

East Cleveland Public Library
Regular Board of Library Trustees Meeting
March 20, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Ms. Synor called the meeting to order at 7:04 p.m.

1166 MP3

I. CALL TO ORDER
a. ROLL CALL

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

A quorum exists. Present – 5; Absent - 1

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), Mr. Zakee Ameer Rashid.

Present in the Audience were: Judge Una Keenon, Dr. Mary E. Rice, Mr. Zakee Ameer Rashid, Juanita Gouty.

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Synor stated that changes should to be made to move the swearing in of the new Trustee to item IV of the agenda, Items A and B under Unfinished Business will be deleted. Also, under New Business Trustee Training will be added. Mr. Mays motioned for the change of the agenda to include an Executive session at the beginning of the agenda.

Mr. Fambrough second the motion.

Mr. Mays moved and Mr. Fambrough seconds the motion to update the agenda with changes in New Business and Old Business.

Discussion: None

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

Yes – 5

Motion carries.

Motion Passes.

IV. THE SWEARING IN OF MR. ZAKEE AMEER RASHID, BOARD MEMBER

Ms. Synor asked Judge Una Keenon to take the floor to swear in Mr. Zakee Ameer Rashid to the East Cleveland Public Library Board of Trustees.

Mr. Rashid takes his oath and is sworn in.

Mr. Rashid takes his place at the table with the rest of the East Cleveland Board of Trustees.

V. APPROVAL OF MINUTES FROM DECEMBER 19, 2016

The Trustees review items in question around the start time, the suspension of the meeting and the actual start time of the Regular Board meeting on December 19, 2016.

Ms. Synor stated that there was no activity during that time due to the acknowledgement of the incorrect start time.

Mr. Fambrough motioned to amend the minutes to remove everything in the minutes before 7:04 PM.

Ms. McClarin expressed concerns over how this would affect the Nominating Committee meeting.

Ms. Turner stated that the Nominating Committee meeting was a separate meeting and would not be affected by this change to the minutes.

Ms. McClarin second 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).

Yes – 6

Motion carries.

Mr. Mays motioned to approve the minutes for December 19, 2016 as amended.

Mr. Fambrough second 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).

Yes – 6

Motion carries.

Mr. Fambrough moved and Ms. McClarin second the motion to amend the minutes for 12/19/2016.

Motion Passes.

Mr. Mays moved and Mr. Fambrough seconds the motion for the approval of the minutes for 12/19/2016 as amended.

Motion Passes.

VI. APPROVAL OF MINUTES FROM FEBRUARY 23, 2017

Ms. McClarin motioned to approve the minutes for February 23, 2017.

Ms. Turner second the motion.

Discussion: None

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

Yes – 4

Motion carries.

Ms. McClarin moved and Ms. Turner seconds the motion for the approval of the minutes for 02/23/2017.

Motion Passes.

VII. COMMUNICATIONS

Director Marcus-Bey stated the following:

- February 1, 2017 the East Cleveland Public Library received correspondence from the State Librarian, Beverly Cain remarking on her visit to the Library on January 25, 2017. In her letter, the State Librarian was pleased to see the progress of the Library and the many services and partnerships that the Library is engaged in as a local Library.
- February 13, 2017 –The Director was invited by the State Librarian Beverly Cain to speak at the 2017 ILEADS Conference on March 22, 2017. ILEAD USA – Ohio is a program that teaches librarians to work with each other, develop their leadership skills, and use participatory and emerging technologies to solve problems in their communities.
- February 6, 2017 –The Director was invited to participate as a panelist at the Urban Libraries Council discussion on Diversity and Inclusion to be held on March 15, 2017.

- February 10, 2017 the Library received a correspondence from a recent widow inquiring about the return of Library materials by her husband. The items were mailed after he held them in his collection. The items were poetry pamphlets by D.A. Levy and they were published in 1967 and checked out by the patron in 1967.

VIII. PRESIDENT'S REPORT

Ms. Synor stated that the Nominating Committee meeting was not properly posted. In January the Nominating Committee presented the Board with a slate that they did not accept. The Board responded by presenting a new slate from which to swear itself in. Ms. Synor went on to say it was not the intent of the Board to not post that information, but it was our challenge to internally communicate better and in a timely manner. The meeting was an open floor meeting and minutes were kept.

