

East Cleveland Public Library
Regular Board of Library Trustees Meeting
February 15, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

1093 MP3

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

I. (a) ROLL CALL

Present: Ms. Synor, Mr. Silvera, Ms. McClarin and Mr. Fambrough

Absent: Ms. Turner, Mr. Mays, Mrs. Anderson

A quorum exists. Present – 4; Absent – 3

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

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Audience invited to sing.

III. INTRODUCTION OF GUESTS

IV. APPROVAL OF THE AGENDA

Ms. Synor notes the Buildings & Grounds, Finance and Personnel Committees will not give reports as they were cancelled due to an unfortunate incident with a Chair / Co-chair. There will also be no report for Library Services as Ms. Turner is not in attendance to present it. Mr. Fambro makes a request to amend the agenda under unfinished business about an incident from December of 2014. Ms. Synor stated the Board will be asked if they'd like to address it at that time.

Discussion: None.

V. APPROVAL OF THE MINUTES FROM 12/21/15

Ms. Synor asked for a motion to approve the minutes from 12/21/15.

Mr. Silvera moves to approve the minutes from 12/21/15.

Ms. McClarin seconds the motion.

Discussion: None.

Mr. Silvera moved for the approval of the minutes from 12/21/15 Ms. McClarin seconded the motion.

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

Yes – 3, Abstain - 1

Motion does not carry.

Motion does not carry.

VI. APPROVAL OF THE MINUTES FROM 01/19/16

Ms. Synor asked for a motion to approve the minutes from 01/19/16.

Mr. Silvera moves to approve the minutes from 01/19/16.

Ms. McClarin seconds the motion.

Mr. Silvera moved for the approval of the minutes from 12/21/15 Ms. McClarin seconded the motion.

Discussion: None.

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

Yes – 3, Abstain – 1

Motion does not carry.

Motion does not carry.

VII. COMMUNICATIONS

Ms. Marcus-Bey informed the Board that communications for January included a correspondence from the Ohio State Employment Relations Board requesting annual status of employees. Ms. Marcus-Bey continued by saying The East Cleveland City School district sent a correspondence relating to the appointment of trustees McClarin and Mays to the East Cleveland Public Library's Board of Trustees.

VIII. PRESIDENT'S REPORT

Ms. Synor stated there is no President's Report of this month.

IX. Director's Report

Ms. Marcus-Bey said the Creative Writing Class consists of 10 people who are submitting work and partnering with Happy Dog for monthly meetings. Ms. Marcus-Bey stated that Jobshop had 215 users who actively worked on job applications and cover letters as well as other job related activities. Her report continued to show Neighborhood Leadership Institute is a partner with the East Cleveland Public Library in getting 76 young adults engaged in taking on leadership roles in their community in January. Librarian, Ms. Murray, helped to celebrate Black History Month by teaching those involved with the help of trivia. The Teen Zone had 244 attendees throughout 7 sessions. There were 43 attendees involved with the Youth Chess Club. The Pee Wee Reading Roundtable had 12 repeat attendees. The Toddler Storytime is a partnership with the George Forbes Daycare Center and the CEOGC Head Start Program that saw 42 attendees in 3 sessions. The Cleveland Museum of Art has partnered with the East Cleveland Public Library to provide Drop-In Art Programs which had 30 attendees in January. Ms. Marcus-Bey attended the NEO-RLS Board meeting on January 19, 2016, she headed a Staff meeting for the East Cleveland Public Library on January 20, 2016 and she attended ALA Midwinter Conference in Boston Massachusetts. Ms. Marcus-Bey also attended the ECPL Board of Trustee meeting for January 2016. Partnerships for January include co-authors Claudia Bolden and her son Cedric Harden II who held a book signing on January 9, 2016. Ms. Marcus-Bey continued her report by stating the After School Snack Program had 450 attendees. There were 51 tax returns completed VITA Tax Prep.

Mr. Fambrough inquired about fundraising from the Executive Director. Ms. Marcus-Bey responded by saying she raised \$500 in January.

Ms. Synor inquired about data recording of the effectiveness of the Jobshop. Ms. Marcus-Bey stated that is an area that they are still currently working to improve.

Ms. Synor inquired about the increase in numbers for the Youth Chess Club. Mr. Cockfield confirmed the growth in numbers.

Ms. Synor inquired if the Tax preparation program is a walk-in or reservation based. Ms. Marcus-Bey stated that this program is for walk-ins.

