

East Cleveland Public Library
Regular Board of Library Trustees Meeting
April 17, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:30 p.m.

1172 MP3

I. CALL TO ORDER
a. ROLL CALL

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

A quorum exists. Present – 5; Absent - 2

Also present at the table were: Ms. Sheba Marcus-Bey (Exec. Director), Mr. Ross Cockfield (CFO), Mr. E.F Turner III (Exec. Admin. Assistant)

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Mr. Fambrough asked to put the Approval of Minutes as a topic under New Business. He also asked to put Tracking of Records Request, the Board's Relationship with the School Board, and "Waiving the 24 Hour Rule" under New Business.

Ms. Turner motioned to wave the 24 hour rule to amend the agenda.

Mr. Fambrough second the motion.

Discussion: None

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

Ms. Turner moved and Mr. Fambrough seconds the motion to wave the 24 hour rule to amend the agenda.

Yes – 5

Motion carries.

Motion Passes.

IV. APPROVAL OF MINUTES FROM MARCH 20, 2017

Ms. McClarin motioned to approve the minutes from March 20, 2017.

Mr. Fambrough motioned to amend the minutes with pending corrections.

Ms. McClarin second the motion.

Mr. Fambrough moved and Ms. McClarin seconds the motion to amend the minutes from 03-20-2017 with pending corrections.

Discussion:

Mr. Rashid asked when issues with the Minutes should be addressed.

Ms. Synor stated that issues with the Minutes should be addressed immediately and not to wait during the Board meeting.

Mr. Rashid said it was the obligation of the Board to review the Minutes and submit changes before the meeting.

Ms. Turner responded by saying Trustees can bring corrections to the Board meeting and those corrections can be voted on before the Minutes are approved. She also said going back to make changes to the Minutes after they have been approved is "problematic".

Mr. Fambrough stated that this is why he asked for the amendment before the Minutes were approved. Otherwise, records can't be corrected even if they have glaring examples of mistakes.

Ms. Synor said corrections could have been sent to the Executive Assistant before the Board meeting. Ms. Synor likened the changing of approved Minutes to writing a check and leaving the amount blank.

Mr. Rashid said it was a poor use of time to discuss changes to the minutes during the meeting. If the entire Board received the minutes in a timely manner, reviewed them, made changes and copy other Trustees and the Executive Assistant before the meeting, it would save a lot of time.

Ms. Synor asked Ms. McClarin to submit the question to OLC as to how to amend previously approved minutes.

(Mr. Mays arrives at 6:55pm)

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

Yes – 1, No - 5

Motion does not carry.

Motion Fails.

Ms. McClarin withdraws her motion to approve the minutes from March 20, 2017.

Ms. McClarin then motioned to table the minutes from March 20, 2017.

Mr. Rashid second the motion.

Ms. McClarin moved and Mr. Rashid seconds the motion to table the minutes from 03-20-2017.

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.

V. COMMUNICATIONS

Director Marcus-Bey stated that there were none.

VI. PRESIDENT'S REPORT

Ms. Synor began by saying that she attended training for Board Trustees. She said she learned that Trustees need to ensure that their policies are congruent with the Ohio Revised code. Trustee responsibilities were a topics of her training. She

continued by saying that the East Cleveland Board of Trustees is a governance Board and not an operations Board and its job is to govern over the Library and to make sure it is also fiscally sound. This is done by identifying how the budget is set up and shifting to a 5 year plan from a 1 year plan and also other methods of generating revenue. Ms. Synor stated that her training included the proper use of email by Trustees. Ms. Synor also stated in her training she learned that minutes must be kept for all meetings moving forward and that referring people to the website is also a sufficient method of providing minutes.

Ms. Synor continued by stating the Attorney was unable to get some of her points across due to over talking of the Board. The Attorney's time is best utilized if she is allowed to do her job.

Ms. Synor concluded by saying that OLC training is available for Trustees online.

VII. DIRECTOR'S REPORT

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

ADULT PROGRAMING

The East Cleveland Public Library hosted Ideastream and WVIZ Channel 25 at a town hall discussion on March, 16 2017 in the Greg L. Reese Performing Arts Center. The event termed a "listening tour" was the first of a series of Ideastream visits to local community libraries in order to address issues impacting local communities.

