Date: October 9, 2017  
To: RCPL Board of Trustees  
From: Maryann Rohrer, Policy Committee Vice-Chair  
Re: Security Contract Amendment  

Date: October 5, 2017  
To: Maryanne Rohrer, Policy Committee Vice-Chair  
From: Terri Davis, Library Director  
Re: Security Contract Amendment  

Motion:  
Move to amend the contract with S&T Security Services to adjust the hours of work at the North Branch, and to clarify the requirement for security staff to check in before leaving each day.  

Background:  
The proposed change to hours at the North library would ensure that security is available long enough to check for any issues at closing time. The estimated annual cost for this change is $1,550. A similar change is not being pursued for the Downtown library hours as security there is supplemented by an evening/weekend supervisor.  

The clarification is for security staff to verbally check in with library staff before leaving; this is intended to improve safety and communication at both locations. It will also provide for a final daily check to determine if there are any ongoing issues that require action.  

Amendment Text:  

Section 1 of the Agreement is hereby amended to read in its entirety as follows:  

1. The Contractor agrees to provide a uniformed security officer at the Downtown library, at an hourly rate of $17.50, for the following hours:  

   Monday through Thursday: 9:00 a.m. through 7:00 p.m.;  
   Friday and Saturday: 9:00 a.m. through 5:00 p.m.; and  
   Sunday: 1:00 p.m. through 5:00 p.m.  

   The Contractor agrees to provide a uniformed security officer at the North Branch, at an hourly rate of $17.50, for the following hours:  

   Monday through Thursday: 3:15 p.m. through 7:007:15 p.m.;  
   Friday: 3:15 p.m. through 5:005:15 p.m.;  
   Saturday: 9:00 a.m. through 5:005:15 p.m.; and  
   Sunday: 1:00 p.m. through 5:005:15 p.m.
If the library’s hours change, the Board will provide written notice at least two weeks in advance to the Contractor, and Contractor agrees to service the changed hours.

Section 1.j is hereby added to the Agreement to read in its entirety as follows:

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j. Before leaving the work site at the end of each shift, the Contractor’s security officer(s) shall perform a final verbal check with library personnel to ensure that staff is aware of any ongoing issues and to confirm that the security officer(s) are free to leave for the day. If library staff requests the assistance of security officer(s) to address ongoing issues which would require security to stay past the normal working hours, the Contractor agrees to make a reasonable attempt to provide security services for that time. If the Contractor provides security services after the time provided in Section 1, then Contractor may bill for the additional time on a prorated basis.