

East Cleveland Public Library
Regular Board of Library Trustees Meeting
April 16, 2018
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

1213 MP3

Ms. Turner called the meeting to order at 6:42 p.m.

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 6

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: Attorney Angela Bennett, Judge Una Keenan, Dr. Mary Rice and Gerald Silvera

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Turner suggested that after the Fiscal Officer's report the East Cleveland Board of Education add comments relating to the financial reporting ECPL previously sent to them.

Mr. Rashid suggested moving Resolution 04-01-2018 to after the Buildings and Grounds report.

(Ms. Synor arrived at 6:53pm)

Ms. Synor interjected that no vote is needed, and this item should just be added to the agenda. She also stated that Board members should review the agenda to make sure no items were omitted before the meeting.

Mr. Mays stated that this item should be placed on the agenda under "OLD BUSINESS".

Mr. Rashid motioned to approve the amended agenda.

Ms. McClarin seconds the motion.

Discussion:

None

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

Yes – 6; Abstain - 1

Motion passes.

IV. APPROVAL OF REGULAR BOARD MINUTES FROM MARCH 19, 2018

Ms. McClarin motioned to approve the regular Board minutes from March 19, 2018.

Mr. Rashid seconds the motion.

Discussion:

None.

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

Amended agenda approved.

Ms. McClarin moved, and Mr. Rashid seconds the approval of the 03/19/2018 minutes.

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

Yes – 7

Motion passes.

Minutes for
03/19/2018
are approved.

V. COMMUNICATIONS

Ms. Marcus-Bey reported the East Cleveland Public Library received a handwritten letter on March 6, 2018 from Valaida Allen stating that the ECPL Staff are "wonderful, respectful and good people".

VI. PRESIDENT'S REPORT (T. TURNER)

Ms. Turner stated that a defined time should be in place for all committees since committee assignments are already in place.

Ms. Marcus-Bey stated that Library Services still needs a schedule.

Ms. Turner continued her report by saying a special Board meeting needs to be scheduled to go over the Board Bylaws.

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

S. Marcus-Bey — Executive Director

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

ADULT PROGRAMMING

- GED-TRI C Able students met at ECPL in March in order facilitate their preparation for the new GED testing platform.

Attendees: 96

- ECPL patrons attended an electronic bill paying class headed up by ECPL employees. During the month of March, patrons were instructed on how to navigate the online bill paying world.
Attendees: 13
- The ECPL Job shop reported that it impacted 804 patrons over the month of March in job seeking activities, ranging resume preparation, job search, filing for unemployment claims, job testing and searching. The Job Shop was the brain-child of former director, Ernestine Hawkins in 2008.

CHILDREN'S PROGRAMMING

- The toddlers form CEOGC — the Council for Economic Opportunities in Greater Cleveland came twice for Storytime for March. Storytime consist of fingerplays, songs, and movement activities. Themes for March were food and Spring. The books we read for Spring included Mouse's First Spring, and The Rain Stomper. For our food storytime we read Kitchen Disco and The Gingerbread Man Goes to School. Following the storytimes, Ms. Henderson as usual did the "hello song", a movement activity and a flannel board story.
Attendees: 48
- The ECPL Chess Club continued to meet during the month on Tuesdays, Wednesdays and Thursdays. Students can be seen working closely seeking to master the experience. The Library as a result of the interest is working toward seeking funding to support the Library's chess efforts and to develop expanding the project to include
Attendees: 29

SPECIAL PROGRAMS AND PARTNERSHIPS

- East Cleveland Public Library in collaboration with the Organizing Branch for the Study of African American Life and History hosted a Black History Saturday on, March 31, 2018 which highlighted the work of black women poets. The event was attended by 25 people.

- The Friends of the East Cleveland Public Library held its annual book sale on March 28-31, 2018. The book sale was well attended by the public and they were able to raise over \$300. Simultaneously, Jane Sheets former trustee and current Friend of the ECPL headed up a Voter's Registration drive. As such, Ms. Sheets was able to register 35 young adults and non-registered voters on March 30th and 31st.
- 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. Communities from Cuyahoga County attended a discussion headed by the author on March 15, 2018 at the Cleveland Playhouse Square. The event was well attended by the public.

Mr. Fambrough stated that there was no update on the boiler directive that was put in place back in December 2017.