East Cleveland's topic focused on minority health issues and featured panelist such as, **PanSandra Morgan**, Director of External Affairs, Kent State University; **Trevelle Harp**, Executive Director, Northeast Ohio Alliance for Hope; **Dr. Patricia Blochowiak**, Member, East Cleveland City School District Board of Education; **Rasheeda Larkin**, Program Manager of Government & Community Relations, Stephanie Tubbs Jones Health Center; **John Sobolewski**, Deputy Director of Environmental Health Services, Cuyahoga County Board of Health; and **Marlene Harris-Taylor**, Health Reporter, Ideastream. The event was broadcasted via radio and TV during the last weekend in March 2017. The event was attended by 61 community members.

CHILDREN'S PROGRAMMING

The Children's Department appears to have a steady flow of young patrons. There are a variety of arts & crafts programs with little to no focus on the actual circulation or fuller use

of the collection. Next month the Public Services Manager, Angela Margerum will be able to observe more in this area with a full month of involvement. This department is a work in progress due to the total renovation and the addition of a Literacy Specialist, Heidi Cohen who holds daily and weekly field trips in the same area.

LITERACY SPECIALIST

The Literacy Specialist is teaching basic library skills in addition to re-enforcing lessons taught and shared at our 4 area elementary schools. This newly created position appears to be impacting the overall improvement in youth literacy among our K-3rd grade students who are visited weekly by our Literacy Specialist in their classrooms and when they take weekly field trips to our library's Children's Department.

Through a special grant, the Literacy Specialist was able to donate several bags of books, bookmarks and other literacy enhancing tools to all of the students she serves each week. Principals and other school administrators and educators were thrilled to be included among those who the grant was able to serve. In addition to the work that is done in the schools, the Literacy Specialist has ordered multiple manipulatives that the children will be able to use in the Children's Department to both learn from as well as improve upon their individual literacy skills. Parents/caregivers will be pleased with the offerings that will be present for all to use daily. As a result, we should gradually see an increase in the circulation of materials in that department.

During the month of March, the literacy specialist visited the four East Cleveland elementary schools four times (once per week). During these visits she worked with groups of targeted at risk students using best practices intervention methods, and decodable readers. Phonics skills, decoding, comprehension and writing (letter formation, and grammar) were targeted skills. Students have just completed their final STAR test for the year, which measure year-long growth in reading. The literacy specialist is beginning to collect data from teachers to provide in her next report.

The literacy specialist was able to provide students at the schools with leveled readers to keep and practice at home with guidance from parents and guardians.

- *School Field Trips- Tues. - Fri. 12:30 & 1:30*
Students & Teachers Attendees: 389

During the month of March, 19 East Cleveland Classes, gradesK-2 visited the Library for literacy experiences. Library visit themes focused on written response to text (Kdg.), fiction vs. non-fiction (first grade), and comparing character traits (second grade). The text used for this study was the story, *Tacky the Penguin*. Students heard the story, then responded to

story character traits, by creating a web, and responding to the question "What was your favorite part?" Students were provided time to browse and check out books.

Children's Programming

- *Natural History Museum-Forces and Motion-March 7th 4:00-5:00* Attendees: 10

Youth library patrons enjoyed learning about gravity, momentum, friction and speed during this hands-on program from the Natural History Museum. The presenter was engaging, and provided STEM activities for visitors, ages 5-12.

- *Lego lab- March 14th 4:00* Attendees: 6

Library visitors have begun constructing a "Sponge Bob Square Pants" Lego creation. This is an opportunity for students to practice not only critical thinking skills during the construction itself, but also requires children to work together and collaborate for the successful completion of this ongoing project!

- *Cleveland Museum of Art-March 23 4:00* Attendees: 11

The Cleveland Museum of Art visited the youth at ECPL and completed crafts with children of a broad age range.

- *Mad Science: Light-March 27th 2:00* Attendees: 9

Youth visitors had fun experimenting with concepts of light during a visit from Kevin of Mad Science. Children ages 4-10 learned how light is broken up into individual elements of the color spectrum, and worked with prisms, black light and other cool light mechanisms. We hope to partner with Mad Science this summer to enhance our summer reading program.