Mr. Fambrough inquired about art similar to what was previously seen in the ECPL coming back as a program initiative. Ms. Marcus-Bey stated there is a strong possibility for this.

X. Fiscal Officer's Report

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
January 2016

I've closed our 2015 fiscal year and have submitted financial reports to Auditor of State. Next year the Library will have to change its method of filing annual information from "Regulatory" to "OCBOA" (Other Comprehensive Basis of Accounting) the difference being that notes to the financials will have to be required.

I'm still awaiting word on performing the 2014 audit. My suspicion is that the auditors are going to wait and perform a two year audit with 2014/2015.

We've received our revised Amended Certificate of Estimated Resources with all funds totaling \$2,982,663.13 which includes our carryforward balances, Property Tax and PLF expected revenue for 2015, and also makes a slight provision for revenue from the rental of the Performing Arts Center and contributions to the Flewellen Fund.

The claim regarding Mrs. Hollowell has been settled through our bonding company, CNA Surety, and we have received and deposited the check in the amount of \$11,317. Additionally, we had the "Release and Assignment" document amended to cover the period through December 31, 2013 thereby allowing any problems found with the 2014 audit to be included with the existing bond.

Our Permanent Appropriations must be approved by resolution and filed by March 31st which will set our appropriation levels for the year. The Director and I will be working to make any necessary changes and will present them for review. After the 31st any subsequent changes to the appropriation levels must be done so with Board resolution approval.

Lastly, now that 2015 is closed I expect to have a first draft of our 2015 CAFR to the Board for review by the end of the month.

Mr. Silvera asks for clarification on the change in the method of filing annual information. Mr. Cockfield states that more and more detail is required when filing.

Mr. Fambrough requested the same financial records that were sent to the school board. Mr. Cockfield stated those items were previously presented to the ECPL Board. Ms. Synor asked that in the distribution of financial records to the Board that it also state "At this point I will also be submitting the financial records to the school board".

Mr. Silvera moved that the Board accept the Fiscal Officer's Report.

Mr. Silvera
moved for the
approval of the
Fiscal Officer's
Report Ms.
McClarín
seconded the

Ms. McClarin seconded the motion.

Discussion: None.

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

Yes – 4.

Motion carries.

Motion Passes.

XI. Finance Committee Report

No report

XII. Buildings and Grounds Committee Report

No report.

XIII. Personnel Committee Report

No report.

XIV. Library Services Committee Report

No report.

XV. Strategic Planning Committee Report

No report.

XVI. Unfinished Business

a. Review of 18 Month (Board Retreat Plan)

Ms. Marcus-Bey stated the Personnel Manual is on course and the Trustee orientation piece is in order. Ms. Synor asked Ms. Marcus-Bey if anymore consideration was given to Mr. Fambrough's suggestion in January to enlist the help of outside counsel to review the personnel policy. Ms. Marcus-Bey replied by saying they are in the process of having someone come in to confirm they are in compliance nationally, state wide and locally.

Mr. Silvera inquired as to why the County Prosecutor could not fulfill the duty of reviewing the Personnel Policy. Ms. Marcus-Bey informed the board that she had spoken with the County Prosecutor and he also suggested getting outside counsel in order to help expedite the process. Ms. Synor suggested the selected outside counsel's information be made available to the Finance Committee and Personnel Committee so their credentials be reviewed. Ms. Synor asked about training for the new Trustees. Ms. Marcus-bey said Mr. Mays didn't want to go to the Ohio Library Congress Trustee training, but Ms. McClarin will receive some one-on-one training. Ms. Synor suggests that Trustee members sign-up for OLC in a timely manner as to avoid late fees.

XVII. New Business

Mr. Fambrough is given the floor to present to the Board. Ms. Synor chooses to move the meeting forward after no motion is presented.

Ms. McClarin asks to address her absence from January's Board of Trustee Meeting. Due to a problem with her contact information she was unable to get the notifications about Board and Committee meetings. Ms. Synor encourages all Trustees to use their East Cleveland Public Library email account.

XVIII. Adjournment

Mr. Silvera moved to adjourn the meeting.

Ms. McClarin seconded the motion.

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


Yes – 4

Mr. Silvera moved and Ms. McClarin seconded a motion to adjourn.


Motion carries.

Motion Passes.

[The meeting adjourned at 7:51 pm]



Ms. Leotine Synor, President



Ms. Terra L. Turner, Secretary