

**Finance Committee Meeting
Minutes
July 24, 2018
4:00 p.m.
Administrative Building Auditorium**

Call to Order

Finance Committee Chair Leonard called the meeting to order at 4:01pm. In attendance were Committee Members Chairperson William Leonard, Trustee Maria Spangler and Board President Patricia Shlonsky 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; Human Resources Director George Sample, Literacy and Learning Director Pam Jankowski, Assistant Finance Director Bob Dolan, IT Director Jim Haprian; Assistant Development Director Meghann Marnecheck and other interested observers.

Minutes

The June meeting minutes were noted for the record.

Financial Statement Overview – June

Operations Director and Fiscal Officer Scott Morgan stated there was not a lot of revenue activity for the month of June because of the advances we received in previous months

Director Morgan stated we did not receive any funds for general property taxes for the month of June because of the advances we received in the previous months. We have seen some additional advances come in for the month of July. He stated based on the amount we received the first half of the year, we may see the entire \$42 million we had budgeted for. He stated we will continue to monitor this account each month.

Director Morgan stated the Public Library Fund (PLF) receipts exceeded where we were this month last year. We will continue to see some fluctuations month-to-month. Director Morgan stated there are no concerns we won't make the budget number for the year.

Director Morgan stated fines and fees are back up where we were this month last year. He stated the largest increase continues to be in the area of passports due to the \$10.00 increase in passport processing fees.

Director Morgan stated salaries and benefits are where we expect them to be at this time of year. He stated 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 we will begin to look at some of those standing orders to see if any can be decreased for the second half of year.

Director Morgan stated all other accounts are also where we expect them to be at this time of year.

Director Morgan stated in reviewing the capital budget the Bay Village Branch is still listed due to the initial expenditures we made on the design.

Director Morgan stated the Berea Branch contractors and contract have been fully paid out. There are some additional needs for shelving for the workroom and we may purchase some soft seating. He stated we still have over \$30,000 of project money left over that will go back into the project budget.

Director Morgan stated we are continuing our remodeling work at the Maple Heights Branch.

Director Morgan stated we are now working on the final punch list items for the Middleburg Heights Branch to get it completely closed out.

Director Morgan stated we have completed the Strongsville project and have over \$21,000 left in the project budget that will go back into the capital fund.

Trustee Spangler asked when do we expect to start the Richmond Heights project?

Director Moran stated we have had an initial kick-off meeting with the school and the architects and hopefully, get started on some design work on the space this year.

(See under FINANCE)

Investments - June

Director Morgan stated we purchased one new Treasury Note (TN) for the month. He stated though TNs have a shorter maturity date, we did receive a higher yield. There was no other purchases or maturities for the month.

Director Morgan stated there were no transfers or advances for the month.

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

Purchase Approval List

Director Morgan stated Item #1, is a change order for approval to add a kitchenette at the Maple Heights Branch. We are asking for an increase of \$6,350.00 for Matt Ross Architects for the design and construction for his architectural services.

Executive Director Feldman commented the kitchenette is a really important asset to the community room and want to make sure they have one.

Director Morgan stated Item #2, is for Library Design Associates. He stated some of the furniture was ordered early for the new Middleburg Heights Branch, and we are asking approval for an increase amount of \$2,079.00 for additional fees for furniture storage. Director Haprian, spoke to Item #3, he stated this is for the annual renewal for the firewall software and software updates which is our primary defense to keep our computers system wide secure against hackers. Director Morgan stated Item #4, is for the actual furniture in the meeting rooms and the study rooms at the Maple Heights Branch, purchased from Contract Source, Inc., for \$44,843.00. This will be an additional cost. Item #5, Director Morgan stated this is for the Community Engagement consulting services necessary to foster community support for the new Bay Village Branch. Director Morgan stated Item #6, is for CCPL parking lot repairs, seal & stripe at six branches & the Administration Building.

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 many gifts from Foundations. We also received gifts from the United Way of Greater Cleveland for Aspire and 123 Read.

Executive Director Feldman mentioned The Char and Chuck Fowler Family Foundation gave us \$25,000 last year, and \$35,000 this year.

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 we are requesting amendment to both the estimated resources and appropriations. This is for a special revenue fund for the SNAP Employment & Training program the money will come to us through Cuyahoga County and the amount we anticipate for this year is \$35,500.

The Resolution was approved for consideration by the full Board.

- **Resolution Authorizing the Library to Enter Into an Agreement with PTA Engineering for Services in Connection with the ADM Graphics Department HVAC Improvements**

Director Morgan stated last year we did roof HVAC improvements on the Administration Building, and we did not include the unit that services the graphics area at the time of the project because it was determined it was working properly. We have started having issues with that HVAC unit and we have some expensive and delicate equipment in the graphics area that requires a certain humidity to be maintained. He stated we will have the engineering for the replacement for the unit done this year and expend the dollars for the actual work next year.

The Resolution was approved for consideration by the full Board.

- **Resolution to Approve Change Order Number Three for HBM Architects Regarding the New Middleburg Heights Branch Construction Project**

Director Morgan when we encumbered the dollars we did not include all of the reimbursable expenses. He stated we now know what those reimbursable expenses are, and we are asking for an increase in the contract for \$21,500.70 to pay the final invoice.

The Resolution was approved for consideration by the full Board.

- **Resolution to Approve Change Order Number One for Crown Construction Regarding the Maple Heights Branch Interior Renovations Project**

Director Morgan stated when we did the original work at the Maple Heights Branch to build new meeting rooms we did not include a kitchenette. We have found space for a kitchenette and would like to keep Crown Construction on the project and have them renovate the space. He stated Crown Construction gave us a cost estimate of not to exceed amount of \$39,500. He stated we normally would not bring a resolution to the Board with a not to exceed amount, but since we do not have a Board meeting in August we didn't want to pull them off the project and then bring them back. He stated we need to get this resolution to the Board for approval and we will report back once the work is completed and the work will not exceed \$39,500.

The Resolution was approved for consideration by the full Board.

- **Resolution to Approve Change Order Number One for USA Roofing, Inc., Regarding the Solon Roof Replacement Project**

Director Morgan stated this is a resolution to approve change order number one for the roofing project in Solon. This is a deduct change order to close out the contract for the amount of \$4,065.94.

The Resolution was approved for consideration by the full Board.

Other: Director Morgan stated the audit report was released from the State and distributed.

Trustee Spangler congratulated CCPL Finance Division for a great audit.

Adjournment

There was no other business before the Finance Committee, and Chairperson Leonard called the meeting adjourned at 4:32 p.m.