

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
February 23, 2017  
14101 Euclid Ave. East Cleveland, Ohio 44112  
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:46 p.m.

1160 MP3

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

Present: Ms. Synor, Ms. Turner, Mr. Fambrough, Ms. McClarin, A quorum exists.  
Present – 4; Absent - 3

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 Counsel).

The meeting is in session.

**II. LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

**III. APPROVAL OF THE AGENDA**

Ms. Synor recommended a change in the order of the agenda due to the need to go into Executive session. She also stated that this needs to be brought to the forefront of the meeting.

Mr. Fambrough motioned for the change of the agenda to include an Executive session at the beginning of the agenda.

Ms. Turner second the motion.

Discussion: None

Mr. Fambrough moved and Ms. Turner second the change of the agenda to include an Executive session at the beginning of the agenda.

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

Yes – 4

Motion carries.

Motion Passes

Ms. Synor recommended to the Board to go into Executive session.

Ms. McClarin motioned for to the Board to go into Executive session.

Ms. Turner second the motion.

Ms. McClarin moved and Ms. Turner second the motion to go into Executive session.

Discussion: None

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

Yes – 4

Motion carries.

Motion Passes

Meeting goes into executive session at 6:50pm

1161 MP3

Ms. Turner motioned for to the Board to come out of Executive session.

Ms. McClarin second the motion.

Ms. Turner moved and Ms. McClarin second the motion to come out of Executive session.

Discussion: None

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

Yes – 4

Motion carries.

Motion Passes

Meeting comes out of Executive Session at 8:08pm

Ms. Synor said that they would start by addressing issues that came out of the Executive session.

Mr. Fambrough makes a motion to reprimand the Fiscal Officer.

Ms. McClarin second the motion.

Mr. Fambrough moved and Ms. McClarin second the motion to reprimand the Fiscal Officer.

Discussion:

Ms. Turner asked if there was a type of correction that will be attached to the reprimand.

Mr. Fambrough said "Yes".

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

Yes – 4

Motion carries.

Motion Passes

Ms. Synor stated there will be a special meeting to address the letter of reprimand that the Fiscal Officer is being presented with and to address a corrective action plan.

Mr. Fambrough makes a motion to consider employee grievances and to empower the Personnel committee to carry out that function.

Ms. McClarin second the motion.

Discussion: None

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

Yes – 4

Motion carries.

Ms. Synor stated that the recommendations of the Personnel committee would be brought before the full Board at the Policy meeting on Saturday, March 4, 2017.

Mr. Fambrough motioned to follow up with the City Land Bank about the acquisition of land behind the Library.

Ms. McClarin second the motion.

Mr. Fambrough moved and Ms. McClarin second the motion to empower the Personnel committee to carry out the employee grievance process.

Motion Passes

Mr. Fambrough moved and Ms. McClarin second the motion to follow up with the Land Bank about the acquisition of land behind the Library.

Discussion:

Ms. Turner amended the motion to include that all fees and documents must be approved by the Library's attorney and the Administrative staff is empowered to move forward without any further Board action.

Ms. McClarin second the amendment.

Mr. Turner moved and Ms. McClarin second the motion to amend Mr. Fambrough's motion.

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

Yes – 4

Motion carries.

Motion Passes

Ms. Synor asked for the vote of the original motion put on the floor by Mr. Fambrough to follow up with the City Land Bank about the acquisition of land behind the Library.

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

Yes – 4

Motion carries.

Motion Passes

**IV. APPROVAL OF MINUTES FROM DECEMBER 19, 2016**

Ms. Synor asked the Board to re-review the minutes and respond to the comments in red.

Mr. Fambrough motioned to table the minutes from December 19, 2016  
Ms. McClarin second the motion.

Discussion: None

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

Yes – 4

Motion carries.

Ms. Synor asked the Board to respond with corrections to the Executive Assistant by the following week.

**V. APPROVAL OF MINUTES FROM JANUARY 18, 2017**

Ms. McClarin moved to approve the Minutes of January 18, 2017.

Ms. Turner second the motion.

Discussion: None

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

Yes – 4

Motion carries.

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

Motion Passes

Ms. McClarin moved and Ms. Turner second the approval of the minutes for 01/18/2017.

Motion Passes



## **VI. COMMUNICATIONS**

Ms. Marcus-Bey said on January 5, 2017 the Cuyahoga County Board of Elections sent a letter expressing its gratitude to the East Cleveland Public Library for the use of its facilities for the training of new precinct election officials.

## **VII. PRESIDENT'S REPORT**

Ms. Synor stated that the Library cannot afford a law suit and everyone must do their jobs to get things done properly and in a timely manner. She also stressed that everyone must come together and work as a team. Ms. Synor also went on to say that in order for us to have an effective Board, we must utilize the educational development resources available to strengthen the Board. If Trustees go to a conference they must bring that knowledge back to share with the rest of the Board. Ms. Synor stated that no one has submitted a report from the 2016 ALA Orlando Conference and the average cost per Trustee was \$5000.

