

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
March 28, 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.

**I. (a) ROLL CALL**

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

Absent: Ms. Turner, Mrs. Anderson

A quorum exists. Present – 5; 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.

**II. LIFT EVERY VOICE AND SING**

Audience invited to sing.

**III. INTRODUCTION OF GUESTS**

**IV. APPROVAL OF THE AGENDA**

Ms. Synor notes the agenda has been updated to include the final appropriations for the budget.

Mr. Silvera moves for the adoption of the agenda.

Mr. Fambrough seconded the motion.

Discussion: None.

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

Yes – 5,

Motion carries.

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

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

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Mr. Silvera moved for the adoption of the agenda  
Mr. Fambrough seconded the motion.

Motion passes.

Mr. Silvera moves for the adoption of the minutes from 12/21/15 with the correction of location to the Greg L Reese Performing Arts Center from the Lower auditorium.

Mr. Mays seconds the motion.

Discussion:

Mr. Fambrough moves to amend the corrected spelling of Devin Branch's name.

Mr. Mays moves to approve the minutes from 12/21/15 as amended to reflect the corrected spelling of Devin Branch's name and the corrected location of the Greg L. Reese Performing Arts Center.

Ms. McClarin seconds the motion.

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

Yes – 5

Motion carries.

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

Motion passes.

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

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

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

Mr. Silvera seconds the motion.

Discussion: None.

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

Yes – 5, Abstain – 0

Motion carries.

Mr. Mays moved for the approval of the minutes from 01/19/16. Mr. Silvera seconded the motion.

Motion passes.

**VII. APPROVAL OF THE MINUTES FROM 02/15/16**

Ms. Synor asked for a motion to approve the minutes from 02/15/16.

Mr. Silvera moves to approve the minutes from 02/15/16.

Ms. McClarin seconds the motion.

Discussion: None.

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

Yes – 5, Abstain – 0

Motion carries.

Mr. Silvera moved for the approval of the minutes from 02/15/16. Ms. McClarin seconded the motion.

Motion passes.

**VII. COMMUNICATIONS**

Ms. Marcus-Bey informed the Board that an invitation was extended for the Cleveland Art Prize. The Director was asked to be on the panel for 2016 for literature.

**VIII. PRESIDENT'S REPORT**

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

Ms. Synor commented that the board be mindful of the budgetary impact of traveling to conferences and to remember a written report is due upon return about the activities that each trustee participated in.

**IX. Director's Report**

Ms. Marcus-Bey said the Creative Workshop had 5 of their authors in attendance this on February 3<sup>rd</sup> and 17<sup>th</sup>. They also have books that are being reviewed for submission in the East Cleveland Public Library's collection.

Ms. Marcus-Bey stated there was a cultural activism workshop in partnership with MOCA on February 27<sup>th</sup> hosted by Alixa Garcia and Naima Penniman of Climbing

Poetree. The presentation had 20 attendees and was held at the East Cleveland Public Library that featured their art including storytelling, slides and video. This also included their S.T.I.T.C.H.E.D project which is a tapestry of over 10,000 stories. FLOW: Future Leaders of the World has had 107 attendees throughout their 7 sessions at the East Cleveland Public Library. Ms. Marcus-Bey stated that this is collaboration with the Neighborhood Leadership Institute. Their purpose is to promote leadership in the Black community.

For Black History Month, Ms. Marcus-Bey stated that, staff member, Ms. Murray implemented trivia for the students about the Civil Rights Movement and Black History Month.

Teen Zone had a busy month with 145 students.

Chillax (Cuyahoga County Board of Health) is a program for young men to speak with adults that have experienced what they are going through. Subjects range for fatherhood to health issues.

Children's Programming included Youth Chess Club which meets Mondays through Thursdays and had 60 attendees for the month. The Pee Wee Reading Roundtable meets Tuesdays and Thursdays and had 18 attendees for the month. Storytime is in its first quarter. This is a partnership with the George Forbes Daycare Center and the Head Start Program. Drop-In Art and the African-American Read-In are special programs that also took place this month.

Partnerships include the Library Sign-up campaign to help get younger people involved. The East Cleveland Public Library is working with Ohio Checkbook and is now the first and only library in Cuyahoga County to be a part of their program. The Library is also working with Literacy Cleveland and Ms. Marcus-Bey was invited to interview R.A. Washington at Happy Dog on February 17, 2016.

