

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
January 19, 2016  
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.

1092 MP3

**I. (a) ROLL CALL**

Present: Ms. Synor, Mr. Silvera, Ms. Turner, Mr. Mays and Mr. Fambrough

Absent: Mrs. Anderson, Ms. McClarin

A quorum exists. Present – 4; Absent – 2

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

The meeting is in session.

**(b) SWEARING IN OF NEW EXECUTIVE BOARD MEMBERS**

Judge Keenon swears in Ms. Leotine Synor as President.

Judge Keenon swears in Mr. Gerald L. Silvera as Vice President.

Judge Keenon swears in Ms. Terra Turner as Secretary.

Ms. Synor moved to deviate from agenda in order to cover items that were to be discussed in a special meeting.

Mr. May seconded the motion.

Discussion: Mr. Fambrough inquired about the deviation from the agenda and requested a moment of silence be added to the agenda.

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

Yes – 5.

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## **II. LIFT EVERY VOICE AND SING**

Audience invited to sing.

## **III. INTRODUCTION OF GUESTS**

Ms. Synor welcomed members of the East Cleveland School Board including Dr. Mary Rice, Judge Keenon, Ms. Murray of the East Cleveland Public Library and a trustee of the Euclid Public Library and Ms. Nadia Alberson.

## **IV. LIFT EVERY VOICE AND SING**

Audience invited to sing.

## **V. APPROVAL OF THE AGENDA**

Ms. Synor asked if there were any other changes to the agenda.

Discussion: None.

## **VI. APPROVAL OF THE MINUTES**

Ms. Synor asked to review the minutes from 12/21/15 and delay approval due to delay in distribution.

## **VII. COMMUNICATIONS**

Ms. Marcus-Bey informed the Board that communications for December included a host of holiday cards that were posted in Administration offices. Correspondences were also from former Board of Trustee President, Dr. Mary Rice.

## **VIII. PRESIDENT'S REPORT**

Ms. Synor addressed the Board by welcoming everyone and giving her vision of how the board will proceed in 2016. "Expecting Excellence in Everything East Cleveland Public Library. Ms. Synor purposed a 2 minute limit on comments within Board meetings. She also purposed that Board members be mindful of other members who may have opposing views.

Ms. Synor gave the floor to Mr. Silvera to discuss the Corrective Action for East Cleveland Public Library to Adhere to Ohio Revised Code & Records Commission. This change in Law requires ECPL to contact the Ohio Library Board before destroying records. The state library board will review the request to determine if items are historical or sensitive them will be transferred over to the state library board.

Ms. Marcus-Bey stated she learned from Ohio Library Council Conference that the remitting of public notices should be done by the Fiscal Officer and will transition over in order to comply with Ohio law.

### **IX. Director's Report**

Ms. Marcus-Bey said the community open house was a success. Over 160 people attended. She also mentioned the Friends of the East Cleveland Public Library and the Cleveland African-American Culture Garden attended the Kwanza celebration on December 26, 2015. Future Leaders Of the World (FLOW) along with members from the National Association for the Advancement of Colored People (NAACP) and the ACLU worked with the ECPL to have an open discussion with 74 students on what to do if stopped by the Police on December 2, 2015. On January 21, 2015 Case Western Reserved is scheduled to do a program featuring Mr. Icabod Flewellen.

### **X. Fiscal Officer's Report**

Fiscal Officer Report  
Ross A. Cockfield, Fiscal Officer  
December 2015

The East Cleveland Public Library closed the year with total cash fund balances of \$831,930.80. For the year General Fund revenues exceeded expenditures by \$108,396.12. General Fund and Capital Projects expenditures stayed within appropriated limits of \$2,547,809 and \$200,000 respectively. General Fund expenditures represented 92.095% of appropriations while Capital Projects expenditures represented 66.482% of appropriations. Fiscally, 2015 was a stabilizing year and was used to identify and correct the Library's most pressing problems. As such, the following can be highlighted:

- The Uniform Accounting Network software (UAN) has been fully implemented.
- Accounting procedures have been implemented to insure a smooth flow of transactions and payments to vendors.
- Our accounting system was restructured to accommodate program codes and more comprehensive reporting.
- ADP services have been employed and integrated to assist with time and attendance tracking and payroll.
- Financial reporting is now both timely and accurate.
- Library credit confidence has been restored.
- Banking services are in place to assist with future growth.