MEETINGS AND PROFESSIONAL DEVELOPMENT

- **Meeting with Heights Family Foundation and Literacy Cooperative**

On March 20, The Literacy specialist and the Public Services Manager met with Joan Spoerl, Program Coordinator for the Imagination Library, and Robert Paponetti, Executive Director of the Literacy Cooperative to discuss a partnership between these organizations. They all agree that this was a wonderful opportunity to get books into the hands of the Youth in East Cleveland.

- **Legislative Day**

On March 29, 2017 the East Cleveland Public Library joined other Ohio public libraries for this important day. Accompanying the Executive Director of ECPL was the Public Services Manager who were able to meet with East Cleveland State Representative Kent Smith, and State Senator Kenny Yuko. During the visits, both legislators were thanked for their on-going

support for East Cleveland and its Library, also they were asked to support Ohio's public libraries by rejecting the proposed budget cuts in the state budget bill, HB 49.

- **Catalog Training**

Staff took part in training for staff working in the Reference Department. Staff were able to review the current catalog system – Sirsi; 4 staff members were trained.

- **Diversity Training**

The Director facilitated a workshop on Diversity on March 22, 2017 for ILEAD Ohio. ILEAD Ohio is a program that teaches librarians to work with each other, develop their leadership skills, and use participatory and emerging technologies to solve community problems. The event was sponsored by the State Librarian of Ohio.

East Cleveland Public Library – March 2017 Personnel Report

I. Correspondence

- None

II. Retirements

- None

III. Recommended New Hires & Postings

- Angela Margerum, Public Services Manager, Grade 27, \$65,000 per year; effective March 15, 2017

IV. Terminations

- None

V. Resignations

- Marvetta Rutherford, Janitor, Grade 14, \$13.00/HR; effective March 20, 2017

VI. Sick & Vacation Report

- Ross Cockfield (see attachments)

VIII. Suspensions & Discipline Actions

- None

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

The President replied by saying the information being requested is already provided in the report.

Mr. Mays motioned to accept the Director's Report.

Ms. Synor stated that we normally do not vote to accept the Director's Report.

Ms. McClarin second the motion.

Discussion: None

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

Yes – 5, Abstain - 1

Motion carries.

Mr. Mays moved and Ms. McClarin seconded the motion to accept the Director's Report.

Motion Passes.

VIII. FISCAL OFFICER'S REPORT

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

March 2017

Prepared April 2017

March financial reports have been distributed. Our expenditures for the first three months would be represented by a target expenditure level of 25% (1/4 of the year). Thru three months most of our expenditures are within budget. Those that are outside of the 25% benchmark are being reviewed.

Due to some budgetary changes, I'll be submitting minor appropriation adjustments to the Board next month for review and approval. Because the Board approves our appropriations on a line item basis/object level, I don't have the flexibility to make appropriation adjustments on an as needed basis when unexpected expenditures come up. The Auditor cautioned that the level of appropriation – in our case the object level – determines their evaluation of whether we've spent within our outside of our legal limit. I submit our appropriations to the County at the fund level. Since our appropriations are annualized and our budget position is presented as of a particular month, we are going to try to present our budget from a quarterly perspective to give the Board a better picture of those expenditures that are on target and those that are falling outside of boundaries. Some of our expenditures are annual payments and therefore look like they're out of bounds because the full amount appropriated is being spent early in the year. Others of our expenditures, characterized by overhead costs, are presented more on a monthly basis and are represented by recurring monthly charges. By presenting the process on a quarterly basis these different types of expenditures will be more easily identified. It should also assist in managing the appropriation process so budget adjustments can be better identified. Near the end of the year we'll be able to make final budget adjustments so our approved line item appropriations are in line with what's reported in the accounting system, thereby eliminating the Auditor's comment.

Going forward, it was also asked that as part of our monthly reporting process we provide graphic representations of our financial picture to better clarify our position.

Kevin Penn, CPA has presented me with a list of items he would like to review to begin the process of monitoring our accounting controls. The list was shared in the Finance Committee meeting. In light of our need to make appropriation adjustments, I'm suggesting that we postpone his review for one month. Once completed, his review will be presented to the Board.

Lastly, I've begun work on an updated five year forecast and a 2016 financial report. I should have a draft of both by the end of May.

Mr. Mays asked what is meant by the term "pulling out of boundaries".

