

CLEVELAND PUBLIC LIBRARY
Joint Finance, Human Resources and Community Services Committee Meeting
January 17, 2012
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston, Mr. Werner, Mr. Parker

Ms. Rodriguez called the joint meeting of the Finance, Human Resources and Community Services Committee to order at 12:16 p.m.

FINANCE COMMITTEE

Resolution Regarding December 31, 2011 General Fund Balance

Carrie Krenicky, Finance Administrator, stated that the General Fund Balance as of December 31, 2011 was \$35,166,664.70 with an Unencumbered Balance of \$28,852,255.68 and requesting to transfer \$10,000,000 into the Building and Repair Fund for capital projects; and that the remaining Unencumbered General Fund balance be of \$18,852,255.68 carried forward for 2012 operating expenses.

Ms. Krenicky also stated that posting transfers in the year that the Board has approved them is in alignment with the State Auditors recommendation.

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

First Amendment to the Year 2012 Appropriation

Carrie Krenicky, Finance Administrator, stated that this amendment is in alignment with the January 11, 2012 Amended Official Certificate of Estimated Resources received from the County Budget Commission certifying the actual Unencumbered Balances for January 1, 2012 with a decrease in General Property Tax of \$43,251.97; an increase in Other Sources-General Fund by \$43,251.97 and an increase in Other Sources-Capital by \$10,000,000.

Ms. Krenicky noted the amended appropriation includes the transfer of \$10,000,000 from the General Fund to the Building and Repair Fund along with the increase/decrease in appropriations to the Special Revenue and Permanent funds for the actual unencumbered balances.

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

Resolution to Enter Into Agreements for Legal Services With Ogletree Deakins

Joyce Dodrill, Chief Legal Officer, stated that this resolution authorizes the Library to enter into a six-month retainer agreement with Ogletree Deakins whereby Ogletree will charge the Library for \$825 per month for legal advice and services provided by telephone and electronic mail communications in lieu of billing the Library at an hourly rate, for a trial period commencing January 1, 2012 and ending on July 1, 2012. It is anticipated that this agreement will result in approximately a \$760 per month savings to the Library. This resolution also formerly authorizes the Library to engage Ogletree to represent the Library and several defendants in the Mary Colston v. Cleveland Public Library, et al, Case No. 77236 filed in the Court of Common Pleas on December 28, 2011. The Library is required under its insurance policy retainage to pay the first \$50,000 in legal fees in employment litigation matters, after which the insurance company will pay all legal fees.

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

Resolution Authorizing Amendment to Agreement With Spectrum Energy Concepts, Inc. for Lighting Retrofit Study

Joyce Dodrill, Chief Legal Officer, stated that on September 15, 2011, the Board of Trustees authorized the Director to enter into an agreement with Spectrum Energy Concepts, Inc. to prepare bid specifications and packages in order to implement a demand control ventilation and electric heating to steam heating conversion for the Main Library and Louis Stokes Wing. Spectrum has also submitted a proposal to provide an analysis of lighting retrofit opportunities and possible rebates for all Cleveland Public Library buildings served by First Energy for an amount not-to-exceed \$2,500. This resolution authorizes an amendment to the agreement entered into by the Library and Spectrum to expand the scope of services to include a lighting retrofit and rebate analysis for an additional amount not-to-exceed \$2,500.

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

Resolution Ratifying the Purchase of OCLC Cataloging, Worldcat Resource Sharing and Access Services

Carrie Krenicky, Finance Administrator, stated that Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet and the Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database. The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis. The Library entered into renewal agreements with OhioNet for services in 2011 and 2012. This resolution ratifies and approves the purchase of OCLC Cataloging, WorldCat Resource Sharing and Access Services for 2011 in an amount not exceed to \$206,367.95, and for the first half of 2012, in an amount not to exceed \$113,863.38.

Mr. Corrigan stated that CLEVNET participants benefit from these services.

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

HUMAN RESOURCES COMMITTEE

Resolution Adopting NEO Administration Company as Third-Party Administrator of the Cleveland Public Library's Flexible Spending Account and Commuter Benefits Plan, Ratifying Contracts, and Approving and Adopting Restated Plan

Joyce Dodrill, Chief Legal Officer, gave background on this resolution and stated that the Library appointed Automatic Data Processing, Inc. (ADP) as the third-party administrator of the Flexible Spending Account Plan and Commuter Benefits Plan in 2008. In 2011, the Library terminated its agreement with ADP, solicited proposals and determined that NEO Administration Company (NEO) was the best qualified provider and entered into an Administrative Service Agreements effective January 1, 2012. This resolution ratifies the agreement the Library has with NEO as the third-party administrators of the Library's Flexible Spending Account and Commuter Benefits Plan and approves the Plan. Essential terms and conditions of the Plan have not changed.

Larry Novotny, Assistant Human Resources Administrator, cited several advantages of service provided by NEO.

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

COMMUNITY SERVICES COMMITTEE

Mr. Corrigan stated that a quorum of Community Services Committee members was not present. However, items to be considered for this committee would be reviewed by Trustees who were present for informational purposes only.

Approval of Fines & Fees Schedule

Anastasia Diamond-Ortiz, Assistant Planning and Research Administrators, stated that the fines and fees schedule would be revised and updated that would include charges for multifunction devices for the public to print, scan, fax and copy documents.

Resolution to Adopt Strategic Plan

Timothy Diamond, Special Assistant to the Director, gave a brief overview of the Cleveland Public Library Strategic Plan 2012-2014. Mr. Diamond stated that this plan is forward thinking with an eye to the future as the Library will celebrate its sesquicentennial year in 2019

Mr. Corrigan requested that Mr. Diamond give a power-point presentation of the Strategic Plan at the next Regular Board Meeting.

Mr. Corrigan adjourned the joint meeting of the Finance, Human Resources and Community Services Committee at 12:31 p.m.