Ms. Synor said that she will appointing the Committee Chairs during the April 8, 2017 Policy Committee meeting.

IX. DIRECTOR'S REPORT

Director's Report –February 2017, S. Marcus-Bey

ADULT PROGRAMMING

- The Library continued to host its monthly book discussion on February 28, 2017 and it was facilitated by Karen Murray, Adult Services Associate.
- The Library continued with its writer's workshop on Wednesday, February 1, 2017. The event was attended by 5 residents and facilitated by Erika Hogan.
- The Library hosted Nancy Redd Jazz on February 4, 2017. The event was attended by 60 people.

ADULT PROGRAMMING CHILDREN'S PROGRAMMING

- SCHOOL FIELD TRIPS:

Tuesdays through Fridays 12:30pm and 1:30pm, attendees 342

During the month of February, 18 East Cleveland classes. Grades k-2 visited the library. Library visit themes focused on the study of fairy tales- specifically, characteristics of fairy tales comparing and contrasting different versions of the same fairy tale and opinion writing.

- WEEKLY VISITS TO SCHOOLS:

Tuesday through Fridays 8:30am-11:00am, Students serviced, 122

During the month of February, the literacy specialist visited four elementary schools, grades k-3 15 times. Depending upon the school, an average of 25 students were seen during the 2.5 hour visit. Interventions provided during the visits include sight word recognition, finding main idea, and details in a text, CLOSE reading strategies, and practicing written response questions to informational text. These are all important concepts to be strengthened in preparation for the upcoming AIR test to be administered towards the end of March. Students have seen growth in their reading comprehension, as revealed in January's STAR assessments. An additional STAR assessment will be administered in March, which will reveal end of year growth results.

- CHILDRENS LITERACY PROGRAMMING:

- o Jazzy Sounds: Weds. February 1st 4:00pm – 5:00pm, Attendees: 9

In celebration of Black History Month young patrons listened to a variety of jazz music while experiencing the poetry of Langston Hughes. They then had the opportunity to create their own jazz-style poetry.

- o Center for Arts-Inspired Learning "What's Inside a Story?", Attendees: 8

Artist, Susan Webber combined music and storytelling to engage young library visitors in hands-on, interactive fable and stories. Children danced and sang their way through several engaging tales.

- o Lego Lab: Tuesday, February 14th 4:00-5:00, Attendees: 11

Lego Lab continues to be a hit in the Children's Room. The unstructured nature of this activity seems to appeal to the library visitors, they build, create and socialize together in positive ways.

SPECIAL PROGRAMS AND PARTNERSHIPS

- On February 18, 2017 the Library in partnership with the Ohio Department of Education – Bold Beginning Grant hosted a special Library event- "Tell Me a Story" that featured literacy programming for children from birth through six years of age and their families. Sixty people attended the event and they were treated with African Story Telling activities and entertained by a local magician. Families were able to receive bags that encourage them to read to their children and a book to add to their family collections. This event was also attended by Starting Point.
- On February 23, 2017 the Library partnered with the Greater Cleveland Urban Film Collective with the screening of Life Essentials with Ruby Dee. The event was well received and it was followed by a group discussion facilitated by Sandra D. Bishop.
- On February 25, 2017 the Library hosted E.E. Shy and the Muntu Poets from Cleveland. The group convened for the first time as a group 50 years ago; and it was attended by 75 audience members.
- The Library also partnered with the **Council for Economic Opportunities in Greater Cleveland** by attending an onsite family day hosted by the East Cleveland branch on February 24, 2017.
- The Library supported the Friends in its First Black Heritage Book Sale on February 16, 17 and 18, 2017. The sale was held in the lower auditorium and the Friends were able to raise \$405.00 in book sales.

Mr. Fambrough stated that there was no mention s of hiring, disciplines, terminations or recommendations in the Director's Report.

The Director stated that those are items generated by the Human Resources Manager that were requested for this meeting, but H.R. Manager went out of town before delivering them. The Director later stated that she will give those items to Ms. McClarin as soon as they are made available to her.

Mr. Fambrough also requested those items as well.

Mr. Mays inquired as to where the money from the Book Sale goes?

Ms. Marcus-Bey said that the Friends are a separate entity and the funds go back to them. But they are a supporter of the Library and are often relied upon for Library support.

Mr. Rashid said that the Outreach programs are instrumental in keeping the Library before the public.

