

**Finance Committee Meeting  
Minutes  
February 25, 2020  
4:00 p.m.  
Parma-Snow Branch Auditorium**

**Call to Order**

Finance Committee Chair Dean DePiero called the meeting to order at 4:04 p.m. In attendance were Committee Members, Chairperson Dean DePiero; and Trustee Allyn Davies, Trustee Edward Blakemore, Trustee Maria Spangler and Trustee Robert Varley as well as Executive Director Tracy Strobel, Deputy Director-Support Services and Fiscal Officer Scott Morgan, Director Communications & External Relations Hallie Rich, Human Resources Director Monique Good, Assistant Finance Director Robert Dolan, IT Director Jim Haprian, Facilities Director Jeff Mori, and Bridget Hawes Development Director, and other interested observers.

**Minutes**

The January meeting minutes were noted for the record.

**Financial Statement Overview – January**

Director Morgan stated in general property taxes this report reflects the temporary budget, not the permanent budget. The March Financials will reflect the permanent Budget, which we will be asking you to approve this evening. We received our first advance from the County in January that was smaller which is typical. We did receive a larger advance in February.

Director Morgan stated in the Public Library Fund (PLF) our first distribution was higher than we anticipated from last year because the budget this year have been increased from the PLF based upon the State estimate. We will continue to monitor this account closely.

Director Morgan stated in patron fines and fees we had a good month with passports which reflects in the budget as an increase.

Director Morgan stated all other accounts are where we would expect them to be for the month and year.

Director Morgan stated salaries and benefits are showing a higher percentage spent in the Insurance Benefits for the Employer which had to do with funding our Health Savings Accounts (HAS) account at the beginning of the year. This will smooth out over the next few months.

Director Morgan stated the Board passed Standing Orders for 2020 and many of those accounts show expenditures and encumbrances at 100 percent, which was expected.

Director Morgan stated the DEA exhibit expense budget is showing a negative balance. We have now received funding from the Cleveland Foundation in February and an appropriation within the permanent budget will show a correct and positive balance.

There were no other expense accounts of concern.

**(See under FINANCE)**

**Investments – January**

Director Morgan stated there were no purchases or investment maturities for the month of January.

### Transfers

There were no transfers or advances for the month of January.  
(See under FINANCE)

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

### Purchase Approval List

Lori Thorrat spoke to item #. She stated this is an increase in the encumbrances for the preprocessing for last Fall in the processing department because we had staff shortages. These are the last invoices that covered the end of December and start of January 2020. Director Rich spoke to Item #2 and Item #3. We are updating equipment in the Graphics department for an additional piece of equipment for hole punching. Item #3 WKYC last year 2019 we had a successful partnership with them. We had a monthly segment on their previously called Live on Lakeside they have renamed it All About You at noon and this would be continuing that monthly partnership where we select a book we do interviews in studio or they come out and interview an author as part of that package we get 40 spots that run. This year they have increased from 15 to 30 seconds. We thought this would be a helpful component to our overall campaign this year. Director Mori spoke to Item #4. He stated this is necessary for CCPL Fairview Park, North Olmsted, & Strongsville Branches exterior lighting projects which was recommended in the Security Risk Management Consultant Vulnerability study as high need items. CCPL Southeast Branch is an interior retrofit led lighting.

Director Mori spoke to Item #5, Item #6 and Item #7. He stated this is to replace one of our delivery step vans which is integral to our daily operations. Item #6 he stated this is necessary to replace a maintenance plow truck due to end of life. Item #7 is to replace the switching in the main component, so staff doesn't have to go inside the panel to turn lights on and off.

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

### Gift Report

Director Morgan stated the report includes gifts from the Friends groups for branch programming as well as larger gifts. We received a second payment from The Cleveland Foundation for our Public Service Fellow we have in place.

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.

- Permanent Annual Appropriations

Director Morgan stated we have the 2020 proposed budget and comparisons from 2017, 2018 and 2019 are the numbers used to make up the 2020 budget. The total annual appropriation for the general fund is \$70.5 million.

Director Morgan stated the note retirement fund is used to pay off the debt. We have two open capital projects CCPL Bay Village and Richmond Heights Branches. We have the regular trust fund, special trust fund, endowment trust fund and lastly the agency fund which is used to collect and pay the FSA accounts for employees. The grand total for all appropriations we are asking for the year with all those funds combined is \$85.6 million.

The Resolution was approved for consideration by the full Board

- **Resolution Authorizing the Library to Enter into an Agreement with the City of Bay Village/Cahoon Park Trustees Regarding a Ground Lease**

Director Morgan distributed to the Board members the ground lease which have a few changes because we were still negotiating with the City of Bay Village. The changes that were made were not substantial. Most changes had to do with adding the Bay Village City Council Cahoon Park Trustees names individually. There were exhibits to be added for easements and those are included in the new agreement.

Trustee DePiero asked based on some of changes from past two years are we on the same page?

Executive Director Strobel commented we are definitely on the same page than we were a couple of years ago. The community have embraced the new design and when are we going to break ground.

The Resolution was approved for consideration by the full Board

- **Resolution Authorizing the Library to Request Permission to Advertise to Bid for the Asbestos Abatement of the Bay Way Cabin, Bay Village, OH**

Director Morgan stated the property where the new library is going to be built already have a building on it called the Bay Way Cabin. We have an agreement with the City that we would tear down the building as part of the project for building the new library. We had a survey done of the building and there is asbestos present in the building. We are asking permission from the Board to advertise for bids to abate the asbestos of the Bay Way Cabin so demolition may begin. When we get the bids in and choose the best bidder, we will bring that resolution to you.

The Resolution was approved for consideration by the full Board

**Other:**

**Adjournment**

There was no other business before the Finance Committee, and Committee Chair DePiero called the meeting adjourned at 4:27 p.m.