

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
January 18, 2018  
14101 Euclid Ave. East Cleveland, Ohio 44112  
Flewellen Room  
6:30 PM

Ms. Turner called the meeting to order at 6:40 PM

1201 MP3

1202 MP3

**I. CALL TO ORDER**  
**a. ROLL CALL**

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

A quorum exists. Present – 4; Absent – 2

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

Present in the Audience were: Attorney Angela Bennett, Judge Keynan, Dr. Rice, Barbara Thomas, Mr. & Mrs. Shaheed and John Roberts.

**II. LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

**III. APPROVAL OF THE AGENDA**

Ms. Turner asked that the appointment of new Board members be moved to after the approval of the Board minutes.

Ms. Turner asked to defer the election process for new officers to another time when more Trustees are in attendance.

Mr. Mays said he would like to waived the 24 hour rule to introduce a resolution dealing with the boiler. Mr. Mays stated that a resolution needs to be presented approving the Director to engage an engineer / architect and another resolution needs to approve the Director to go out for bids.

Ms. Turner referred to the minutes from the previous regular Board meeting to show that these items have already been voted on.

Mr. Mays stated that his concerns were not properly addressed dealing with both of those items.

Ms. Turner said the Board has received consultation on the subject and the Director was given approval from the Board to move forward to get the boiler fixed.

Mr. Fambrough stated that the next step in this process is to get an update from the staff.

Ms. McClarin also stated that she wanted to include an item under New Business upon waiving the 24 hour rule.

Mr. Fambrough stated that he would like to add three items to New Business. Those items are rear door entry for the public, signage for the Teen's Room and a financial endowment.

Mr. Mays replied by saying the signage in the Teen's Room has already been discussed he then stated that he is not in favor of opening the employee entrance to the public because it will put the staff at risk.

Ms. Turner said that these are items that should be discussed in the Buildings and Grounds Committee until there can be a consensus and it can be brought before the full Board.

Mr. Fambrough said that he would also like to add discussion of an endowment to the agenda.

Ms. Turner replied by saying there were more specific issues that should be discussed in this meeting. She also suggested presenting that question to the Director during her report.

Mr. Mays motions to wave the 24-hour rule.

Ms. McClarin seconds the motion.

Discussion:

Mr. Fambrough said there is no 24-hour rule. It is a policy that needs to be suspended.

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

Mr. Mays moved and Ms. McClarin seconds the waving of the 24-hour rule.

Yes – 4

Motion passes.

The 24-hour rule has been waived.

Mr. Mays motioned to move up the swearing in of the new Trustee on the agenda and the striking of the Executive session and organizational matters from the agenda.

Ms. McClarin seconds the motion.

Mr. Mays moved and Ms. McClarin seconds the amended agenda.

Discussion: None.

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

Yes – 4

Motion passes.

The amended agenda is approved.

Mr. Mays motioned to approve the amended Minutes for 12/18/2017 with corrections to properly reflect the attendance.

Ms. McClarin seconds the motion.

Mr. Mays moved and Ms. McClarin seconds the approval of the amended minutes from 12/18/2017.

Discussion:

Mr. Fambrough said the minutes have errors and should be tabled until the next meeting.

Ms. Turner replied by saying that the Trustees have all received the minutes in enough time to have reviewed them and to send the corrections to the Executive Assistant.

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

Yes – 3; No - 1

Motion passes.

The amended minutes for 12/18/2017 were approved.

**IV. NEW BUSINESS**

**a. APPOINTMENT OF NEW BOARD MEMBER**

Ms. Carol Shaheed is sworn in as a Trustee of the East Cleveland Public Library by Judge Una Keynon.

Ms. Shaheed takes a seat at the table with her fellow Board members.

**b. PACE Program Presentation – Attorney Angela Bennett**

Ms. Bennett began her presentation by informing the Board that this is a cost effective way to provide capital improvements to the Library. She then defined the Property Accessed Clean Energy (PACE) Program as a program created by the United States Department of Energy to finance energy efficient improvements. To take part in the program it requires the signing of a contract with the PACE program then choosing the contractors. The payments for the loan will be accessed to the property taxes.. To take part in this program it also requires an energy audit of the Library. The Library will have to apply to a PACE administrator and the energy savings is used to pay back the loan for the capital improvements. The Library has reached out to the Lucas County Port Authority (because Cuyahoga County isn't currently taking part in the program). Upgrades that are being considered include the upgrading of the HVAC system, the conversion of Library lighting to energy efficient LEDs and replacing drafty windows with insulated windows. Ms. Bennett continued by saying these improvements can be made without the Library spending money

from its budget and the savings will pay off the loan. Ms. Bennett also said there is a level 2 audit that may reveal even more savings.

