

East Cleveland Public Library
Regular Board of Library Trustees Meeting
February 22, 2018
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:34 p.m.

1207 MP3

I. **CALL TO ORDER**
A. **ROLL CALL**

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

A quorum exists. Present – 7

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: Judge Una Keenon, Dr. Mary Rice

II. **LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

III. **APPROVAL OF THE AGENDA**

Mr. Mays stated that the vote must be done again for Vice President and Secretary to clear up any questions that may arise due to the tie vote.

Ms. Turner responded by saying that Ms. McClarin clearly won the Vice President position and tied for the Secretary position. Ms. Turner continued, that Ms. McClarin declined the position as Secretary and there is no reason to take another vote.

Mr. Fambrough interjected that Ms. McClarin declined the Secretary position therefore, the current vote should stand.

Ms. Synor stated that taking another vote for Secretary can easily be done to solve to the matter.

Mr. Fambrough requested to add discussion of a financial endowment to the agenda under "NEW BUSINESS".

Ms. Synor stated that this will be item "F" under "NEW BUSINESS". She also added her ALA report and other training information under "UNFINISHED BUSINESS"

Mr. Fambrough motioned for the Board to decide if it should revote for the position of Vice-President or should it stand.

Ms. McClarin seconds the motion.

Mr. Fambrough moved, and Ms. McClarin seconds the motion to re-vote.

Discussion:

Mr. Mays motioned to reconsider the position of Vice-President and Secretary.

(There is no second)

Motion dies

Mr. Rashid asked for clarity to understand why another vote is needed.

Mr. Mays responded by saying that no one can be on the ballot for more than one position at a time.

Mr. Rashid said that there was never a ballot. The Trustees wrote in who they wanted to see in those positions.

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

Yes – 5; No - 2

Motion passes.

Motion passes to re-vote.

Mr. Mays motioned to approve the agenda as amended

Mr. Rashid seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved, and Mr. Rashid seconds the approval of the amended agenda.

Amended agenda approved.

IV. APPROVAL OF REGULAR BOARD MINUTES FROM JANUARY 18, 2018

Ms. McClarin motioned to approve the regular Board minutes from January 18, 2018.

Mr. Mays seconds the motion.

Discussion:

Mr. Fambrough stated that there is an issue on page 2 concerning the mention of the 24-hour rule, he continued by saying the policy should be stated in the minutes.

Ms. Synor replied that the minutes are based from what was said and neither the intent or implication are incorrect.

Mr. Fambrough also stated on page 4 an item passed with only 3 votes. He said this is not possible according to Board policy because it requires a minimum of 4 votes.

Ms. Synor proposed that the Board can cast their vote on what they believe to be correct.

Ms. McClarin moved, and Mr. Mays seconds the approval of the 01/18/2018 minutes.

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

Yes – 6; No -1

Motion passes.

Minutes for 01/18/2018 are approved.

V. APPROVAL OF SPECIAL BOARD MINUTES FROM FEBRUARY 1, 2018

Mr. Mays motioned to approve the special Board minutes from February 1, 2018.

Mr. Rashid seconds the motion.

Mr. Mays moved, and Mr. Rashid seconds the approval of the 02/01/2018 minutes.

Discussion:

Mr. Fambrough stated that under the term "Various" is not a valid reason to have a special Board meeting under state law. He continued that the purpose must be specifically stated.

Ms. Synor proposed approval of these minutes pending the correction of the agenda title.

Mr. Mays stated that the title correction should be specified.

Turner motioned to amend the purpose to be "Policy and Personnel Issues".

Mays seconds the motion.

Ms. Turner moved, and Mr. Mays seconds the amending of the purpose for the 02/01/2018 minutes.

Discussion: None

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

Yes – 6; No -1

Motion passes.

Amended purpose for the 02/01/2018 minutes are approved.

Mr. Mays motioned to approve the special Board minutes from February 1, 2018 as amended.

Mr. Rashid seconds the motion.

Discussion: None

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

Yes – 6; No -1

Motion passes.

Mr. Mays moved, and Mr. Rashid seconds the approval of the amended 02/01/2018 minutes.

Amendment to minutes for 02/01/2018 are approved.