Professional Development & Training included Ms. Paula Reid-Tucker presenting at the NEO-RLS Training for Page Supervisors. She and Mr. Turner also attended Sunshine Law training.

Mr. Fambrough asked for an update on his inquiry about bringing art back to the Library from February's Board meeting.

Ms. Marcus-Bey stated that an art event is planned for August following the Founder's Day and Flewellen programs.

Mr. Fambrough inquired about the Cleveland Museum of Art's Advisory Committee.

Ms. Marcus-Bey stated that the committee has several representatives of prominent organizations and they discuss their capacity to form partnerships with the museum.

They also have some say in the art that is presented to the community at the museum.

Mr. Fambrough also inquired about the status of Presidential letters owned by the East Cleveland Public Library, currently being stored off-site in a climate controlled facility of the Cleveland Public Library.

Ms. Marcus-Bey is aware of the items and has been attempting to contact the Cleveland Museum of Art, but has not been able to meet with anyone yet.

Mr. Fambrough stated that he thought the items were stored at the Cleveland Public Library. But he would still like an update of their status.

Ms. Marcus-Bey stated that she will inquire.

Mr. Mays asks for clarification about the Teen Zone and its function.

Ms. Marcus-Bey defines the Teen Zone as a place where teens can come, talk and be their selves. Based off of a focus group last year, they expressed a need for this program. There are also structured activities suited for the teenagers like arts & crafts, discussion groups and movies.

Mr. Silvera request that statistical data be on patron's interaction with the Flewellen collection also be collected.

Ms. Synor acknowledges the continued improved numbers in the library's programs.

Mr. Mays asks for clarification on huge differences in circulation numbers.

Ms. Marcus-Bey stated this was the results of the collection being updated and opened up to Clevnet in an effort to increase circulation.

Ms. Synor asks for the Director's plan of action to remedy issues with the collection.

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

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

February 2016

Our permanent appropriations budget has to be passed by March 31 and submitted to the Budget Commission. Our attempt in establishing this year's appropriations is to balance our expenditures against expected revenues. Unfortunately, estimated property tax revenues are down from last year's projections by approximately \$128,400 or 14.6% and while we can expect additional revenue from our delinquent collections those amounts are not known nor are they part of the certificate. PLF revenues are up only by 6.6% or \$91,732. This net loss in estimated revenue forces us to look at our reserves to balance our anticipated spending for this year. And while this is the case we expect delinquent collections to make up the shortfall as they have been averaging \$200,000 a year for the past four years.

Our Permanent Appropriations must be approved by resolution and filed by March 31<sup>st</sup> which will set our appropriation levels for the year. The Director and myself and the management team have been working to make any necessary changes and have presented them to the Finance Committee for review. After the 31<sup>st</sup> any subsequent changes to the appropriation levels must be done so with Board resolution approval. Any reallocations of funds do not require Board approval so long as they don't increase overall appropriations. The most significant component of our 2016 appropriations is the money being set aside for facility and property maintenance. These items were discussed in the Building and Grounds Committee meeting.

As a note to the Board, the Library must submit its Tax Budget for 2017 to the East Cleveland School Board of Trustees by May 31<sup>st</sup>. I should have a preliminary draft to the Finance Committee by next month for their review.

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

Discussion:

Mr. Mays asks for clarification as to whom the delinquent collections are from.

Mr. Cockfield replies that it is in reference to East Cleveland property owners.

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

Yes – 5.

Motion carries.

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

Motion Passes.

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

Mr. Silvera stated that the Finance Committee did meet this month and there were issues with the personnel compensation and benefits infrastructure and having a new Human Resources Director will help address those issues. Mr. Silvera said he seeks to maximize the benefits to employees while minimizing the expense to the Library's budget. Mr. Silvera stated the Board needs to work harder in reaching out to the private community to help raise money. He and the Fiscal Officer are working on materials to give to the Board to assist in bringing gifts to the Library.

Ms. Synor added that Ohio is one of only two states that set aside money for their libraries. Ms. Synor goes on to say that a crafted message accompanied by statistics will aid in the Library's efforts to raise money from donations. She also states that the Board should consider several options including grant writers as a means for finding money to support the Library.

Ms. McClarin commends the Director and staff for the new direction packages with the new logo for the Library and also the business cards that have been very useful in getting the East Cleveland Public Library's name out to the public.