X. FISCAL OFFICER'S REPORT

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
February 2017
Prepared March 2017

February financial reports have been distributed. Our expenditures for the first two months would be represented by a target expenditure level of 16.5% (2/12 of the year). Thru two months most of our expenditures are within budget. Please keep in mind that the YTD% is based on what's remaining from our appropriated amount and that if the Board approves our Permanent appropriations these percentages will readjust based on the new appropriations. A more accurate picture of our position will be with next month's financials.

The Board has been presented with our Permanent Appropriations for approval. This budget takes into account the filling of all vacant positions, salary adjustments to some existing positions, and a 2% cost of living increase. In addition, budgeted upgrades to the projector in the Greg Reese Performing Arts Center and new projectors for the lower auditorium and computer lab are included as well as computer equipment for the Children's area. Facilities improvements are also budgeted to include replacement of all lighting to LED bulbs in the main reading areas and lighting and carpet for the Debra Ann Wing. It is anticipated that with the passage of this budget both operations and facilities will be on solid ground.

The Board is also presented with our Tax Budget for 2018 for approval. This budget must be presented to the East Cleveland School Board for approval

(since they are our taxing authority) who then submits it to the County Budget Commission. It must be approved by the school board by May 31st and submitted to the County by July 15th. Information from this budget is used to form our Certificate of Estimated Resources for 2018.

In this month's Library Services Committee meeting I presented Ms. Turner with our project budget template which I indicated was 90-95% complete. Each event that the Library advertises falls within one of the five broad program areas that the budget is designed to track. The project budget establishes unit costs of service for each of the Library's broad program service areas; Icabod Flewellen, Adult Services, Children's Services, GLR Auditorium, Lower Auditorium which comprise the Arts and Culture Program, and Teen Services. All the costs/expense that the Library incurs flows into and supports these program areas as either direct or indirect costs. One of the major challenges with this type of budgeting is that our line item budget doesn't conveniently overlay the programs we're trying to measure. For example a portion of the time spent by our IT staff is spent directly assisting with Adult Services as part of our computer instruction and part of their time is as a support service as part of our IT network. I'm in the process of designing a form to capture event costs which will be matched against a monthly budget for each program. I'll also be using numbers from our monthly circulation statistics to develop such costs as cost per patron served or costs per book circulated etc. More complete information will be presented next month.

Ms. Synor stated that it is very important for the Trustees to read over the financial reports.

Ms. Turner commends the Fiscal Officer for his work.

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

Ms. Turner second the motion.

Discussion: None

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

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

Yes – 6

Motion carries.

Motion Passes.

XI. FINANCE COMMITTEE REPORT

Ms. Synor stated that the audit findings are now available online for the public to view on the state's website.

XII. BUILDINGS AND GROUNDS REPORT

Mr. Mays reported that painting in the Children's Room took place over the past month. He stated that the furnace is having issues and this should be treated as a priority. Mr. Mays stated that there may be a conflict of interest for the other parties who bid on the properties that the Library has bid on behind the Library. Mr. Mays commended the staff on doing a good job remedying some of the issues of the facility. Mr. Mays said that the Board Secretary should work to keep the Board informed of Board and Committee meetings. Mr. Mays would like for the public to be notified to enter the Library for the Elsinor door to obtain entry into the Board meetings.

Mr. Rashid asked if the Board will take part in the bid recommendations.

Director Marcus-Bey replied by saying the architect will present his findings to administration and the Director will present it to the Board.

XIII. PERSONNEL COMMITTEE REPORT

Ms. McClarin stated that there was no meeting. She also stated that they need an extension for the reviews of the Director and Fiscal Officer.

XIV. LIBRARY SERVICES

Ms. Turner said the staff brought in policies. She also stated that institutional policies needs to be developed.

XV. STRATEGIC PLANNING

Ms. Turner said the report came back for NEO and reports will start to reflect items that were a part of the strategic plan. Ms. Turner also stated that the Strategic Planning Workbook will arrive to the Board via email.

Mr. Fambrough said the East Cleveland Public Library should build a museum on the property behind the Library.

Ms. Synor stated that the Library is a business and everything is not for free. She also stated that the Library should solicit grant writers to help generate funds. Ms. Synor concludes by encouraging Trustees to go to conferences for training and bring the information back to the Board.