VI. COMMUNICATIONS

Ms. Marcus-Bey reported the following:

- January 5, 2018 — East Cleveland Public Library received a letter of eligibility from United Way of Cleveland to apply for grant funding for the 2018 fiscal year. Accordingly, the Library will be seeking resources to enhance literacy of area youth via the Pee Wee Reading project.
- January 20, 2018 — ECPL received correspondence from Barbara Flewellyn thanking the Board of Trustees for the Continuous Support Award presented to their family in December 2017.

Ms. Synor asked what the grant amounts were.

Ms. Marcus-Bey responded by saying that the Library submitted a request for \$45,000 to go towards data management, staffing and getting books for students.

VII. ORGANIZATIONAL MATTERS

A. Reappointment of Board Member -Leontine Synor

Judge Una Keenon swears in Leontine Synor.

B. Re-vote for Officers

1. Vice-President

Ms. Synor asked the Trustees to state who they would like to see as Vice-President.

Roll Call Vote: Ms. Synor (McClarín), Ms. Turner (McClarín), Mr. Fambrough (McClarín), Ms. McClarin (McClarín), Mr. Mays (McClarín), Mr. Rashid (McClarín), Ms. Shaheed (McClarín).

Ms. McClarin received 7 – votes for Vice President.

Ms. McClarin is voted in as Vice President

2. Secretary

Ms. Synor asked the Trustees to state who they would like to see as Secretary.

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

Ms. Synor received 5 – votes for Secretary; Mr. Rashid received 2 – votes for Secretary.

Ms. Synor is voted in as Secretary.

C. Oath of Office for Officers

1. Terra L. Turner – President

Judge Una Keenon swears in Ms. Turner as Board President.

2. Pamela A. McClarin – Vice President

Judge Una Keenon swears in Ms. McClarin as Vice President.

3. Leontine Synor – Secretary

Judge Una Keenon swears in Ms. Synor as Secretary.

Ms. Synor thanked the Trustees for the experience and opportunity to be President of the East Cleveland Board of Trustees.

Mr. Mays wished Ms. Turner well as the new President of the Board and suggested setting time limits in order to speed meetings along.

VIII. PRESIDENT'S REPORT (T. TURNER)

Ms. Turner thanked every for the confidence in her ability to lead the Board. She also stated that the community that we serve needs more. She continued by saying the Library needs to expand its current and incoming resources as well as to provide dynamic programming for the community. Ms. Turner also went on to say, that the Board's values should be reflected in the Library's services.

Ms. McClarin asked about committee assignments.

Ms. Turner replied by saying that she would like to speak with the Trustees about that matter before they leave this evening.

IX. DIRECTOR'S REPORT (S. MARCUS-BEY)

S. Marcus-Bey — Executive Director

Director's Report— January 2018, S. Marcus-Bey

ADULT PROGRAMMING

- ECPL hosted Dr. Megan Hatch on January 25, 2018 at 7pm in order to discuss the impact of eviction and housing insecurity in the region. Attendees 29
- ECPL patrons are able to learn about Hoopla & Zino Databases each 3rd Tuesday of the month. Patrons are instructed on Hoopla's groundbreaking digital media service offered by ECPL allowing patrons to borrow movies, music, audiobooks, eBooks, comics and TV shows to enjoy on their computers, tablets, phones and TVs. During the training, patrons are informed that there is no waiting and titles can be streamed immediately, or downloaded to phones or tablets for offline enjoyment later.
- GED-TRI C Able students met at ECPL in January in order to facilitate their preparation for the new GED testing platform. Attendees: 80

CHILDREN'S PROGRAMMING

- **SCHOOL FIELD TRIPS**
Monday through Thursday 12:30 and 1:30
Attendees: 395 students and teachers
- During the month of January, eighteen East Cleveland classes, grades k-2 visited the library. Library visit themes focused on the Martin Luther King holiday for all three grades. The resources used for these lessons were Happy Birthday Martin Luther King by Jean Marzolo, and "Kid President-The Story of Dr. Martin Luther King Jr." YouTube video. Students watched the video, read the book, and discussed the concepts of peace, equality and friendship. They then created posters. After completing the activity, students were provided time to browse and check out books.