Ms. Turner stated that additional information will be available later during this meeting.

VIII. FISCAL OFFICER'S REPORT (R. COCKFIELD)

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

March 2018

Prepared April 2018

Financial reports as of March 31st have been distributed. Three month's spending is well within appropriated limits except for a few items which are being looked into.

Our reconciled cash fund balance for all funds as of March 31st is \$744,728.55 and is broken down as follows:

Bank and Investments:	
US Bank	\$54,952.93
Plus: Deposits in Transit	\$483.04

Less: Outstanding Checks	- \$1,926.35
US Bank Adjusted Balance	\$53,509.62
Star Ohio 1	\$516,452.86
Star Ohio 2	\$174,766.07
Total Bank and Investments	\$744,728.55
Funds:	
General Fund	\$574,075.87
Flewellen Fund	\$8,448.70
Performing Arts Center	\$4,780.00
Building Fund	\$153,631.98
Permanent Fund	\$3,792.00
Total Fund Balances	\$744,728.55

Our conversion to the new accounting system has begun. Mrs. Chambliss and I met with the Fiscal Officer of Wayne County Public Library to discuss how they structured their system and how they use it. They've been on the system for more than ten years and are very satisfied. The Director, Managers, Mrs. Chambliss and I will be meeting next week to discuss account structures and make a determination of how we want to be able to report out the information. All the reports you currently see can be duplicated but better reporting is available with the new system.

The State Auditors have contacted me to begin the 2016-2017 audits. I expect to hear from them to tell me when they expect to be in.

There is a resolution before the Board to proceed with the P.A.C.E. financing proposal. I supplied the Board with a number of documents and provided my summary assessment. With the understanding that our boilers need replacing and we can realize energy savings by replacing our lighting and windows the decision process is reduced to two choices:

- Tackle the repairs/replacements most needed with the financing for repairs being paid out of existing fund balances. The boiler replacement and the lighting upgrade solve the most immediate need with a cost of \$240,700 and would generate \$15,769 in annual savings – a simple payback of 15 years. This would reduce our total cash fund balances by one third and would only address two of the eleven ECM's (Energy Conservation Measures) identified by the energy audit. Also, we would be addressing half of the estimated total project cost while realizing only one third of the savings. Additionally, there remains \$237,100 worth of energy saving repairs

needing to be accomplished which are further compounded by increased maintenance and repair costs.

- Utilize the P.A.C.E. financing option to address all energy saving options, retain our cash fund balances, and spread the cost of repairs over the life of the financing. All ECM's (Energy Conservation Measures) are addressed and the savings generated more than covers the cost of the financing thereby generating a net positive payback immediately. Fund cash balances are held in reserve to cover any unexpected occurrences. While revenues are still expected to decline, the Library has taken a longer term position by addressing all energy saving facilities costs thereby freeing up resources to be channeled elsewhere. In addition, and no less important, the Library has avoided future capital costs which would have been incurred by delaying the improvements. Lastly, we establish a comfortable, well lighted environment for our patrons.

I'm therefore recommending that we take advantage of the P.A.C.E. financing which stabilizes facilities costs even further, generates a net positive financing cash flow, and allows us to maintain cash balances all while improving customer satisfaction.

To address the interest of the Board to create an endowment fund, I've passed out an article which I believe is quite good and touches the high/low points involved.

Lastly, if any Board members are interested in attending ALA now is the time to place reservations.

Mr. Rashid stated that the amounts provided for payback from the P.A.C.E. program are estimates and according to his assessment, only provides a 3-5% savings.

Mr. Cockfield responded by stating that the estimate is from the first energy audit and a second energy audit will be more thorough and provide more accurate numbers.

Mr. Rashid added that the report stated that there may be 10 more years of service to be had from the current boiler.

Mr. Mays stated that someone from Denk Associates should be available to take questions from the Board for discussion.

Ms. Synor motions to approve the Fiscal Officer's Report.

Ms. McClarin seconds the motion.

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

Discussion:

Mr. Fambrough stated that the Staff is doing things that they were not asked to do.

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

Yes – 6; No - 1

Motion passes.

The Fiscal
Officer's
report is
approved.