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

Mr. Mays stated that the Buildings and Grounds Committee met this month. One issue that was discussed was the need to repair the roof and if the Library is a historical building, the need to use original materials. Mr. Mays commented on the need for the front stairs to be repaired as soon as possible to avoid injury to anyone. He continued by saying it was suggested during the committee meeting that it was suggested that the Director go out for bids on the roof and some of the other repairs. Windows and lights were other items that were mentioned during the meeting. Mr. Mays stated that the budget allowed for the needed repairs to be made.

Mr. Fambrough also suggested that the Board follow the law and go out for bids to get the work done.

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

Ms. McClarin opened by stating the Personnel Committee meeting was productive and that they were introduced to two administrative employees: the new Human Resource Director, Ms. Stephanie Wood and the Public Services Manager, Mrs. Paula Reid-Tucker. Ms. McClarin mentioned that the Director brought attention to outdated material that was still on the shelves as well as missing materials that were

purchased twice. Both issues are currently being investigated by administration. Ms McClarin recounted Ms. Synor's statement about no tolerance of theft and misconduct. She continued by mentioning the Human Resource Director had already started investigating issues that were previously brought up in Trustee meetings.

Ms. Synor states that "change brings resistance". She adds that the Board should follow the law and while saving money, the staff will resist some of the changes. Ms. Synor also mentions the outdated policies and procedures are being addressed with a new draft that is currently being reviewed by an external attorney.

Mr. Mays asks a question related to Buildings and Grounds and the process by which the Board begins the procedure of take bids for repairs.

Mr. Fambrough answers the question by saying the Board receives a recommendation from the Buildings and Grounds Committee to go out for bids then it would appear on the agenda and by passage the Director would carry out the bidding process.

Ms. Marcus-Bey reminds the Board about the \$50,000 threshold.

Mr. Gutowski suggests getting pricing on what's currently on the roof and what is currently used for roofing.

#### **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. Synor stated that this would be addressed at the next meeting.

Mr. Fambrough stated that he previously requested a copy of the quarterly report that was sent to the school board but had not received it.

Ms. Synor stated that an email was sent out to everyone with that information shortly after the request was made.

Mr. Fambrough requested the amount that was paid to the minority contractor who worked with Johnson Control.



Ms. Synor answered by saying she had previously requested for the Fiscal Officer to inquire with Johnson Control, but he has never received a sufficient response. Ms. Synor then asks the Fiscal Officer to turn over the request to Mr. Gutowski.

Mr. Gutowski agrees, but advises the Board to not have high expectations, because there are no monies owed to Johnson Control.

**XVII. New Business**

- a. Mr. Silvera moved for the adoption of **Resolution No. 03-01-2016: - Resolution to Approve Permanent Appropriation for 2016**

The Board of Trustees of the East Cleveland Public Library resolves to approve the following Permanent Appropriations for 2016.

Ms. McClarin seconded the motion.

Discussion: Mr. Mays inquired the total projection amount.

Mr. Cockfield stated that the amount represents a projection of spending including the collection of property taxes. He said without the collection of the property taxes, the Library would begin to spend its financial reserves.

Mr. Mays expresses concern over additional delinquencies than anticipated.

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

Yes – 5.

Motion carries.

**b. Bids for Building Repairs**

Mr. Mays moved to authorize the Director to bid for repairs for the roof and front stairs.

Mr. Fambrough seconded the motion.

Discussion: None.

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

Yes – 5.

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

Motion Passes.

Mr. Mays moved to authorize the Director to bid for repairs and Mr. Fambrough seconded the motion.

Motion carries.

Motion Passes.

**XVIII. Audience Participation**

Jamal Billingsley, the Vice President of the Friends of the Library spoke about the Progeny musical program partnership between the Friends of the East Cleveland Public Library, the East Cleveland Public Library and the Shaw High school. Mr. Billingsley stated that the support from Shaw High was not enough to sustain the program and requested \$2,000 per year.

Mr. Billingsley also stated that he believes the Library is not a registered historical building.

Ms. Synor asks that Mr. Billingsley submit a proposal so the Board can review his request.

**XIX. Adjournment**

Mr. Fambrough moved to adjourn the meeting.

Mr. Mays seconded the motion.

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

Yes – 5.

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

Motion carries.

Motion Passes.

[The meeting adjourned at 8:37 pm]

Ms. Leotine Synor, President

Ms. Terra L. Turner, Secretary