SPECIAL PROGRAMS AND PARTNERSHIPS

- ECPL submitted a pre-application to the United Black Fund in order to support ECPL's Youth Chess program. The anticipated outcomes are: students that will learn to play chess; students will be able to discuss chess theory and strategy; students can apply learned strategies within a game; and students improve their ability to problem solve using chess developed strategy skills.
- East Cleveland Public Library in collaboration with the Organizing Branch for the
 - Study of African American Life and History met at the Library on January 21, 2018. During the meeting the members of the group will carry out Black History Month programming throughout the year.
- East Cleveland Public Library partnered with Cuyahoga County Libraries in the One Community Reads Project with the reading of *Evicted* by Mathew Desmond. ECPL is participating by engaging local students and inviting community members to read the book and to attend various programs throughout the County.
- The Library Director was profiled on Kaleidoscope on January 26, 2018 promoting the One Community Read Project and ECPL services. The show aired the morning of February 4, 2018.

Mr. Fambrough inquired about the status of the Director getting an Architect to prepare specifications, advertise, and accept bids to repair heating issues in the Lower Auditorium.

Ms. Marcus-Bey responded by saying that she was prepared to report on that during the Buildings & Grounds meeting before the quorum was lost. However, she went on by saying that she has been in contact with an Architect and a meeting is planned for the following week.

Mr. Fambrough asked if an Architect has been hired.

Ms. Marcus-Bey stated that there has been communication with the Architect about this project, but there has not and will not be any financial transaction until she receives approval on an amount.

Mr. Fambrough stated that he would like the contract emailed to him.

Ms. Turner asked about how the Architect fits in with the energy audit.

Ms. Marcus-Bey said that the energy audit must happen before an Architect can be fully engaged.

Mr. Mays stated that these items can be discussed during the Buildings and Grounds committee meeting. Mr. Mays also went on to inquire about how the Lou Rawls concert will be advertised.

Ms. Marcus-Bey replied that the concert will be advertised on social media, email, fliers, program guides, the in-house digital monitors and word of mouth.

Mr. Mays motions to approve the Director's Report.

Ms. Synor seconds the motion.

Ms. Mays moved and Ms. Synor seconds for the approval of the Director's Report.

Discussion:

Mr. Fambrough stated that the approval of the Director's report is not appropriate.

Ms. Turner stated that his opinion has been duly noted.

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

Yes – 6; No - 1

Motion passes.

The Director's report is approved.

X. FISCAL OFFICER'S REPORT

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
January 2018
Prepared February 2018

Financial reports as of January 31st have been distributed. With this being the first month of the year one month expenditures clearly fall within our appropriated limits. We're attempting to budget within three month cycles in order to keep expenditures under control. As such, we're creating purchase orders that represent three months of spending and charge monthly expenditures against the open purchase order.

Our reconciled cash fund balance for all funds as of January 31st is \$591,196.47.

I've submitted our 2017 final report to the State and it's presented for your review. As you're aware these reports are unaudited. Of note is the addition of a "Permanent" Fund to our financial reports. This permanent fund represents an endowment (Putnam Fund Investment) made to the Library many years ago which has been carried by the Auditor in their work papers. Consequently, they required an adjustment to our financial statements as of 12/31/15 which I made at the end of 2017. Since this endowment has been closed per Board resolution, I have to find out from the Auditors how to resolve the balance of \$3,792 we're being required to carry on our books.

I've also included the financial review prepared by Kevin Penn, CPA for the 4th quarter of 2017. It's also available for your review.

I've completed my evaluation of fund accounting systems to replace the I-JAN. Due to the UAN's inability to track and report program revenues and costs, I'm recommending the Blackbaud Financial Edge NXT System for your approval. The system is a high level cloud based system which will afford us the ability to track and report any and all programs, grants, or activities for the current calendar year as well as across calendar years. The system has a number of features that will streamline paper flows thereby saving valuable time and eliminating the need for pushing unnecessary paper. Email notifications drive the requisition and purchase order process and purchase approvals are matched against budgetary spending limits thereby establishing inherent spending controls within the system. The system also has a "dash board" feature which can be made available to the Board with preset graphs or reports to give an as-desired financial picture of programs or overall financial position. The Director and all of the managers have had the benefit of a demonstration and believe it would improve our internet flows. The system requires a three year financial commitment and is slightly more (approximately \$600) than our annual payments for the IJAN - \$7,100 vs \$6,500. If the Board

approves going forward, I'm recommending a monthly payment amount of \$986 for 36 months in lieu of a more significant cost upfront setup cost and annual payments. I'm targeting a complete transition by June 30th. The resolution is before the Board for approval.