Mr. Fambrough expressed concern over the fairly new heating and cooling system being scrapped.

Ms. Marcus-Bey stated that the HVAC system previously installed in the Library was incomplete and that the PACE program will enhance the system that is currently in place by completing it.

Ms. Turner asked what is being requested of the Board at this time.

Ms. Bennett replied by saying the purpose of this presentation to the Board to be transparent and informative of the actions of Administration in seeking out ways to make better use of public money. Ms. Bennett continued by saying that the Library would have to go before the city of East Cleveland in order for this to happen.

#### **VIII. UNFINISHED BUSINESS**

Ms. McClarin brought back information on Cuyahoga County and Euclid Public Library's passport programs. She continued by saying that the Cuyahoga County Library started off with just 7 branches issuing passports and generated over \$100,000. Now all of the Cuyahoga County Libraries process passports. Ms. McClarin stated that the Euclid Public Library recently started their passport program in November of 2017. Ms. McClarin said in order for this to take place, the Board would have to vote on it. After the Board approves the passport program, the Library will have to reach out to the Chicago office, they will then determine the East Cleveland Public Library's eligibility. If the Library is selected to participate, agents within the Library will be selected for training to process passports. Ms. McClarin concluded that in the future passport cards will be needed to travel domestically.

Mr. Mays suggested that ECPL Staff be utilized instead of volunteers due to the sensitive nature of the information.

Ms. McClarin said that Staff would be utilized as well as volunteers from the Friends of the East Cleveland Public Library.

Mr. Fambrough stated that the Trustees can assist in the approving the Director's recommendations.

Ms. McClarin said that she hopes to have more material for February's meeting.

Ms. Turner brought attention to the absences of the Director's report and the Fiscal Officer's report to the agenda.

Mr. Mays motions to amend the agenda to include the Director's report and the Fiscal Officer's report.

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

**I. DIRECTOR'S REPORT**

Ms. Marcus-Bey stated that her efforts went into preparing the information for the PACE presentation.

Mr. Fambrough asked what progress has been made with the boiler repairs.

Ms. Marcus-Bey responded by saying that the holidays have slowed the process and people are just now beginning to respond to request made by Library Staff some time ago.

Mr. Fambrough asked what the expected time span for the boiler repair.

Ms. Marcus-Bey said the PACE program may play a major factor in paying for this repair. This is why it was important to inform the Board of the PACE program.

Mr. Fambrough asked why this information was not presented during the Buildings and Grounds committee meeting.

Ms. Marcus-Bey stated that 3 months have passed and there were no Buildings and Grounds meeting. She continued by saying that the presentation was about to be presented during one of those meetings until the quorum collapsed and the meeting was forced to end.

Mr. Mays moves and Ms. McClarin seconds amending the agenda to include reports from Director and Fiscal Officer.

The Director's report and Fiscal Officer's reports are added to the agenda

Mr.Fambrough made a formal information request for the audio recording of that meeting.

Ms. Marcus-Bey stated that the meeting ended when the quorum collapsed.

## **II. FISCAL OFFICER'S REPORT**

Fiscal Officer Report  
Ross A. Cockfield, Fiscal Officer  
December 2017  
Prepared January 2018

Financial reports as of December 31st have been distributed. Overall expenditures were within our appropriations limit and appropriations were adjusted and approved by resolution to accommodate spending changes. We stayed within our budget —our Permanent

Appropriations —without having to amend our appropriations resolution. 2017 Property Tax revenue fell short by \$3,839 and PLF revenue exceeded our Certificate by \$38,344. Our overall revenue budget was exceeded by \$185,867 due to the fact that we don't include many of our smaller revenue sources i.e. fines and fees, dividend interest, office space rentals in our revenue budget. Additionally, the Library receives Intergovernmental Revenue representing Homestead Exemption/Rollback revenues reported by the County Auditor and distributed by the State. These revenues are not budgeted for and represent a cushion against our appropriations.

