detailed history of the property owned by the Cleveland Plain Dealer and the original intent of the Burnham Plan that would create a garden that would exist between the Library and the Federal Reserve Bank.

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 Amend Design Services Agreement with Bostwick Design Partnership for Digital Hub Design Services and Authorizing Transfer of Funds

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authority for the Library to pay Bostwick Design Partners for additional services in connection with the Digital Hub in an amount not-to-exceed \$1,802.41.

Ms. Dodrill explained that disputes the Library and contractor R.L. Hill for performance issues at that time, that required Bostwick to put in additional time that was not a part of the original scope of work. Originally, Bostwick requested \$11,000 in additional fees but the Library denied

that request. Bostwick is now reducing their request to two months of additional services for December 2015 and January 2016 for \$1,802.41.

Ms. Dodrill stated that as a good faith gesture, it is recommended that the Board approve the payment to Bostwick with funds being paid with funds from excess funds from Main Library Phase II being transferred to the Digital Hub Project Fund.

In response to Mr. Corrigan's inquiry, Ms. Dodrill stated that the total settlement agreement amount for R.L. Hill was approximately \$19,000.

Mr. Seifullah 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 Agreement with Barrie Projects, LLC for Design of Superman Exhibit

Joyce Dodrill, Chief Legal Officer, stated that this resolution requests authority for the Library to Enter into an agreement with Barrie Projects, LLC for design of the 2017 Superman Exhibit in an amount not-to-exceed \$60,000.

The exhibit will open in the April 2017 and will consist of items obtained from the Mike Curtis collection of Superman memorabilia which was recently donated to the Library.

Mr. Hairston stated that Superman originated from Cleveland's Glenville neighborhood and noted that Mr. Erve Fine was intricately involved in efforts for the Glenville Legacy who may express interest in the Library's exhibit.

Director Thomas stated that he would make efforts to communicate with Mr. Fine.

Mr. Corrigan shared about working on a project relative to a Superman sculpture on the old Ohio Bell building located on Huron Avenue.

Mr. Seifullah 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 to Purchase Hardware for System-Wide Digital Signage Project

Timothy Diamond, Chief Knowledge Officer, stated that as part of the latest phase of the Main Library renovation project that was completed this summer, the Library purchased digital signage software and hardware for the Louis Stokes Wing lobby and the Main Library vitrines on Superior Avenue. Since then, the Marketing & Communications Department tested a digital sign at Lorain Branch to see if the project should be rolled out system-wide.

Mr. Diamond stated that the sign has been well received by the patrons and staff of the branch. It advertises events that are particular to that branch as well as system-wide services and marquee events at Main Library. The signs are controlled remotely and individual slides can be scheduled to appear and disappear. One of the goals of the project is to reduce the number of fliers

distributed throughout the system. If approved, this resolution will enable the library to put one digital sign in each of the neighborhood branches.

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

Mr. Corrigan stated that he had the opportunity review all Finance Committee Meeting agenda items and motioned to temporarily suspend the rules and do a combined vote advancing Exhibits 2-9 to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Having temporarily suspended the rules, Mr. Corrigan motioned that Exhibits 2-9 would go to the full Board for approval. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

After some discussion about the permanent art installation on the gate and in other areas of the Eastman Reading Garden, Mr. Seifullah adjourned the meeting of the Finance Committee at 12:40 p.m.