

East Cleveland Public Library
Regular Board of Library Trustees Meeting
January 18, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Ms. Synor called the meeting to order at 7:00 p.m.

1151 MP3

I. CALL TO ORDER
a. ROLL CALL

Present: Ms. Synor, Ms. Turner, Mr. Mays, Ms. McClarin, Mr. Fambrough

A quorum exists. Present – 5; Absent - 2

Also present at the table were: Ms. Sheba Marcus-Bey (Exec. Director), Mr. Ross Cockfield (CFO), Mr. E.F Turner III (Exec. Admin. Assistant), Brian Gutowski (Legal Council).

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Turner stated that the minutes listed on the agenda were previously approved and needs to be update to the unapproved minutes that were sent to the Board.

Ms. Turner motioned for adaptation of the agenda with items 15 and 16 moved before item 6 and all other items would be moved back and for the minutes to be updated for December 19, 2016.

Mr. Fambrough requested the addition public records to the agenda

Mr. Mays second the motion.

Discussion: None

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClain (yes)
Mr. Fambrough (yes)

Ms. Turner moved and Mr. Mays second the adaptation of the agenda with items 15 and 16 before item 6 and the minutes updated to 12/19/2016.

Yes – 5

Motion carries.

Motion Passes

Mr. Fambrough requested the addition of public records added to New Business

IV. APPROVAL OF MINUTES FROM DECEMBER 19, 2016

Ms. Turner motioned to approve the minutes from December 19, 2016

Mr. Mays second the motion.

Discussion:

Mr. Fambrough pointed out errors in the minutes from December 19, 2016.

Ms. Turner resends her motion.

Mr. Mays resends his second.

Mr. Fambrough motions to table the minutes from December 19, 2016.

Mr. Mays second the motion.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClain (yes)

Mr. Fambrough (yes)

Mr. Fambrough moved and Mr. Mays second for the tabling of the minutes from 12/19/16.

Yes – 5

Motion carries.

Motion Passes

V. APPROVAL OF MINUTES FROM NOVEMBER 21, 2016

Mr. Mays moved to approve the Minutes of November 21, 2016.

Ms. Turner second the motion.

Discussion: None

Mr. Mays moved and Ms. Turner second the approval of the minutes for 11/21/16.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClain (yes)
Mr. Fambrough (abstain)

Yes – 4; Abstain - 1

Motion carries.

Motion Passes

VI. UNFINISHED BUSINESS

I. Nominating Committee – Election outcomes – Committee Appointment

Ms. Turner stated that during the nominating committee, all recommendations were to keep the Executive Board the same.

Mr. Fambrough pointed out that Mr. Silvera has missed several meetings and he feels Mr. Silvera can't perform his duties while working out of state.

Ms. Turner stated that these are items that should be discussed in the New Business section of the agenda.

Mr. Fambrough nominated Ms. Turner for President.

Ms. Synor nominated Ms. Turner for Vice President and Ms. McClarin for Secretary.

Ms. McClarin declined the nomination.

Ms. Synor nominated Mr. Fambrough for Secretary.

Ms. Turner stated that there are 3 slates to be voted on:

Slate A: Ms. Synor for President
Mr. Silvera for Vice President
Ms. Turner for Secretary

Slate B: Ms. Synor for President
Ms. Turner for Vice President
Mr. Fambrough for Secretary

Slate C: Terra Turner for President

Ms. Turner said there is a need to create a paper ballot Mr. Mays said that in an open meeting, the names must be called out.

Mr. Gutowski stated that it is perfectly legal to create a ballot for clarity, so long as the names are called out in the open meeting.

Ms. Turner requested a 5 minute recess to create a ballot.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (abstain), Ms. McClain (yes) Mr. Fambrough (abstain)

Yes – 4; Abstain - 1

The meeting is in recess at 7:40 pm.

The meeting reconvened at 7:52 pm

Mr. Fambrough withdrew his nomination of Ms. Turner for President due to there not being a slate attached to her nomination.