XVI. New Business

a. Resolution No. 03-01-2017: Resolution to Approve Permanent Appropriations for 2017.

Ms. McClarin motioned to approve Resolution No. 03-01-2017

Mr. Fambrough second the motion.

Discussion: None

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

Ms. McClarin moved and Mr. Fambrough seconds for the approval of Resolution No. 03-01-

Yes – 5; Abstain - 1

Motion carries.

Motion Passes.

b. Resolution No. 03-02-2017: Resolution to Adopt the Tax Budget for 2018.

Mr. Fambrough motioned to approve Resolution No. 03-02-2017

Ms. McClarin second the motion.

Mr. Fambrough moved and Ms. McClarin seconds for the approval of Resolution No. 03-02-2017.

Discussion: None

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

Yes – 6

Motion carries.

Motion Passes.

c. Resolution No. 03-03-2017: Resolution to Change the Established meeting time.

Ms. McClarin motioned to approve Resolution No. 03-03-2017

Ms. Turner second the motion.

Discussion:

Mr. Mays inquired as to why a change in the meeting time is needed?

Ms. Synor replied by saying the time change will make it easier for staff and the public to attend the Regular Board meetings. This will also makes it easier for our legal representation to attend.

Ms. McClarin stated that this change in the meeting time will make it easier for seniors to make the meetings.

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

Yes – 6

Motion carries.

Mr. Fambrough motioned to amend Resolution No. 03-03-2017 for the heading to read "Resolution to Change Established Meeting Time of Monthly Regular Trustee Board Meetings to 6:30 PM to Take Effect on April 17, 2017".

Ms. McClarin second 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. McClarin moved and Ms. Turner seconds for the approval of Resolution No. 03-03-2017.

Motion Passes.

Mr. Fambrough moved and Ms. McClarin second for the amending of Resolution No. 03-03-2017.

Yes – 6

Motion carries.

Motion Passes.

d. Trustee Training

Ms. McClarin informed the Board of the March 25, 2017 Ohio Library Council Trustee Training session in Columbus Ohio that she will be attending.

Ms. Synor queried the Board to see if any other Board members wanted to attend.

Mr. Mays motioned for the approval of Trustees to attend the training seminar in Columbus on March 28, 2017.

Ms. Turner second the motion.

Mr. Mays moved and Ms. Turner seconds the motion to approve Trustees to attend seminar in Columbus on 3/25/2017.

Discussion: None

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

Yes – 6

Motion carries.

Motion Passes.

Mr. Fambrough motioned for "Audience Participation" to be the next agenda item.

Ms. McClarin second 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).

Yes – 6

Motion carries.

Mr. Mays moved and Ms. McClarin seconds the motion for "Audience Participation" to be the next agenda item.

Motion Passes.

XVII. AUDIENCE PARTICIPATION

Dr. Rice commended the Board President, Board and the Executive Director for their work with the Library. She said with the death of Rockefeller, we should quickly create a grant. Dr. Rice stated that she was very pleased with the programming of the Library

Ms. Gouty complemented the Library on the renovations in the Lower Auditorium. She commended Director and the Board for getting along

Judge Keenon said she loved the way the Library looks and she loves that everyone is working together.

XVIII. EXECUTIVE SESSION

Mr. Fambrough motioned to go into Executive Session.

Mr. Rashid seconded 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).

Yes – 6

Motion carries.

Meeting goes into Executive session at 8:52 PM

Mr. Mays motioned to come out of Executive Session.

Ms. Turner seconded 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).

Yes – 6

Motion carries.

Mr. Fambrough moved and Mr. Rashid seconds the motion to go into Executive Session.

Motion Passes.

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Mr. Mays moved and Ms. Turner seconds the motion to come out of Executive Session.

Motion Passes.

Meeting comes out of Executive session at 9:40 PM

XIX. ADJOURNMENT

Mr. Mays motioned to adjourn the meeting.

Mr. Fambrough seconded 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).

Yes – 6

Motion passes

[The meeting adjourned at 9:41 pm]

Mr. Mays moved and Mr. Fambrough seconds a motion to adjourn.

Motion passes.

A large, stylized handwritten signature in black ink, featuring several large loops and a long horizontal stroke at the end.

Ms. Leontine Synor, President

A smaller, more compact handwritten signature in black ink, appearing to read 'William Fambrough'.

Mr. William Fambrough, Secretary