Needless to say we will continue to monitor our procedures to better improve the processing, analysis and reporting of our financial data.

As I've mentioned, this year we'll be implementing a cost system as a further measure to track costs and improve cost control while keeping an eye on improved public service.

I've submitted our Temporary Appropriations (\$2,296,945.93) – which were passed by resolution December last year - as well as our revised Amended Certificate of Estimated Resources to the County Budget Commission. Total 2016 estimated resources which include 2015 carry forward fund balances are being reported as follows:

<u>Fund</u>	<u>Total Estimated Resource</u>
General Fund	\$2,643,933.05
Capital Fund	\$317,526.48
Flewellen Fund	\$18,748.60
Performing Arts Center	\$2,455.00
<b>Total</b>	<b>\$2,982,663.13</b>

Total appropriations cannot exceed total estimated resources.

In keeping with the Board's interest to provide transparency in public reporting we've signed up and have submitted our 2014 data to the State of Ohio OhioCheckbook.com public reporting website. Specifically, our 2014 payment register and our 2014 Cash Fund Summary reports were provided. The information is available. There's a resolution before the Board to specify the frequency with which information is submitted. I invite all the Board to go to OhioCheckbook.com and take a look at how information is organized and displayed.

The matter regarding Mrs. Hollowell requires that we notarize the CNA Surety "Proof of Loss" form. I'll need a representative from the Board, preferably the President or Vice President, to accompany me to the bank to get the form notarized. I'll notify Mr. Gutowski once the form is ready.

With the resignation of Dr. Rice from the Board I'll need new bank signature cards.

The Director has established a partnership with the Greater Cleveland Urban Film Foundation to assist in the effort to teach East Cleveland youth the art of filmmaking and seeks to appropriate a portion of the Flewellen Fund in that effort. The current fund balance is \$16,748.60. The requested appropriation of \$5,000 would reduce the unappropriated fund balance to \$11,748.60. A resolution is before the Board for approval of the appropriation.

Mr. Silvera moved that the Board accept the Fiscal Officer's Report.  
Ms. Synor seconded the motion.

Discussion: None.

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

Yes – 7.

Motion carries.

#### **XI. Finance Committee Report**

Mr. Silvera acknowledged the good work of the Fiscal Officer for increasing transparency by joining OhioCheckbook.com. He encouraged the creation of an endowment program for the future of the library. Mr. Fambrough stated that this was previously brought up in another meeting and should be done. Ms. Synor agreed.

#### **XII. Buildings and Grounds Committee Report**

No report.

#### **XIII. Personnel Committee Report**

Ms. Synor reported that she asked the Director to hold a position open for an additional 3 weeks because there was only 1 applicant. 4 candidates later applied for that position. Ms. Marcus-Bey introduced Mr. Turner who replaced the retiring Mr. Moore as the Executive Assistant.

#### **XIV. Library Services Committee Report**

No report.

Mr. Silvera moved to accept the Fiscal Officer's Report. Ms. Synor seconded the motion.

Motion Passes.

**XV. Strategic Planning Committee Report**

No report.

**XVI. Unfinished Business**

**a. Review of 18 Month (Board Retreat Plan)**

Ms. Synor stated the Board met with an outside consultant in 2015 to put together an 18 month post retreat action plan. She also recommended new Trustee orientation take place with Mr. Mays and Ms. McClarin so they can be acclimated to their new roles and responsibilities as Board members. Ms. Synor also recommends putting this on the agenda for next month to discuss execution. Ms. Marcus-Bey stated there was progress on the staff led revision of the Employee Manual. After revisions are made, this manual will be reviewed by Legal Counsel then presented to the Board in its finished state.

**XVII. New Business**

**a. Dr. Frances Cress Welsing**

Mr. Fambrough led a moment of silence to commemorate and respect Dr. Frances Cress Welsing who passed away on January 2, 2016.

**b. Committee Head Appointments**

Library Services: Terra Turner Chair / O. Mays Co-Chair

Finance: Gerald Silvera Chair / Pamela McClarin Co-Chair

Personnel: Pamela McClarin Chair / Gerald Silvera Co-Chair

Building & Grounds: O. Mays Chair / Pamela McClarin Co-Chair

Ms. Synor proposed that Policy and Strategic Planning Committees become committees of the whole. This will allow all board members to participate in their operations.

