

**Finance Committee Meeting  
Minutes  
October 30, 2018  
5:00 p.m.  
Administrative Building Auditorium**

**Call to Order**

Trustee Edward Blakemore called the meeting to order at 5:07pm. In attendance were Committee Members, Trustee Maria Spangler, Board President Patricia Shlonsky, and Trustee Robert Varley as well as Executive Director Sari Feldman, Deputy Director Tracy Strobel, Operations Director and Fiscal Officer Scott Morgan, Human Resources Director George Sample, Assistant Finance Director Bob Dolan, Facilities, IT Director Jim Haprian, Director Jeff Mori, Assistant Development Director Meghann Marnecheck and other interested observers.

President Shlonsky appointed Trustee Blakemore as acting Finance Committee Chairperson for this meeting, in Trustee Leonard's absence.

**Minutes**

The September meeting minutes were noted for the record.

**Financial Statement Overview – September**

Operations Director and Fiscal Officer Scott Morgan stated most of the revenue have been received through advances for general property taxes. We will receive a few more small amounts for the remainder of the year. We were conservative and received more than we budgeted. He stated those dollars will be carried over into next year towards several expensive capital projects.

Director Morgan stated in the Public Library Fund (PLF) we exceeded what we received last year. He stated if this trend continues, we should receive a slight increase from what we have budgeted. We will continue to monitor this account.

Director Morgan stated Fines and fees are back up from where they were 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. He stated we are still processing more passports than in the years past.

Director Morgan stated all other revenue accounts are where we expect them to be for September.

Director Morgan stated salaries and benefits are where we expect them to be at this time of year.

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

Director Morgan stated we have a 3-pay month in November.

Director Morgan stated all other expense accounts are within budget for the month of September.

Director Morgan stated we have a Resolution for Bay Village Branch project to advertise for an architectural design firm.

Director Morgan stated we are ready to close out the Berea Branch project. There is a \$36,000.00 balance that will go back into the account.

Director Morgan stated the Maple Heights Branch we have a Resolution for a change order for Crown Construction.

Director Morgan stated the Middleburgh Heights Branch we are still waiting for final payout and working through a few punch list items.

Director Morgan stated we did close out the Strongsville Branch project. There is a \$21,000.00 balance left and they did request we purchase some miscellaneous furniture with those dollars. **(See under FINANCE)**

### **Investments - September**

Director Morgan stated we purchased two new Treasury Notes (TN) from JP Morgan Securities and Natixis NY. Both these TN's have a shorter maturity date, and we did receive a higher yield. There was no other purchases or maturities for the month.

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

### **Purchase Approval List**

Director Morgan stated the first five items are encumbrance increases. Item #1 is an increase for additional \$13,000 for passport postage due to the number of passports we are processing. Item #2 is for an additional \$12,000.00 for gasoline for our vehicles. Item #3 is for PTA Engineering for an additional \$2,000 for engineering services at the Middleburgh Heights Branch. Item #4, he stated we had to change our security monitoring company because the company we were using went out of business mid-year. The contract was transferred to US Protective Services and we added additional security services in the amount of \$3,000. Item #5 is for Be Well Solutions for our wellness programming we had an invoice that was carried over from 2017 that we had to pay in 2018 for an additional \$9,000.

Director Haprian stated Item #6 is the software update renewal for public and staff computers. This is a 3-year renewal. Director Morgan stated Item #7 is for additional meeting room chairs at the Strongsville Branch. Director Morgan stated Item #8 is for additional meeting room tables and chairs at the Brecksville Branch, these are all grant funded. Item #9 is to replace the outdoor electronic sign at the Beachwood Branch for \$41,250.00. We were going to have a digital sign at the North Olmsted Branch, but North Olmsted City code does not allow them to have a digital sign. We will have to rebid this project.

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. We received \$100,000.00 from The Kelvin & Eleanor Smith Foundation, final capital pledge payment.

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.

Director Sample stated at our previous Finance Committee meeting The Fedeli Group presented on Ohio Government Benefit Cooperative (OGBC) a consortium a potential option for CCPL's group health insurance for next year. We went with a renewal with Medical Mutual for a lot less. A consortium was not an option.

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

Director Morgan stated we are requesting amendment to both estimated resources and appropriations. This is for five special revenue funds, Entrepreneurship Adult & Youth, Adult Education Services (AES), Project Learn, SNAP Program and Kindergarten & Baby Kits. All are grant funded projects.

The Resolution was approved for consideration by the full Board.

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

Director Mori stated this is an increase for \$39,500.00 for Crown Construction. We had three unforeseen items that required additional labor and materials; air curtain sensor, acoustic insulation for the quiet study room and the return air grilles.

The Resolution was approved for consideration by the full Board.

**Other:**

**Adjournment**

There was no other business before the Finance Committee, and Trustee Blakemore called the meeting adjourned at 5:28 p.m.