Ms. Turner stated that there are 2 slates to be voted on:

Slate A: Ms. Synor for President
Mr. Silvera for Vice President
Ms. Turner for Secretary

Slate B: Ms. Synor for President
Ms. Turner for Vice President
Mr. Fambrough for Secretary

Roll Call Vote: Ms. Synor (B), Ms. Turner (B), Mr. Mays (A), Ms. McClain (A), Mr. Fambrough (B)

Slate A - 2; Slate B – 3

Slate B for the Executive Board passes.

Ms. Turner requested a 5 minute recess.

Meeting will reconvene in 5 minutes.

Slate B passes.

Ms. Synor asked to table the committee appointments section of the agenda, in order to get feedback from the Board members as to what part they would like to take in the committee process.

VII. New Business

a. Resolution No. 01-01-2017: Resolution to Reappoint Fiscal Officer.

Mr. Fambrough moved to amend resolution No. 01-01-2017 to \$100,000 from \$50,000.

Ms. Turner second the motion.

Discussion:

Mr. Gutowski suggested that the Board should know the amount of the premium before voting to increase the amount to \$100,000. He also stated that the Board has the opportunity to vote on increasing this amount at a later time.

Ms. Turner resended her second

Mr. Fambrough resended his motion

Mr. Mays motioned to adopt Resolution No. 01-01-2017.

Ms. McClarin second the motion.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes) Mr. Fambrough (yes)

Yes – 5

Motion carries.

b. Resolution No. 01-02-2017: Resolution to Authorize the Public Sale of Computers, Computer Equipment and Furniture.

Ms. McClarin moved to adopt resolution No. 01-02-2017.

Mr. Mays second the motion.

Discussion:

Mr. Fambrough asked if they could be given to the public or to the Friends of the East Cleveland Public Library.

Mr. Mays moved and Ms. McClarin second the motion to adopt resolution 01-01-2017.

Motion passes.

Ms. McClarin moved and Mr. Mays second the motion to adopt resolution 01-02-2017.

Ms. Synor stated that a public sale with the prices drastically reduced is the best way to quickly move many of the items that have been laying around the library past their shelf life.

Ms. Synor also stated that it was important for this sale to be expedited quickly in order to be compliant with local fire codes.

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes) Mr. Fambrough (yes)

Yes – 5

Motion carries.

Motion passes.

c. Mr. Fambrough moved to supply public records request within one week.

Mr. Mays second the motion.

Discussion:

Mr. Fambrough stated that he has previously requested records and it took too long before his request was answered.

Mr. Mays stated that the law said that a public records request must be answered within a reasonable time.

Ms. Synor stated there is already a policy that was put in place 4 years ago.

Mr. Mays rescinded his second.

Ms. McClarin second the motion.

Mr. Fambrough moved and Ms. McClarin second the motion to supply public records request within one week.

Roll Call Vote: Ms. Synor (no), Ms. Turner (no), Mr. Mays (no), Ms. McClarin (yes) Mr. Fambrough (yes)

Yes – 2; No - 3

Motion does not carry.

Motion fails.

Ms. Synor stated that the minutes from March and April 2014 be reviewed on the subject of public records.

VIII. COMMUNICATIONS

Ms. Marcus-Bey stated that in December several cards came in wishing the staff happy holidays.

IX. PRESIDENT'S REPORT

Ms. Synor spoke of the strategic planning that is in motion and she also mentioned that items were emailed to the Board for their review before the upcoming Board retreat on February 2nd, 2017. Ms. Synor took a moment reflected on the many building improvements that have recently taken place and she also mentioned the art that is currently residing in the Lower Auditorium of the Library.