Our total cash fund balance reconciled as of December 31, 2017 was \$535,665.49. Our General Fund balance is \$363,062.81 which will be carried forward to 2018. The past nine years has shown a decrease of approximately one million dollars in our annual revenue with a corresponding decrease in expenses (see attached). We have reached the point however where any further cuts in expenses will affect the quality of operations. As such our objective has to be to increase revenue with an eye toward non-traditional sources.

We've received our preliminary 2018 Certificate of Estimated Resources from the County. Projected revenue of General Property Tax is \$784,265.46 and PLF (Public Library Fund) revenue is projected to be \$1,353,861.31 for a total of \$2,138,126.77. To this number we would add our carry forward balance of \$363,062.81 to give us a total balance available for appropriation of \$2,501,189.58.

Going forward into 2018 we will be taking a different approach to budget management. Expenditures that we can specifically budget for i.e. utilities, leases, book purchases etc. will be encumbered for three month periods. Facilities maintenance and IT budgets will likewise be budgeted for three month periods. In this way department managers will be encouraged to plan within a three month window and balance the unexpected against

known expenses. In reviewing our last three year's expenditure patterns (see attached), our monthly expenses

generally range between \$175,000 and \$225,000 and average monthly expense for all thirty six months is \$184,939. Spending levels rise and fall without any correlation to the previous or next year. For example, the spending amount for February 2015 doesn't necessarily look like the amount for February 2017; the level for September 2015 doesn't look like September 2016 or September 2017. As such we've been dealing with normal operating issues, firefighting the unexpected all while attempting to stay within annual appropriations limits. We believe this procedure will give us better budgetary control while encouraging facility maintenance schedules and foster more overall planning.

The attention given to program budgeting and increased activity involving grants and program revenue has prompted me to begin the evaluation of new fund accounting systems. While the UAN does what it's designed to do exceptionally well, it falls woefully short in being able to do things like manage allocations, report out specific programs within larger program categories, drill down to specific costs and consolidate costs among varied groupings. These things and many more are available in the current group of systems I'm evaluating. Because this undertaking is something that affects the core of our financial operations I'm allowing a full three months of evaluation to decide whether to go/no go, and another three months of implementation before any final cut over if we have decided to go forward. My target date is June 30<sup>th</sup> or the start of the third quarter. I welcome the Board's input or suggestions.

Kevin Penn is completing our third quarter review and has our fourth quarter information. By month's end I'll be submitting our 2017 information to the State.

Mr. Fambrough stated that establishing an endowment fund will help correct some of the economic issues that the Library currently faces.

Ms. Turner added that the audits needed to be correct, accounting for programming needed to be in place and ECPL needs a fundraising plan to first, before an endowment can be created.

Mr. Fambrough said that auditorium needs to be upgraded. The new projector needs to be installed and a 7.1 surround sound audio system should be added, so the Library can take part in some of the film festivals and generate revenue.

Mr. Mays asked about expected revenue that didn't meet expectations.

Mr. Cockfield listed the low patron fines, the East Cleveland Neighborhood Center rent, refunds, and reimbursements.



Mr. Mays motioned to approve the Fiscal Officer's Report.

Ms. McClairin seconds the motion.

Discussion: None.

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

Yes – 5

Motion passes.

Mr. Mays moved and Ms. McClarin seconds the approval of the Fiscal Officer's report

The Fiscal Officer's Report is approved.

## IX. AUDIENCE PARTICIPATION

Judge Keynon stated that she had difficulty hearing the Trustees.

Mr. Fambrough said he would like to see the staff begin to video Board meetings and utilize a sound system to amplify the speakers.

Dr. Rice commended the Director and the Board on how well the Library looks and the current and upcoming programming.

John Roberts spoke of his memories of growing up around the East Cleveland Public Library and complemented everyone for their good work.

Mr. Shaheed stated that it would be nice to see a place in the Library designated to recognizing artists like Russell Atkins.

**X. ADJOURNMENT**

Mr. Mays motioned to adjourn the meeting.

Ms. McClarin seconds the motion.

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

Yes – 5

Motion passes.

**[The meeting adjourned at 8:35 PM]**

Mr. Mays moved and Ms. McClarin seconds the motion to adjourn.

Motion passes for adjournment.



Ms. Leontine Synor, President

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Mr. William Fambrough, Secretary