Lastly, I'm recommending that the Board give strong consideration to putting a levy before the voters this year. Over the last two years we've changed our medical insurance, made a shift from full time staff to a greater utilization of part time employees, and reduced security costs along with making other significant thought less noticeable cost cutting measures all the while trying to improve the facility and maintain a high level of service. Consequently, there is very little fat in our operations and any further cuts to operations would negatively affect the quality of public service. Unfortunately, costs continue to raise revenue is falling and the unexpected is just around the corner. I estimate that one mill will generate approximately \$112,000 annually and suggest that we consider an additional 1.5 to 2 mills which would generate between \$168,000 and \$224,000 in additional annual revenue. These additional dollars can be effectively targeted to support expanded services in other parts of the city, improve outreach to needed public segments or be maintained to replenish our reserves. Other systems have indicated that they will also be placing levies before their voters this year.

Mr. Fambrough asked if there are issues with the UAN system.

Mr. Cockfield replied that Ms. Turner wanted to establish program reports. The UAN system does not allow for this.

Mr. Rashid asked if this system is hacked, who is responsible.

Mr. Cockfield stated that he could find out.

Mr. Mays asked if the Finance Committee had a chance to review this new system.

Mr. Cockfield replied that the Finance committee received hardcopy handouts. He also went on to say that the UAN system does what we need it to do today, but it will not meet our needs in the future.

Ms. McClarin commented that we are looking to raise funds and we will have to be able to generate quick and accurate reports in the future.

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

Ms. Synor seconds the motion.

Mr. Mays moved and, Ms. Synor seconds for the approval of the Fiscal Officer's Report.

Discussion: None.

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

Yes – 6: No - 1

Motion passes.

The Fiscal Officer's report is approved.

XI. FINANCE COMMITTEE REPORT

Mr. Rashid stated that Mr. Cockfield stressed the necessity for fast and accurate reporting.

Mr. Fambrough suggested that we wait until more money comes in and the new system is needed.

XII. PERSONNEL COMMITTEE REPORT

Ms. McClarin said that an overview of a Staff Day resolution was presented.

Mr. Rashid asked what the costs were.

Ms. Marcus-Bey stated that last year's cost were \$3,500 and what is proposed for this year will be \$2,500.

Mr. Mays stated that there was discussion of opening the Staff door for the public. He continued by stating there was also discussion of Security Monitors versus Security Guards.

Mr. Fambrough motions for an extension of the meeting of 30 minutes or less.

Ms. McClarin seconds the motion.

Mr. Fambrough moved and Ms. McClarin seconds for a 30-minute extension of the meeting.

Discussion: None.

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

Yes – 6; No - 1

Motion passes.

Meeting extension is approved.

XIII. UNFINISHED BUSINESS

Ms. Synor took the time to present an ALA report and other training information. She continued that all Trustees should be registered with United for Library; this provides webinars giving instructions on finding funding. Ms. Synor also spoke on the changing roles of Libraries and how they offer so many other things outside of the traditional ideas of what a library does. Ms. Synor then stated that data needs to be retrieved from the public to better serve them.

XIV. NEW BUSINESS

A. Resolution No. 02-01-2018; Resolution Approving Staff Day

Mr. Rashid motions for the adoption of Resolution 02-01-2018.

Mr. Mays seconds the motion.

Discussion: None.

Mr. Fambrough stated that using the Flewellen fund to pay for this endeavor will take away from the goal of creating a museum.

Mr. Mays asked what the stipulations for using the Flewellen fund are.

Turner replied that spending money from the Flewellen fund for this purpose is in line with how the money is supposed to be used.

Ms. Marcus-Bey responded by saying this will build the staff's moral and help them to live up to the aspirations of the Trustees that want a museum.

Mr. Rashid moved, and Mr. Mays seconds the approval of Resolution 02-01-2018.

Ms. McClarin asked if the general fund can pay for this.

Mr. Cockfield stated that the Flewellen fund is the most appropriate fund to use for African-American culture.

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

Yes – 6; No -1

Motion passes.

Resolution
02-01-2018
is approved.