IX. BOARD EDUCATION

Dr. Mary Rice presented for the East Cleveland School Board's Finance Committee. She said that they received the Cuyahoga County Alternative Tax Budget for 2018 and 2019 from Mr. Cockfield. She stated that a resolution was passed on April 9, 2018 accepting the tax resolution.

X. FINANCE COMMITTEE REPORT

Ms. Synor began by explaining at the previous Finance Committee meeting, she made the recommendation of discussing the P.A.C.E. program during the Regular Board meeting. Ms. Synor also went on to explain that the Director was given a directive by the Board and she set out to complete it and in doing so, found a way to fix a more things in the process. Ms. Synor explained that the P.A.C.E. program was brought to the Board to be considered. Ms. Synor stated that the Library's energy bills are where the numbers were derived for the various reports pertaining to this program. The community and the future of the Library needs to be considered before dismissing this program warns Ms. Synor.

Mr. Rashid expressed concern that if the Board approved Resolution No. 04-01-2018, the other parties involved would take their money and the Library would be left to make the needed repairs without the full amount of money needed to do the work.

Mr. Rashid also stated that the Library should have an itemized list with the selected bidders and the amount of money needed for each item. He also went on to say that it was his understanding that Denk and Associates would provide a contract for the Library to sign stating the scope of work that they would provide.

Ms. Turner read a letter that was received today and from Denk and Associates and supplied in each Trustee's Board packet. The letter read as follows:



DENK ASSOCIATES, INC.
CONSULTING ENGINEERS

PRINCIPALS
Joseph F. Denk, Jr.
Michael T. Gans

ASSOCIATES
Joseph F. Denk, Sr.
Joseph A. Koss

April 16, 2018

Ms. Sheba Marcus-Bey
East Cleveland Public Library
14101 Euclid Avenue
Cleveland, OH 44112

RE: Mechanical and Electrical Systems

Dear Ms. Marcus-Bey:

I have reviewed the information presented in the Commons Energy Report. The report reviews all of the systems and offers an analysis of energy conservation measures for the Library mechanical and electrical systems. The analysis is thorough and helpful and what I would like to do is continue with our design work for the replacement of the various systems and offer opinions and feedback as we have a chance to work into the details of each system and the operation of everything.

Sincerely,

Joseph F. Denk, Jr.

JFD:sk

16633

903 EAST 200TH STREET

CLEVELAND, OH 44118

(216) 521-8800

Ms. Turner added that the process is an expansive program that requires the approval of the East Cleveland City Council.

Mr. Mays said that it seems that P.A.C.E. is taking over what the Director was asked to do and that other things are being added to what was authorized.

Ms. McClarin stated that since December the Director brought a full presentation to the Board with hardcopies along with the Fiscal Officer's recommendations from a financial prospective about the P.A.C.E. program.

Mr. Fambrough said that members of the Board are not ready to vote on this resolution and it should be tabled for another meeting where it can be discussed in detail.

Ms. McClarin replied that tabling this item will just delay the process.

Mr. Rashid stated that he wants to see numbers and how it is going to be spent. He also asked how savings are going to make up for \$500,000.

Ms. Turner responded by saying that the resolution is only means that the East Cleveland Public Library will entertain the P.A.C.E. program. She continued that a second assessment will give more accurate numbers. Ms. Turner then added that at any point, the Board can choose not to move forward. She explained that P.A.C.E. is for addressing much broader problems than just fixing the boiler.

Mr. Fambrough stated that this all seems like a sales job. He then reads Resolution 12-06-2017 authorizing the Director to engage the services of an architect / engineer to prepare specifications for the bidding and repair of the HVAC system.

Ms. Turner replied that the Director did what was requested by engaging an engineer that was recommended by the architect that the Library previously used. Ms. Turner continued that it is the Director's job to efficiently deal with the day to day operations of the Library and in doing so requested an energy audit.

Mr. Mays said the subject is getting convoluted with other things and the boiler should take priority.

Ms. Turner answered by saying that the Library has several systems that must work efficiently and in concert with one another. She added that addressing only one item is not adequately serving our community. Mr. Rashid said "Let's put it to a vote".

Ms. Turner stated that the Resolution 04-01-2018 was be read and voted on after the Buildings and Grounds Committee according to the amended agenda, but the Personnel Committee has yet to report. She then asked if the Buildings and Grounds Committee was finished with their report and ready to vote.

