

**Finance Committee Meeting  
Minutes  
June 19, 2018  
4:00 p.m.  
Administrative Building Auditorium**

**Call to Order**

Finance Committee Chair Leonard called the meeting to order at 4:00pm. In attendance were Committee Members Chairperson William Leonard, Board President Patricia Shlonsky, Trustee Edward Blakemore, Trustee Maria Spangler and as well as Executive Director Sari Feldman, Deputy Director Tracy Strobel, Operations Director and Fiscal Officer Scott Morgan, Communications and External Relations Director Hallie Rich; Assistant Finance Director Bob Dolan, IT Director Jim Haprian; Assistant Development Director Meghann Marnecheck and other interested observers.

**Minutes**

The May meeting minutes were noted for the record.

**Financial Statement Overview – May**

Operations Director and Fiscal Officer Scott Morgan stated in the general property taxes we did receive additional funds and that distribution added to the advances we already received shows a higher percentage of property tax revenue than we received last year. He stated this does not mean we anticipate receiving more than what we budgeted. He stated we should start receiving second-half advances in July.

Director Morgan stated Public Library Fund (PLF) is down year-to-date from what we received last year. He stated based upon what we have received there is no concern we will not make the budget number.

Director Morgan stated fines and fees are down a little. He stated we saw an increase this month in passports which was contributed to the \$10.00 passport processing fee we are receiving.

Director Morgan stated all other revenue accounts are where we expect them to be for the month of May.

Director Morgan stated salaries and benefits are where we expect them to be at this time, given we had a 3-pay month in May.

Director Morgan stated in general expenditures, some of the other accounts will show fully encumbered and/or expensed. This has to do with the standing orders and blanket purchase orders we have encumbered in those accounts. He stated this is to pay monthly recurring bills.

Director Morgan stated in reviewing the capital budget for the Bay Village project, we took those encumbrances for the two purchase orders for design and closed that account.

Director Morgan stated for the Berea Branch project, we are still working through some of the final adjustments and should be able to close project out soon.

Director Morgan stated the Maple Heights Branch is a new addition this month. We just signed the contract for construction and encumbered funds for that project.

Director Morgan stated Middleburg Heights Branch, we are still working on close out. We met with architects to walk through and finalized the punch list and we will continue to work on a close date.

Director Morgan stated we can close out the purchase order for the Strongsville Branch account and we came in under budget by \$20,000.00.

### **Investments – May**

Director Morgan stated we purchased two new U.S. Treasuries for the month. He stated we did sell two of them short of their return because we received a better yield with a shorter maturity date. He stated it was good to see an increase in those rates. There were no other purchases or maturities for the month.

There was a transfer made from the general fund to the special revenue fund for MyCom for \$45,000.00. No other transfer advances were made for the month.

The investment reports were approved for vote by the full Board.

### **Purchase Approval List**

Director Morgan stated Item #1, is an encumbrance increase for a blanket purchase order for Grainger for parts and supplies for maintenance and asking for an additional \$15,000.00. Manager Bullock spoke to Item #2. He stated with the renovations at the Maple Heights Branch, the audio/visual equipment is necessary for the new meeting rooms and labs. Manager Ranallo spoke to Item #3, she stated this is a renewal for our software that's used for self-publishing in the Writer's Center Self-E and software called Creator. This is the second year and it is being funded by the Mandel Foundation grant. Deputy Strobel spoke to Item #4. She stated we were approached by The Cleveland Foundation to participate in a program funding to circulate mobile hotspots/Wi-Fi devices to service the communities with the least internet access and broadband access. We will purchase those units and will be reimbursed by The Cleveland Foundation. They will be circulated at four CCPL Branches, Maple Heights, Garfield Heights, Warrensville Heights and Southeast. She stated these branches were designated by The Cleveland Foundation.

Trustee Blakemore asked how many hotspots will there be?

Deputy Strobel stated that we will purchase 300 hotspots, 75 at each location.

Executive Director Feldman mentioned any resident can borrow a hotspot, but they will have to go to the branch to borrow and go to the branch to return it.

Deputy Strobel stated we will have one year of unlimited access. We were able to get a very reduced cost; the device is \$99.00 and unlimited access for \$10.00 per month for each unit. She stated T-Mobile Sprint merger is the provider.

Executive Director Feldman commented if someone choose not to honor the circulation period the device is turned off and becomes useless.

Manager Bullock spoke to Item #5. He stated this is necessary to upgrade the meeting room equipment at the Fairview Park Branch. He stated with the \$10,000.00 contribution from the Friends of Fairview Park Branch we are able to do more upgrades. Director Morgan spoke to Item #6. He stated WW Williams is a new vendor, we previously had been getting our generators serviced from Ridgeway Cummings. He stated WW Williams approached us about our service agreement and decreased the cost and they will do more preventive maintenance than the former vendor was. He stated all the new buildings have backup generators. Item #7, Director Morgan stated we have been looking for a new Merchant Services provider. We received proposals from PNC, KeyBank and Fifth

Third, and based upon proposals KeyBank and PNC offered the same platform we are currently using but looking at the cost comparison between KeyBank and PNC, KeyBank was a lot lower. He stated we are recommending KeyBank for the purchase of the cash registers and KeyBank as our new Merchant Services provider.

The Purchase Approval List was approved for vote by the full Board.

#### **Gift Report**

Director Morgan stated the report includes Friends groups gifts for branch programming. He stated we received \$50,000.00 from The Cleveland Foundation for the Homework Centers.

The Gift Report was approved for vote by the full Board.

#### **Voucher List**

The Voucher List, itemizing expenses in excess of \$5,000.00 was presented for informational purposes.

- **Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations**

Director Morgan stated there are five special revenue funds, Warrensville Heights Garden Grant, Adult Education Services (AES), Food & Culinary Literacy Programs, Hotspot Lending Program and Special School Programming. He stated this is money given to us through grants.

The Resolution was approved for consideration by the full Board.

- **Resolution Seeking Permission to Advertise for a Request For Qualifications for Design Services for the New Construction of the Bay Village Branch Library Facility**

Director Morgan stated we are requesting permission to go back out to advertise for design services for Bay Village Branch. We will then rank all proposals and based upon rankings, we will set up interviews and bring our top three picks to the Board once interviews are concluded.

The Resolution was approved for consideration by the full Board.

- **Resolution Seeking Permission to Close the Library SystemWide on December 23, 2018**

Deputy Strobel stated from a scheduling cost perspective versus the shared lack of traffic in the library branches expected December 23, we are asking the Board permission to close on Sunday, December 23.

Executive Director Feldman stated the library is closed December 24 & December 25. She stated on Sunday, December 23 leading up to those two formal holidays, it would be challenging for us to find adequate staffing to open the branches and it would be a hardship on our staff to mandate them to work that particular day. She stated we do not like to be closed three consecutive days, but we are asking the Board permission to close the library systemwide on December 23, 2018.

The Resolution was approved for consideration by the full Board.

- **Named Spaces**

Director Rich stated there are two gifts recognized through Naming Rights. We have one gift from an anonymous donor that came in through the Capital Campaign and would be recognizing Former Berea Mayor Jack Kafer, and we will be giving naming rights for the Study Room at the Berea Branch.

Director Rich stated the second gift came from the Joseph D. Kuten and Ann S. Kuten estate for \$100,000.00 directed to the Brecksville Branch. This would be giving naming rights for the Large Meeting room, and also helps support business and entrepreneurship programming at the branch.

**Other:**

There was no other business discussed.

**Adjournment**

There was no other business before the Finance Committee, and Chairperson Leonard called the meeting adjourned at 4:25 p.m.