B. Resolution No. 02-02-2018; Resolution Approving New Accounting System

Mr. Rashid motions for the adoption of Resolution 02-02-2018.

Mr. Mays seconds the motion.

Discussion: None.

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

Yes – 6; No -1

Motion passes.

Mr. Rashid
moved, and
Mr. Mays
seconds the
approval of
Resolution
02-02-2018.

Resolution
02-02-2018
is approved.

C. Resolution No. 02-03-2018; Resolution to Amend Standing Committee Structure

Mr. Rashid motions for the adoption of Resolution 02-03-2018.

Mr. Mays seconds the motion.

Mr. Rashid
moved, and
Mr. Mays
seconds the
approval of
Resolution
02-03-2018.

Discussion:

Mr. Fambrough expresses concern over how this may go against Robert's Rules of Order.

Ms. Turner stated that the Finance committee is the only committee that the Library is obligated to have. She also went on to say that this is to help ensure that committees will have a quorum and Trustee meetings can happen more regularly.

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

Yes – 6; No -1

Motion passes.

Resolution
02-03-2018
is approved.

D. Resolution No. 02-04-2018; Appropriation

Mr. Mays motions for the adoption of Resolution 02-04-2018 as amended to include "the purpose of African-American activities".

Ms. McClarin seconds the motion.

Mr. Mays
moved, and
Ms. McClarin
seconds the
approval of
Resolution
02-04-2018.

Discussion:

Mr. Fambrough asked if the Staff is trying to sabotage the Flewellen fund.

Mr. Cockfield stated that \$5000 will be set-up for the appropriations from which \$2500 will be used to fund Staff Day.

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

Yes – 6; No -1

Motion passes.

Resolution
02-04-2018
is approved.

(Ms. McClarin leaves the meeting at 9:02pm)

Mays motions that no further business be considered by the Board before adjournment.

Mr. Rashid seconds the motion.

Discussion:

Mr. Fambrough stated that other Boards meet until they get their business done.

Ms. Turner said that the PACE (Property Assessed Clean Energy) Financing and the Financial Endowment items from the agenda will have to be tabled until the next meeting due to time constraints.

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

Yes – 5; No - 1

Motion passes.

Mr. Mays moved and Mr. Rashid seconds the motion to not address any other business in this meeting.

Motion passes for adjournment.

XV. AUDIENCE PARTICIPATION

An audience member stated that they engaged a young Library patron in conversation only to find that the young patron was not well versed in history. He said this is the reason why the Library should be supported.

XVI. ADJOURNMENT

Ms. Synor motioned to adjourn the meeting.

Mr. Rashid seconds the motion.

Discussion: None

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

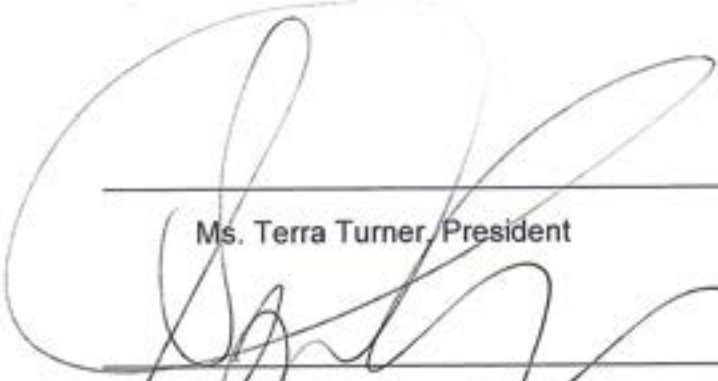
Yes – 6

Motion passes.

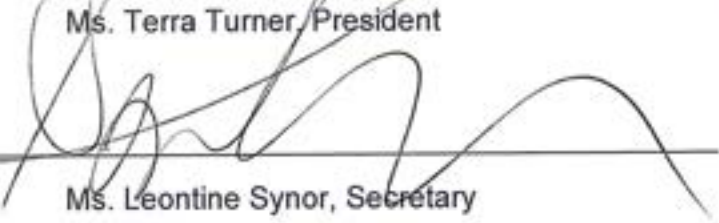
[The meeting adjourned at 09:09 pm]

Ms. Synor moved and Mr. Rashid seconds the motion to adjourn.

Motion passes for adjournment.



Ms. Terra Turner, President



Ms. Leontine Synor, Secretary