X. DIRECTOR'S REPORT

Director's Report – December 2016 - S. Marcus-Bey

CHILDREN'S PROGRAMMING

- During the month of December, 20 East Cleveland classes, grades K-2 visited the library. Library visit themes included text- to-self connections, reading The Snowy Day, by Ezra Jack Keats for Kindergarten, and making comparisons while reading the story, Snowmen at Night, by Katherine Buehner. Students discussed the story content before, during and after reading, then completed an activity. After completing the

activity, students were provided time to browse the children's room collection and check out books.

- Teachers attending field trips were provided with school library card accounts this month so that they are also able to check out books for students during their visits
- During a meeting with Ms. Elder, District Curriculum director, it was decided that field trips to the library will definitely continue. Changes made to this program will involve switching the trips from Monday thru Thursday to Tuesday thru Friday.

Attendees: 420 students and teachers

WEEKLY VISITS TO SCHOOLS:

- The Literacy Specialist visited grades K-3 in the four Elementary Schools 14 times throughout the month of December. Students are benefitting from the small group interactions that are being provided during this time.
- The literacy Specialist also met with several teachers to provide coaching with regards to strengthening phonics skills in their students. The Literacy Specialist modeled how to have students create interactive phonics journals, so that students can refer to these journals when needed, thereby fostering learning independence.

Students and teachers serviced in December: 122

CHILDREN'S LITERACY PROGRAMMING:

- Wacky Wednesdays continued in the children's room every Wednesday. Children created holiday-themed crafts, and making dot art works of art. Attendees: 42
- Kwanzaa workshop: Dec. 13th 12:30 - First graders from Chambers Elementary School enjoyed an interactive Kwanzaa performance presented by the Friends of the Library. Attendees: 25
- Lego Club: Dec. 13th - The first Lego Club meeting took place in the children's room, and was a great success. Children created many different structures, and strengthened interpersonal and collaboration skills, in addition to having fun! Attendees: 16

SPECIAL PROGRAMS AND PARTNERSHIPS

- Mad Science-Che-Mystery: Dec. 19th 4:00 - Kelly from Mad Science visited ECPL once again to conduct hands-on, engaging chemistry experiments with library patrons. Twenty patrons ranging from ages 6-14 attended.
- During a meeting with Ms. Elder, Director of Curriculum and Assessment on Dec. 21st, it was expressed that school administrators and teachers were very pleased with the performance of the Library's introduction of the Literacy Specialist position and

would like to continue this service, with extending these services to include training and professional development for AmeriCorps volunteers who will be working with students in the schools.

MEETINGS AND PROFESSIONAL DEVELOPMENT

- East Cleveland Public Library held a Holiday Potluck Lunch for employees on December 15, 2016.
- The East Cleveland Public Library staff held a staff meeting on December 14, 2016.

Mr. Fambrough stated that the Director's Report made no mention of employee hires, disciplines, retirements, terminations or recommendations.

Ms. Marcus-Bey stated that during the Personnel committee meeting it was being discussed as to how that would best be facilitated.

Ms. Turner asked how many people from Americor will be coming to the Library?

Ms. Marcus-Bey stated that it will be 3 people.

She also informed the Board that the Friends will be doing a three date book sale. The Director stated that the Icabod Flewellen calendar for 2017 is available. She also stated that there will be a live broadcast from Ideastream on March 16, 2017.

XI. Fiscal Officer's Report

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
December 2016
Prepared January 2017

The Library completed 2016 in a reasonably good financial position. Our expenditure position was greatly improved by reductions in health care costs, the loss of higher paid staff, and a reduction in library materials purchases from 2015. Further reductions in operating costs are planned for 2017.

The 2014/2015 audit is nearing completion. The final requirement wa for me to submit adjusted financial reports with notes to the financials to the Auditor of State. The Auditor has a new requirement which was implemented in 2016 stating that entities must complete their own financial reports with accompanying notes which here-to-fore had been done by the auditors. Since our audit fell during 2016 the new requirement applied. As such, these financials have been completed and submitted.

In speaking with Kevin he indicated that they were about 90% complete since they just received our revised financials. He mentioned that there were some errors noted in the payroll testing which he will send to me.