## **VIII. DIRECTOR'S REPORT**

**Director's Report ~January 2017, S. Marcus-Bey**

### **ADULT PROGRAMMING**

- ECPL Book Club title of the month was – Hidden Figures, Margot Lee Shetterly. Members of the public that attended were ecstatic to meet and to have a group to meet with.  
Attendees: 4
- GED-TRI C Able students met at ECPL in January in order 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.

- **WEEKLY VISITS TO SCHOOLS**  
Tues. Through Friday 8:30-11:30  
Teachers and students serviced: 125

During the month of January, the literacy specialist visited four elementary schools, grades K-3 15 times. Depending upon the school, an average of 28 students are seen during the 2.5 hour visit. Latest STAR test scores have revealed that students with which the literacy specialist has been working, have increased reading ability by an average of 8 points. Students are preparing for the upcoming AIR test that will be taken in March. The literacy Specialist has been working intensively with third grade students to prepare them for this. Such concepts as written responses to informational text, identifying main idea and details in a text, identifying plot, character and setting, and distinguishing between different types of genres have been targeted.

- **OHIO READS VOLUNTEER TRAINING**  
Friday, January 27<sup>th</sup> 10:00-12:00- Attendees: 3

A workshop was held for the Ohio Reading Corps volunteers working with students in the East Cleveland Elementary Schools. Volunteers were given instruction in guided reading techniques, resources and test taking strategies. The workshop had 3 volunteers present. We hope to have a better turn out next time.

- **CHILDRENS LITERACY PROGRAMMING**

Lake Erie Ink: Monday, Jan. 9<sup>th</sup> 4:00-5:00 - Attendees: 12

A guest from Center for Arts-inspired Learning "Lake Erie Ink" came to conduct a workshop for all ages on how to create your own comic strip. The young library patrons enjoyed this, and actually were hesitant to stop working on their comics when the workshop ended!

Lego Lab January 10<sup>th</sup> 4:00-5:00 - Attendees: 11

Lego lab continues to be very popular with library visitors to the children's room, and some children are bringing creations from home to share with other Lego lab participants.

Wacky Wednesday: Wednesdays in January 4:00-5:00- Attendees: 20



Young library visitors are continuing to enjoy Wednesday crafts. This month's crafts focused on the Martin Luther King holiday.

### **SPECIAL PROGRAMS AND PARTNERSHIPS**

- The State Librarian, Beverly Cain visited the facility on January 25, 2017 and they were able to tour the facility, meet staff, and patrons. During the visit, the Librarian was able to meet staff, admin and the public via a tour.

### **MEETINGS AND PROFESSIONAL DEVELOPMENT**

- The Director attended Mid-Winter 2017 January 26 – 31, 2017.

Ms. Synor asked if professional development is available to Library Staff

Ms. Marcus-Bey stated that this is available to staff.

Mr. Fambrough asked about tuition reimbursement for staff.

Ms. Synor stated that Ms. McClarin would provide it at the next committee meeting.

Ms. Marcus-Bey said that it is in the current Staff Policy Manual.

Mr. Fambrough asked for a copy of the Staff Policy Manual.

Ms. Synor stated that this was already given to him.

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

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

January 2017

Prepared February 2017

January financial reports have been distributed. Because this represents the first month of the year expenditure patterns have not been established and all expenditures are being made on the basis of temporary appropriations. Reconciled financials for 2016 have been distributed and our financials have been filed with the State. To summarize 2016:

- We closed the year with total fund balances of \$801,040.46 of which \$737,956.62 was in our Star Ohio accounts and \$63,083.84 in US Bank broken down by fund as follows:
  - General Fund \$541,792.33
  - Flewellen Fund \$12841.70
  - Performing Arts Center Fund \$1,780
  - Building/Capital Projects Fund \$244,626.43
- Although expenditures did not exceed appropriations, in 2016 overall expenditures exceeded total revenue by \$24,019.19.
- Total revenue received in 2016 was down from 2015 by \$127,765.25.
- Total expenditures in 2016 were down from 2015 by \$118,737.19 reflecting savings in medical costs and staffing reductions.

The audit is completed for 2014/2015. I wish to publicly thank the Board for providing me the latitude and support to bring our financial condition to a manageable state. Working in a fluid environment says that there are always things that can be done to improve our policies and procedures recognizing that fiscal operations change with the ebbs and flows of library operations. However, my task in spite of these circumstances is to accurately present our financial condition and present information to Administration and the Board on which informed decisions can be made. This I believe I've done and will continue to do.

The areas that were commented on during the post audit meeting have either already been addressed or can be addressed without difficulty. Some represented weaknesses in internal control and some represented errors of omission. To repeat the Auditors comments, the errors of significance occurred during 2014 prior to me coming on board.

Mr. Fambrough asked if the Fiscal Officer will be using U.A.N.

Mr. Cockfield replied that the U.A.N. system cannot provide generate the proper informational results and that he will be using SmartSheets to generate the needed results.

Ms. Synor asked how much the audit cost the Library.