XI. BUILDING AND GROUNDS COMMITTEE REPORT

Mr. Mays said that security needs to be armed and is currently unable to protect the building and the people in it. Mr. Mays also stated that the Buildings and Grounds

Committee will be presenting a resolution in the future to bring back armed security. He later went on to say that the Building and Grounds Committee would like to meet and speak with the Engineer.

Mr. Rashid added that staff were requested to bring back bids from different insurance companies due to the cost being the determining factor for security being armed.

Ms. Synor asked for other alternatives to also be considered. Guns increases the Library's liability.

Mr. Fambrough stated that the Board can always vote and change the way things are done.

Ms. Shaheed asked how many violent incidents there have been in the last 2-years.

Ms. Marcus-Bey stated that there have been no incidences of gun violence or an incidence that required anyone to draw a weapon in the past 5-years.

Mr. Rashid asked the audience members on the school Board if there are armed guards in the school?

Judge Keenon replied that all their schools have armed guards.

Ms. Shaheed suggested lockdown areas that will prevent entrance from a gunman as a less expensive and extreme option.

Ms. Marcus-Bey stated that the decision was reached due to financial restrictions. She also added that it would cost the Library around \$84,000 annually.

XII. PERSONNEL COMMITTEE REPORT

Ms. McClarin began the Personnel Committee report by saying that the additional insurance cost for security was discussed during the last meeting and the Library's current insurance provided is in the process of responded to the Fiscal Officer. She continued that this information was going to be brought to the full Board for a vote.

Mr. Fambrough motioned to extend the meetings to address all items on the agenda without a 2-hour time limit.

Mr. Fambrough moved to remove 2-hour meeting limit, and there was no second.

(Motion dies due to no second).

Motion does not pass.

XIII. UNFINISHED BUSINESS

A. Resolution No. 04-01-2018 Property Assessed Clean Energy (PACE) Loan with Northeast Ohio Public Energy Council ("NOPEC")

Ms. Synor motions for the adoption of Resolution 04-01-2018.

Ms. McClarin seconds the motion.

Ms. Synor moved and, Ms. McClarin seconds for the approval of Resolution 04-01-2018.

Discussion:

Mr. Fambrough stated that he might consider a loan if it covered making the Elsinor door ADA compliant and opening the rear door to the public. He continued that he does not support upgrading the lights.

Mr. Rashid took issue with the resolution being the sole responsibility of the Director.

Ms. Turner stated that the Board can pass a resolution preventing the Director to sign off on the P.A.C.E. program.

Ms. Synor moved to rescind her motion for Resolution 04-01-2018.

Ms. Synor rescinded her motion for the approval of Resolution 04-01-2018.

(Ms. Synor leaves the meeting at 8:33pm)

Ms. Turner announces the Policy Meeting being held on April 30th, 2018 at 6:30pm.

Mr. Fambrough motioned for adjournment based on the 2-hour time limit per Board policy.

Mr. Fambrough moved for adjournment based on the 2-hour meeting limit, and there was no second.

Ms. Turner replied that only one item remains on the agenda.

(Motion dies due to no second).

Motion does not pass.

XIV. AUDIENCE PARTICIPATION

Mr. Gerald Silvera stated that he reviewed the P.A.C.E. program and it realizes the Library's strategic plan and it provides a cohesive energy plan that covers many of the needed repairs that the Library needs. He continued that he has some concerns over the absences of a climate-controlled area in the plan and sticking to the internal control policy. Ms. Silvera also stated that dealing with the whole building makes more sense than dealing with only the boiler. He continued by saying the Board should have more confidence in the Administration and know that they are obligated to make sure the Library is in compliance. He then added, with the proper oversight from the Board, this program should work.

Mr. Fambrough agrees with Mr. Silvera on the climate-controlled area.

Ms. Turner reiterated that this loan is for energy efficiency and that this is a federally funded program takes place across the country.

XV. ADJOURNMENT

Mr. Fambrough motioned to adjourn the meeting at 8:51pm.

Mr. Rashid seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

[The meeting adjourned at 08:48 pm]

Mr. Fambrough moved, and Mr. Rashid seconds the motion to adjourn.

Motion passes for adjournment.

Ms. Terra Turner, President

Ms. Leontine Synor, Secretary