Mr. Cockfield replied by saying if boundaries for each object code is exceeded, this would be a problem for the auditor.

Mr. Mays asked if the Fiscal Officer would be able to come back to the Board if this happens.

Mr. Cockfield said previously, it was not required. But now it will be.

Mr. Mays motioned to accept the Fiscal Officer's Report

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

Motion Passes.

IX. FINANCE COMMITTEE REPORT

Ms. Synor stated that she chaired the committee and Ms. McClarin was in attendance along with Mr. Rashid. Ms. Synor stated that it was suggested that a 3 year graph be used to show spending in relation to time to help track spending by displaying trends. Ms. Synor continued by saying it is important for Trustees to read the reports that are supplied by the Fiscal Officer.

Mr. Cockfield said he can make himself available to answer questions if anyone has questions about the financial reports he provides to the Board.

X. BUILDINGS AND GROUNDS REPORT

Mr. Mays thanked the Board for Resolution 04-01-2017 for the replacement of the roof.

Ms. Marcus-Bey stated that internal damage is still being estimated by the contractor, who previously worked with the Library. The Architect and Absolute Roofers will be meeting this week in preparation to begin work on the roof. The staff made an emergency patch to the roof and cleaned the drains to prevent more water

damage to the Library. The Director stated that she will continue to provide the Board with updates.

Mr. Fambrough provided minutes that stated bids from the Special Board Meeting on October 3, 2016 were rescinded. Mr. Fambrough stated that the Library is legally at risk and that it is dangerous to use bids that were previously rescinded.

Ms. Synor said the Library is not using those bids and it is currently an emergency and contractors were asked how they can quickly make the needed repairs. Ms. Synor continued by saying the Library will refer to the Architect on how to proceed with the roof repairs.

XI. PERSONNEL COMMITTEE REPORT

Ms. McClarin began by saying the Personnel Committee met on April 13, 2017. Human Resources provided updates to the Handbook relating to job descriptions. She also stated that a Resolution is being presented to close the Library for Staff development. Ms. McClarin said that an update to the policy related to vacation is needed due to the rate that it is accrued.

Ms. Synor stated that the one year delay in new staff taking vacation has created a financial burden for the Library.

Mr. Rashid said the Personnel Committee meeting was very productive.

XII. LIBRARY SERVICES

Ms. Turner began by saying data streams are being created to record spending on various programming. Line items will be feed into where money is actually being spent. The purpose is to more accurately track expenditures.

Mr. Rashid stated that this sounds very labor intensive.

Ms. Turner said there is currently no sense of how we are spending money. But this practice of accurately tracking expenditures prepares the Library to receive outside funding.

XIII. STRATEGIC PLANNING

Ms. Turner said now that a strategic plan is in place, it needs to be used utilized in reports.

XIV. New Business

a. ALA Travel for ALA 2017 and BCALA 2017

Mr. Fambrough asked what the travel budget is for 2017.

Mr. Cockfield stated that \$25,000 was appropriated and that \$4,800 has been spent and roughly \$21,000 remains.

Mr. Fambrough moved that any Trustee who wishes to travel to ALA 2017 in Chicago should be allowed to go.

Mr. Mays second the Motion.

Discussion:

Mr. Rashid asked if there are any objectives or guidelines.

Ms. Synor estimated that the cost would be too high for everyone to go to ALA Chicago and that it wouldn't leave money for other travel during 2017. Ms. Synor continued by saying agendas for both ALA and BCALA should be reviewed in order to identify which three Trustees will travel to each event.

Ms. McClarin said she previously mentioned that more money should be set aside for Board development.

Ms. Synor stated that the East Cleveland Public Library has the only Board that sends all of its members and that ALA tracks who attends the conference as well as who attends Trustee sessions. As a result, this Board has become the laughing stock of ALA. She also stated that other libraries are more strategic with the use of their resources by sending fewer people to each conference and having them share the information upon their return. Ms. Synor said that the budget we have for Trustee development is much greater than what most other libraries have to spend.

Ms. Turner informed the Board that there is an app you can download for ALA that helps you navigate the conference and eliminate much of the paperwork you would normally have to deal with.

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

Mr. Fambrough motioned and Mr. Mays seconded the motion for Trustee Travel to ALA Chicago.