The Library is scheduled to have a public sale of "computer equipment and furniture unfit for public use" on February 2nd, 3rd, 9th and 10th. Proceeds of the sale will go to the General Fund under "Sales of Personal Property".

Once I've completed the reconciliation for 2016, closed it out and submitted our report I'll begin the process of revising our five year forecast. In 2016 most of the fat was squeezed out of our operations through salary and medical cost reductions. While we appear to be in a good financial position, I expect property tax revenues to slowly decline which would put pressure on operating levels and available fund balances. The Director and I will continue to look for ways to reduce operating costs and improve efficiencies, but in the face of expected declines in revenue, additional sources of program support are needed.

Lastly, in an effort to improve our internal controls and potentially reduce audit costs, I suggested the creation of an Audit Committee of the Board to periodically review our financial operations as against our Internal Control Policy, without performing an audit the Committee would review procedures to insure that policies and practices are being followed. With such a committee in place, auditors will rely on Audit Committee reviews for certain aspects of the audit thereby reducing time, effort and associated audit costs. I would be happy to work with the Board in such an effort or take the lead and bring back suggestions as to how this could be effectively implemented.

Mr. Fambrough asked what the current balance is and what will it be at the end of 2017.

Mr. Cockfield stated that the current balance is not available because 2016 has not been closed out yet. He also stated that it would be irresponsible of him to give a number for the ending balance of 2017, without first making a projection.

Mr. Mays motioned that the Board accept the Fiscal Officer's Report.
Fambrough second the motion.

Discussion: None

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes) Mr. Fambrough (yes)

Yes - 5

Mr. Mays moved and Mr. Fambrough second for the approval of the Fiscal Officer's Report.

Motion passes.

Motion carries.

XII. Audience Participation

Mr. Joe Little introduced himself to the Board and stated that he will be running for City Counsel and that he was happy to see the Board doing a good job.

Mr. Mays moved to skip the remaining committee reports and move into Executive Session and extend the session for pending litigations to 9:15pm.

Mr. Fambrough second the motion.

Ms. Synor asked to amend the motion to extend the meeting until 9:30pm.

Mr. Fambrough rescinded his second.

Mr. Mays rescinded his motion.

Mr. Mays then moved to skip the remaining committee reports and move into Executive Session and extend the session for pending litigations to 9:30pm.

Mr. Fambrough second the motion

Discussion: None

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClarin (yes) Mr. Fambrough (yes)

Yes - 5

Motion carries.

Mr. Mays makes a motion and Mr. Fambrough second it to skip the committee meetings and move into Executive session and extend the meeting until 9:30pm.

Motion passes.

The meeting moves into Executive Session

XIII. Executive Session to Consider Pending Legal Issues or Litigation

Ms. Turner moved to come out of Executive Session.

Mr. Fambrough second the motion.

Discussion: None

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClain (yes)
Mr. Fambrough (yes)

Yes – 5

Motion carries.

Meeting comes out of Executive Session at 9:35pm.

XIV. Adjournment

Mr. Mays moved to adjourn the meeting.

Mr. Fambrough seconded the motion.

Discussion: None

Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Mays (yes), Ms. McClain (yes)
Mr. Fambrough (yes)

Yes – 5

Motion passes

[The meeting adjourned at 9:36 pm]

Ms. Turner moved and Mr. Fambrough second the motion to come out of Executive Session.

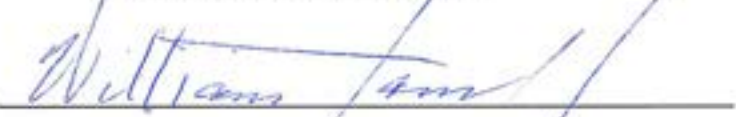
Motion passes.

Mr. Mays moved and Mr. Fambrough seconded a motion to adjourn.

Motion passes.



Ms. Leotine Synor, President



Mr. William Fambrough, Secretary