Ms. Turner moved that Ad Hoc Policy Committee Board and Strategic Planning Committee become committees of the whole.

Mr. Silvera seconded the motion.

Discussion: None.

Ms. Turner moved for the approval of Policy & Strategic to be committees of the whole.

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

Yes – 5.

Motion carries.

Motion Passes

- a. Ms. Synor moved for the adoption of **Resolution No. 01-01-2016: East Cleveland Public Library Board of Trustees to Authorize the Fiscal Officer to Supply Semi-Annual Financial Data to OhioCheckbook.com.**  
**(1)**

The East Cleveland Public Library Board of Trustees hereby authorizes the Fiscal Officer to supply/upload semi-annual financial data to the State of Ohio via OhioCheckbook.com starting for Fiscal Year 2015-16.

Mr. Silvera seconded the motion.

Discussion: Mr. Fambrough inquiries about OhioCheckbook.com.

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

Yes – 5.

Motion carries.

Ms. Synor moved and Mr. Silvera seconded a motion to adopt Resolution No. 01-01-2016.

Motion Passes.

- b. Mr. Silvera moved for the adoption of **Resolution No. 01-02-2016: Board Authorization to Approve a 2% Cost of Living Adjustment (C.O.L.A.) for the Executive Director and Fiscal Officer for 2016**  
**(2)**

The East Cleveland Public Library Board of Trustees hereby authorizes a Cost of Living Adjustment of 2% for the Executive Director and the Fiscal Officer effective and retroactive for the January 1, 2016 payroll.

Ms. Turner seconded the motion.

Discussion: None.

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

Yes - 4; No -1.

Motion Carries

Mr. Silvera moved and Ms. Turner seconded a motion to adopt Resolution No. 01-02-2016.

Motion Passes.

c. Mr. Silvera moved for the adoption of **Resolution No. 01-03-2016: Board Authorization to Support Youth with Resources from Icabod Flewellen Collection Fund for Documentary about East Cleveland**

The East Cleveland Public Library Board of Trustees hereby resolves to support the Greater Cleveland Urban Film Foundation in its efforts to teach East Cleveland youth about the process of taking a film from script to screen, learning about the historical significance of East Cleveland and showcasing their creative works to the community via the 2016 Greater Cleveland Urban Film Festival. Hence, the amount of \$5,000.00 shall be appropriated from the Library's Icabod Flewellen Fund and dispersed to The Greater Cleveland Urban Film Foundation as it seeks to educate local students in the film making process. Mr. Silvera seconded the motion.

Ms. Turner seconded the motion.

Discussion: Ms. Marcus-Bey gives summary of what moneys allocated from the Icabod Flewellen fund will be used for and how it is beneficial to the local community.

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

Yes – 5.

Motion carries.

d. Mr. Silvera moves for the adoption of **Resolution No. 01-04-2016: Reappointment of Fiscal Officer.**

The East Cleveland Public Library Board of Trustees hereby resolve to hire and reappoint Mr. Ross A. Cockfield as the Fiscal Officer for the Library at the salary of \$68,200 for the term January 1 thru December 31, 2016. Further, that Mr. Cockfield is hereby authorized to purchase a security bond, in the amount of \$50,000 payable to the Board of Trustees, immediately upon approval of this resolution.

Mr. Silvera moved and Ms. Turner seconded a motion to adopt Resolution No. 01-03-2016.

Motion Passes.

Mr. Silvera moved and Ms. Turner seconded a motion to adopt Resolution No. 01-04-2016.



Ms. Turner seconded the motion

Discussion: Mr. Fambrough inquired about \$50,000 being enough for the security bond.

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

Yes – 5

Motion carries.

- e. Mr. Fambrough moved for the adoption of **Resolution No. 01-05-2016:**  
**Support Efforts to Evaluate and Examine Governance Options for East Cleveland.**

The East Cleveland Public Library Board of Trustees hereby resolve to support a resident led effort to engage Conway MacKenzie and Buckley King, LPA at no cost to residents in the assistance in analyzing the finances of the City of East Cleveland. Such a study would review objectively and systematically options for governance for the City of East Cleveland.

Mr. Silvera seconds the motion.