Yes – 5, Abstain – 1

Motion Passes.

Motion carries.

Ms. Turner moves to table items D, E, F, G and XVI of the agenda.

Mr. Mays second the motion.

Ms. Turner moved and Mr. Mays seconded the motion to table items D,E,F,G and XVI.

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.

b. Appointment of Committee Chairs

Ms. Synor joked about everyone chairing committees, she then read off her appointments to each committee as follows:

The Library Services Committee is Terra Turner Chair and Pamela McClarin as Co-Chair. The Buildings and Grounds Committee is Otis Mays Chair and William Fambrough as Co-Chair. The Finance Committee is Zakee Rashid Chair and William Fambrough as Co-Chair. The Personnel Committee is Pamela McClarin Chair and Otis Mays as Co-Chair. The Policy Committee is an adhoc committee. The Strategic Planning Committee is Terra Turner Chair and Zakee Rashid as Co-Chair.

c. Resolution 04-02-2017: Resolution to Close Library for Staff Day Activities.

BE IT RESOLVED: The East Cleveland Public Library Board of Trustees hereby authorizes the Executive Director of the East Cleveland Public Library to inform the public that the Library will be closed on Friday, June 9, 2017. A notification of the Library's closing will be posted on the Library's website and at entrances to the Library.

This closing is necessary so that Library Administration may conduct annual mandatory

Staff Development Day activities on Friday, June 9, 2017.

Ms. McClarin motioned to adopt Resolution 04-02-2017.

Ms. McClarin moved to adopt Resolution 04-02-2017.

Mr. Mays moved to extend the meeting to 9:15pm.

Ms. Turner seconded the motion.

Mr. Mays moved and Ms. Turner seconds to extend the meeting to 9:15pm.

Discussion:

Mr. Fambrough stated that will only leave 10 minutes for Audience Participation.

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.

Motion carries.

Ms. Turner seconds Ms. McClarin's motion to adopt Resolution 04-02-2017.

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.

Ms. Turner seconds Ms. McClarin's motion for the approval of Resolution No. 04-02-2017.

Motion passes for the adoption of Resolution 04-02-2017.

d. Discussion on the Approval of Minutes.

(Tabled).

e. Training Staff on Records Request.

(Tabled).

f. Discussion on the Relationship between the Library Board and the School Board.

(Tabled).

g. Discussion on Waiving the 24 Hour Rule.

(Tabled).

XV. AUDIENCE PARTICIPATION

James Jackson (a Cleveland resident and patron of the East Cleveland Public Library) said that the Board is doing a great job. Mr. Jackson asked what methods the Library is using to reach out to the community.

Ms. Marcus-Bey stated that all activities are centered on literacy. There is a Literacy Specialist that visits the elementary schools and the children from those schools also visit the Library. There are currently no programs to reach out to teens.

Mr. Jackson said that the Library could use technology to reach teens.

Ms. Turner responded by mentioning the Library's use of social media to connect with teens and the rest of the community.

XVI. EXECUTIVE SESSION

(Tabled)

XVII. 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 9:08 pm]

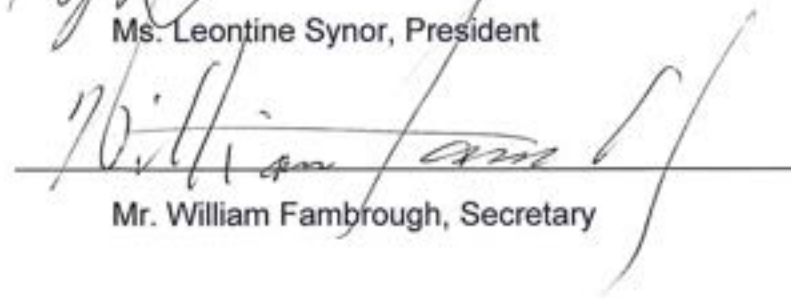
Mr. Mays moved and Mr. Fambrough seconds the motion to adjourn.

Motion passes to adjourn meeting.



A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal tail, positioned above a horizontal line.

Ms. Leontine Synor, President



A handwritten signature in black ink, appearing to read 'William Fambrough', positioned above a horizontal line.

Mr. William Fambrough, Secretary