Mr. Cockfield said the cost of the audit was \$6000.

Ms. Synor commented that having a clean audit will increase the Library's opportunities to raise funds and partner with other organization.

Ms. McClarin motioned to accept the Fiscal Officer's Report

Mr. Fambrough second the motion.

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

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

Yes – 4

Motion carries.

Motion Passes

## **X. FINANCE COMMITTEE REPORT**

Ms. Synor stated that in Mr. Silvera's absence, she chaired the Finance Committee with Ms. McClarin present. Ms. Synor said she will not present a Finance Committee Report because everything covered during the Finance Committee meeting was covered in the Fiscal Officer's Report.

Ms. Synor did state that the cost of living raises and raises for the staff were tabled during the meeting until the Staff reviews were completed.

#### **XI. BUILDINGS AND GROUNDS REPORT**

Ms. Synor said there was no meeting for the month.

#### **XII. PERSONNEL COMMITTEE REPORT**

Ms. McClarin handed out a document and asked for the Board to respond in the two weeks at the next Committee Meeting on Saturday, March 4, 2017. She said that they are about 2/3 of the way finished with the headings. Ms. McClarin commended staff for keeping on schedule with the review of the Executive positions.

Mr. Fambrough stated that these items should be under the Director's Report.

Ms. McClarin replied by saying Ohio Library Council said this document can come from the Personnel Committee or the Director. She also said that in keeping with the Library's current policy, in the future it will come from the Director.

#### **XIII. LIBRARY SERVICES**

Ms. Turner said they are looking to update their procedures for community programming request. She stated that there currently is no consistent way for the community to request programming.

#### **XIV. STRATEGIC PLANNING**

Ms. Turner said the strategic retreat took place for Staff and the Board and there is currently one resolution to approve the objectives that were generated from the Strategic retreat.

Ms. Marcus-Bey said the objectives were set from the Board's values and goals for the organization. The staff will work within that construct to fulfill the strategic plan.

Ms. Turner said the plan should be presented to the full board after it is reviewed by the Strategic Planning Committee.

#### **XV. New Business**

- a. **Resolution No. 02-01-2017: Resolution to Approve the Strategic Plan Objectives.**



Ms. Turner motioned to accept Resolution No. 02-01-2017.

Ms. McClarin second the motion.

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

Yes – 4

Motion carries.

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

Motion Passes

**XVI. UNFINISHED BUSINESS**

Ms. Synor stated that the request for public records are the next item on the agenda. She also stated that there should be some way for the Library to document when the Library responds to public records request. Ms. Synor asked if Trustees can have viewing privileges to SmartSheets.

Ms. Marcus-Bey stated that Ms. Flood is currently on vacation and currently the best way to track public records request are by using email.

Ms. Synor said the Board needs to revisit the Information Request Policy.

Mr. Fambrough stated that Staff should have Sunshine training from the State Auditor.

Ms. Turner suggested that a number should be generated each public records request.

Mr. Fambrough motioned for public records request to be completed within 1 week.

Ms. Synor stated that Sunshine training should be provided for the Staff.

**XVII. AUDIENCE PARTICIPATION**

Dr. Stewart asked if this is an operations Board that is involved in the day-to-day operations of the Library.

Ms. Turner stated that this Board duty is to supervise.

Dr. Stewart asked that the need to be involved in day-to-day operations is more about rebuilding the Library's infrastructure.

Ms. Turner said that is correct.

Ms. Synor replied to Dr. Stewart that this is a governance Board.

Mr. Fambrough stated that there are some legacy issues that we're trying to correct.

Ms. McClarin said the Board is not totally involved in the day-to-day operations.

Dr. Stewart asked how much is the Library's operating budget.

Mr. Cockfield stated it's about \$2.5 Million.

Dr. Stewart asked how much of the budget is from donations.

Mr. Cockfield said that it's a legible amount.

Dr. Stewart asked what percentage of the operational budget is staff.

Mr. Cockfield stated it's about 60%.

## XVIII. ADJOURNMENT

Ms. Turner moved to adjourn the meeting.

Mr. Fambrough seconded the motion.

Discussion: None

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

Yes – 4

Motion passes

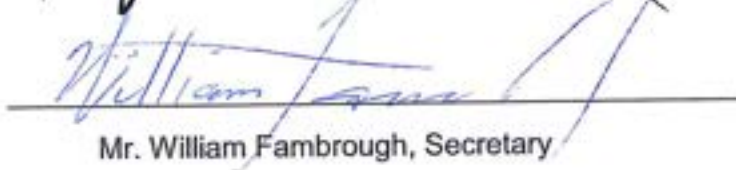
**[The meeting adjourned at 9:17 pm]**

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

Motion passes.

A large, stylized handwritten signature in black ink, featuring a prominent loop at the top and a long, sweeping tail that extends to the right.

Ms. Leontine Synor, President

A handwritten signature in blue ink, appearing to read 'William Fambrough', with a long, sweeping tail that extends to the right.

Mr. William Fambrough, Secretary