Discussion: Mr. Mays request clarification of wording.

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

Yes - 4; No – 1

Motion carries

Mr. Fambrough moved and Mr. Silvera seconded a motion to adopt Resolution No. 01-05-2016.

Motion Passes.

- f. Mr. Silvera moved for the adoption of **Resolution No. 01-06-2016:**  
**Resolution to Amend Current Board of Trustees' Policy Manual**  
**as Related to Remitting Public Notices and to Establish a Library**  
**Records Commission**

The East Cleveland Public Library Board agrees to amend the Library Board's Policy Manual to practices in line with Ohio Revised Code 149 which calls for the Fiscal Office to remit public meeting notices for board meetings electronically and physically to the public. And to establish a Library Records Commission for East Cleveland Public Library which calls for the Library to convene once every 12 months.

Mr. Mays seconded the motions.

Discussion: Mr. Fambrough questions the wording of resolution.

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

Yes - 5

#### **XVIII. Audience Participation**

Dr. Rice acknowledged Martin Luther King Day and Ms. Marcus-Bey mentioned some of the library's activities to commemorate the holiday.

Judge Keenan was happy to see the progress of the Board and the Library.

Ms. Synor amends the agenda to include the swearing in of the Fiscal Officer Ross Cockfield by Judge Keenan.

Judge Keenan swears in Mr. Ross Cockfield as Fiscal Officer.

#### **XIX. Adjournment**

Mr. Fambrough moved to adjourn the meeting.

Ms. Turner seconded the motion.

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

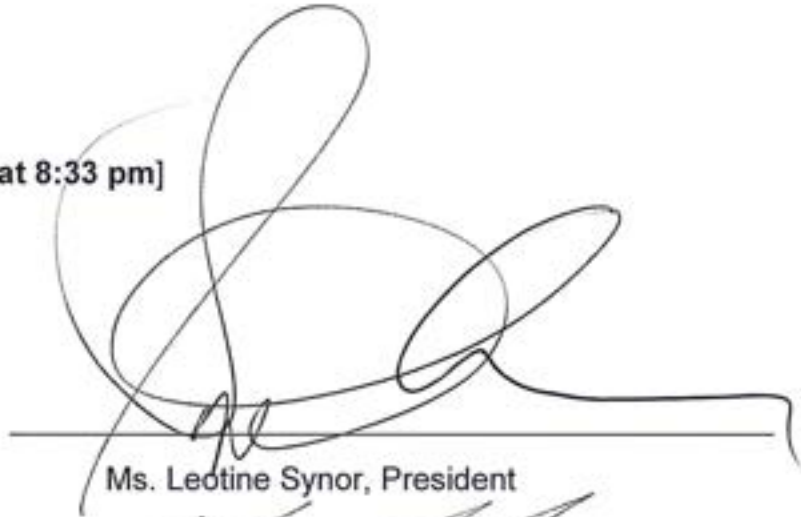
Yes – 5

Ms. Synor moved and Mr. Fambrough seconded a motion to adjourn.

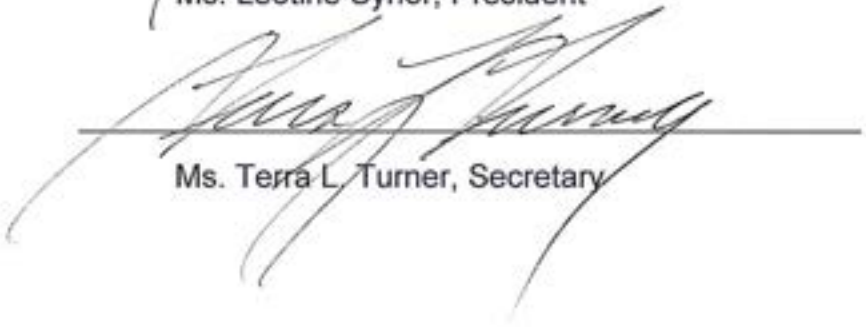
Motion carries.

[The meeting adjourned at 8:33 pm]

Motion Passes.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right. It is positioned above a horizontal line.

Ms. Leotine Synor, President

A handwritten signature in black ink, appearing to be 'Terra L. Turner', written in a cursive style. It is positioned above a horizontal line.

Ms. Terra L. Turner, Secretary