

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: January 22, 2019

Meeting: Regular

Place: Board Room - Main Library - 800 Vine Street

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden

Trustees Absent: Mr. Hendon, Mr. Moran

Present: Paula Brehm-Heeger, Molly DeFosse, Staci Dennison, Maria Sferra, and Beth Yoke

PUBLIC COMMENTS

None.

ACTION ITEMS

Mrs. LaMacchia moved the following:

- Approve the Library staff recommended plan to renovate the current Price Hill Branch building and create a 4,000-5,000 square foot addition. Over the last several months, we have held several community engagement sessions with both the general community and specific community groups. In addition, Library staff has reviewed the options with the architect. Based on the input, this plan hopes to include the following features:
 - Renovate current building to new
 - Remove all interior walls and flooring to address potential mold or asbestos
 - Retain as many original ornamental and facade elements as possible
 - Add a new one story addition at the lower level

- Make fully handicap accessible
 - Expand the lot from 18 to approximately 30 parking spaces
 - A portion of the lot must be made level to accommodate the larger building and added parking
- Authorize the following bid advertisement for construction management services for the Price Hill Accessibility Project.

CONSTRUCTION MANAGEMENT SERVICES

The Board of Trustees of the Public Library of Cincinnati and Hamilton County intends to employ a construction manager to provide construction management services for the Price Hill Branch project. The project will include a 4000 – 5000 square foot mostly single story addition (some portion of the addition will be on another level to provide accessibility to each of the two existing floor levels) to the existing building, renovations to the interior of the existing building, hazardous material abatement to correct mold and asbestos, and site work including new (30) car parking lot, landscape, and general site accessibility and aesthetic improvements. The project budget is \$4,500,000.

Design, consulting, construction management, and permit fees are included as part of this budget. The source of funding is from the capital improvement budget of the Public Library of Cincinnati and Hamilton County. Bidding is anticipated in the September 2019 for a construction startup in November 2019.

The construction manager will provide services during the design, bid and construction phases of the project. Services will include design review as it relates to current market trends, material and labor availability, construction logistics, and pro-active value engineering suggestions. Services shall also include estimating, scheduling, supervision, and coordination of all construction operations under the direction of Library staff.

Construction management firms interested in being considered for a contract to provide full services should submit one copy of a Statement of Qualifications no later than 4:00 p.m. Thursday, February 28, 2019. Statements received after this deadline will not be considered. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for this type of project; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; availability of staff; and client and contractor references. Proposals should be transmitted to Paula Brehm-Heeger, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Public Library of Cincinnati and Hamilton County, 800 Vine Street, Cincinnati, Ohio 45202-2009.

As required by Ohio Revised Code 9.332, Statements will be evaluated and ranked on the basis of qualifications and the Library will enter into contract negotiations with the firm ranked most qualified.

- Authorize the transfer the 2019 Appropriations established in December 2018 (includes \$17,500,000) to the General Fund to the Building & Repair Fund during the year as cash flow permits as determined by the Fiscal Officer.

- Confirm that table below represents the final 2018 available fund balances as were reported to the County in January 2019. The variances from the December 2018 report are the result of overall favorable actual activity as compared to the estimates.

FUND	2019 ESTIMATED AVAILABLE BALANCE	2019 ESTIMATED RESOURCES	2019 APPROPRIATION
General Fund	\$13,455,000.00	\$80,455,000.00	\$80,455,000.00
Building & Repair Capital Fund	3,514,633.18	17,500,000.00	19,050,000.00
Special Revenue (4 funds)	566,007.29	443,000.00	523,000.00
Permanent (44 funds)	1,361,458.81	192,000.00	296,500.00
Total	\$18,897,099.28	\$98,590,000.00	\$100,324,500.00

- Confirm the following change orders:

Kramer & Feldman Inc.	Change order #4	\$ 9,171
Kramer & Feldman Inc.	Change order #5	\$ 3,181
Kramer & Feldman Inc.	Change order #6	\$ 1,761

- Release the Fiscal Officer of personal liability related to the thefts of two laptops on December 20, 2018 from the Price Hill location at the Community Recreation Center, valued at \$709.80 each. A police report has been filed.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ... 5 ayes. The motion carried. **(01-2019)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- The Main Library atrium is undergoing changes based on customer and staff feedback gathered in 2018 as part of Group 4's 'planning to plan' effort. The goals of implementing atrium improvements are:
 - Create a welcoming and flexible space
 - Provide popular services and resources at a convenient location
 - Experiment with resources and activities to see what may be desirable to continue long-term

As a part of this effort, hold lockers and a laptop kiosk have been installed in the atrium. The laptop kiosk is a first step in creating a quick-stop business center. Seating is being phased in as

furniture is ordered and shipped, and pop-up activities will begin happening in February and continue through July. They include:

- Bringing parts of the collection into the atrium for easier access and to increase awareness
 - Connecting community members with critical social services
 - Providing homework help to youth
 - Supporting adults seeking jobs
 - Promoting health and wellness
 - Creating a pop-up Friends store
- The third community forum in Price Hill to discuss branch improvements will take place from 6:30 to 7:30 p.m. on Tuesday, January 29th at the Price Hill Community Recreation Center. The purpose of the event will be to provide the community with an update regarding Board decision making around the potential options for Price Hill. To inform the development of service concepts for the new branch, Design Impact will hold two focus groups in early February. The findings from these sessions will be passed on to the local architectural firm the Library has hired, FTC&H, which will hold a community forum in late February featuring design ideas that incorporate service concepts into the overall look of the branch.
 - Ms. Brehm-Heeger, along with Chief Fiscal Officer Molly Defosse, Customer Experience Manager Justyn Rampa, and Chief Strategy Officer Beth Yoke have been holding conversations with the Group 4 leadership team to clearly define a scope of work for the firm around aspects such as community and staff engagement, technology assessment and more. To kick off the Facility Master Plan project, Group 4 will facilitate meetings with a Staff Advisory Team as well as a Community Advisory Council on February 25th and 26th.
 - Looking to the future and with a strong eye toward continued outstanding service, the Library is realigning its administrative structure. The structure is designed to support staff and users as the Library moves through a number of important projects and opportunities during the next several years. The new administrative structure is built to support the Library's efforts of engagement, dialogue, and responsiveness. There are several major changes in alignment of divisions:
 - Programming and Exhibits, Education and Homework Support, and Customer Experience will join the Strategy Division and report to the Chief Strategy Officer
 - Technical and Technology-based services will be aligned under a new Chief Technology and Logistics Officer
 - Four Regional Managers (each supporting 11 – 12 agencies) will be reporting to a new Chief Operating Officer
 - The Chief Library Experience Officer position will no longer exist under the new structure

The Chief Operating Officer and Chief Technology and Logistics Officer positions have been posted internally and externally; candidates are currently being interviewed. The current interim structure will remain in place until these positions are filled.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Ms. Kohnen reported that:

- In August 2018 the Library had been notified that it was a Respondent in the case of Mario Cooper v. Main Library. In late December 2018, the Library was notified that the claim had been dismissed by the OCRC.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular and Annual Meetings held December 11, 2018.

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden ...5 ayes. The motion carried. **(02-2019)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary