

East Cleveland Public Library
Regular Board of Library Trustees Meeting
April 18, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Ms. Synor called the meeting to order at 7:03 p.m.

1103 MP3

I. (a) ROLL CALL

Present: Ms. Leontine Synor, Mr. Gerald Silvera, Ms. Terra Turner, Mr. Otis Mays and Mr. William Fambrough

Excused: Ms. Pamela McClarin (Illness)

Absent: Ms. Arlene 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

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF THE MINUTES FROM 3/28/16

Ms. Synor stated that the approval of the minutes from 3/28/16 would be postponed to the next meeting to allow everyone ample time to review them.

V. COMMUNICATIONS

Ms. Marcus-Bey informed the Board that the Library received a correspondence from the Friends of the Library on March 7, 2016 announcing the 2016 Annual Luncheon and Volunteer Recognition and retirement of their President, Sheila Moshogianes on Saturday, April 16, 2016. Mr. Billingsley will take on the role of the new President of the Friends of the Library. She also mentioned that the new officers will be posted on the East Cleveland Public Library's website.

Ms. Marcus-Bey stated that the Library received recognition from Cleveland Clinic when it was presented with an award for community participation.

VI. PRESIDENT'S REPORT

Ms. Synor stated that via policy, Trustees agree to submit reports for travel. This information must be presented to the Executive Committee. She also stated the importance of participating in committee meetings to make for more productive

Board Meetings. Ms. Synor mentioned that Secretary Turner will be sharing a scheduled timeline for the 18 month strategic implementation.

VII. Director's Report

Ms. Marcus-Bey said the Adult programming consisted of Creative Workshop that has continued to take place at the Happy Dog.

The Children's programming consisted of the Pee Wee reading Roundtable which had 38 attendees.

The Toddler Story time which was held in 3 sessions had 44 attendees.

Drop-In Art Programs only had 1 session that was used to provide the children with information on the Cleveland Museum of Art. Ms. Marcus-Bey also stated that this program will also be participating in Parade The Circle.

Ms. Marcus-Bey said there was a special program where the Cleveland Museum of Art came to the Library on March 21, 2016 and taught children how to create 3D sculptures.

This month the Library saw the conclusion of Future Leaders Of the World (FLOW) program that taught young people to be community leaders.

Teen Zone held 8 sessions that served 145 students.

Youth Chess Club had 16 sessions with 56 attendees.

Partnerships include the East Cleveland School District and the Cleveland Museum of Art.

Meetings attended by the Director in March included the Regular Board of Trustee meeting, the Personnel and Finance meetings.

Ms. Marcus-Bey concluded her report by stating that the Library staff attended the monthly Staff Meeting.

Mr. Fambrough asked how the Library is working with the schools?

Ms. Marcus-Bey stated the Library will be going to the elementary schools with tablets to engage students to help reduce the digital divide when it comes to online testing.

Ms. Synor inquired about adjustments being made to Teen programming.

Ms. Marcus-Bey responded by saying these are adjustments to keep the teens occupied.

Ms. Synor asked when will we be able to resume the chess club in the fall?

Ms. Marcus-Bey stated that she would be working with the Public Service Manager to find out what her programming ideas are in the fall.

Ms. Synor asked for more information about the Library Sign-up campaign.

The Director said that she will reach out to the Trustees during the Library Services Committee meeting to waive library fines of students who have lost materials. The total cost for those lost materials is around \$5000. This is being done to encourage library usage.

VIII. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

April 2016

This year's YTD expenditures are running according to budget with most line items approximating 25% of appropriated amounts. Items that exceeded the 25% are those that required a greater amount of spending at the first part of the year.

Our financial report for 2015 is in the draft stages and will be ready for your review shortly. Once the report is completed I'll forward it to all Board members for comments.

On April 13th I attended a Fraud Prevention and Detection training workshop conducted by the Auditor of State. The workshop was very informative and stressed the importance of having and following internal accounting controls procedures. Our system of internal controls is good but can always be improved. The Auditors stressed the need for Administration and Board to practice what they called "professional skepticism" which could be likened to a "measure twice, cut once" approach to carpentry.

I'll be making a presentation to the Board in May to present our five (5) year forecast. Central to that presentation will be forecasts of revenue and appropriation levels going five years forward.

The Tax budget will need to be approved and passed with Board resolution in May. This document is forwarded to the School Board for their passage and forwarded on to the Budget Commission.

Discussion:

Mr. Fambrough asks about the quarterly report.

Mr. Cockfield replied that he has not prepared one yet.

Mr. Fambrough also inquired about the previous quarterly report from December.

Mr. Cockfield stated that he would provide both reports.

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

Questions:

Mr. Fambrough asked why the Library is sending the school board quarterly reports when there has been no discussion or a motion passed by the Board?

Ms. Synor replied that the Board should reflect on the minutes of that time to find out how it came about that the school board receives a copy of the Library's quarterly report. Ms. Synor also stated that the quarterly report be is already supposed to be generated and it becomes a public record at that point that anyone can request.

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

Yes – 5.

Motion carries.

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

Motion Passes.

IX. Finance Committee Report

Mr. Silvera stated that the Finance Committee met on Thursday, April 14, 2016. A payment ledger was submitted to simplify financial reporting during Trustee meetings. Items discussed included benefits, paid breaks and tuition reimbursement and its impact on the budget. Mr. Silvera stated that the Library has overextended itself by offering a very expensive health plan to its employees. It was also discussed

that the Library should not expect much money from property taxes given the economic state of the city of East Cleveland. Mr. Silvera also stated that the Board needs to be proactive and work harder in reaching out to the private community to help raise money to make up for the lack of income from property taxes.

Mr. Silvera stated that this concludes the Finance Committee report.

Mr. Fambrough inquired about establishing an endowment and the steps needed to make this happen.

Ms. Turner stated that this process takes more than a month to complete.

Mr. Gutoski stated that this is an extensive process that should have several resources in place before creating an endowment.

Ms. Synor stated that United for Libraries could be a good place to start for information about starting an endowment or foundation.

X. Buildings and Grounds Committee Report

Mr. Mays stated that the Buildings and Grounds Committee met Thursday, April 14, 2016 at 7:39 PM. He inquired about renewing the Library's occupancy permit. Ms. Synor stated that Mr. Cockfield was able to renew it. Mr. Mays also inquired about repairs made to the malfunctioning alarm system of the Library. Mr. Mays then went on to say that the Policy manual makes no mention of how much money the Director can spend without the Board's approval.

In response to Mr. Mays' query about the Library's failing alarm system, Ms. Marcus-Bey stated that the alarm has yet to be fixed, but measures are being taken to correct the issue.

Mr. Fambrough stated that an occupancy permit can easily be requested.

(52:00)

XI. Personnel Committee Report

No report. Ms. McClarin was out ill and the Personnel Committee did not meet in April.

XII. Library Services Committee Report

Ms. Turner said that the Library Services Committee met on Monday, April 11, 2016. She went on to discuss the Post-Retreat Plan. She stated that the Board made a commitment to revise and update the Library Board bylaws, to create a Board ethics

statement, to make a statement of commitment for Trustee duties, to create a shared values statement and Trustee's code of conduct, establish a Board goal setting procedure, establish an annual Board self-assessment and develop a strategy for Library Board development. In January it was agreed by the Board that the Ad-Hoc and Strategic Planning Committees would become committees-of-the-whole. This means special meetings must occur in order to get things done and this will require at least 4 Board members to. Ms. Turner recommended these meetings be once a month on a Saturday from 10 AM to 1 PM.

Mr. Mays questioned the days that were selected for these special meetings.

Ms. Turner replied by saying this was the best choice due to everyone's busy schedules.

Ms. Turner went on to say there is a need for a program scheme which is a minimum data set for every program. Software programs to be used will be SmartSheet and EverNote. Ms. Turner said there was a discussion that expressed the trustees need for training on the use of the tablets and the software to be used on them.

Ms. Turner also spoke on Overdrive. This is a system that allows patrons the ability to electronically charge out and consume materials on their electronic devices. These materials remove themselves from the patron's device before overdue fines can be assessed.

Ms. Turner mentioned that she was at the Chamburg and spoke with the person who is the Director of Strategic Initiatives and a fundraiser for the organization. They discussed about was to partner as libraries that server predominantly African-American communities.

XIII. Strategic Planning Committee Report

Ms. Turner stated that items dealing with Strategic Planning were discussed during the Library Services Committee meeting.

XIV. Unfinished Business

Mr. Mays expressed a need to meet as a committee-as-a-whole items related to Buildings and Grounds.

Ms. Synor stated that a special meeting would be in order to discuss those items.

XV. New Business

Ms. Synor stated that flights to ALA should be the most inexpensive flights. She also stated that Trustees should submit their information to the Fiscal Officer if they choose to book your own flight and they will be reimbursed. She also stated that the hotels should be booked in a timely manner.

Board calendar updates were also discussed by Ms. Synor. She said the use of EverNote would allow Trustees the ability to share notes during meetings and she also encouraged the use of SmartSheet. She noted that there are online tutorials available on the use of those programs. Ms. Synor also stated that meetings should be sent to the Outlook Calender of the Trustees.

Mr. Silvera moved for the adoption of **Resolution No. 04-01-2016: - Benefits for Full-Time Employees Upon Hire**

The ECPL Board of Trustees hereby establishes that new hires of the ECPL will be eligible for medical benefits after 30 days of employment. As such, employees will no longer have to wait for a 90 day window in order to be eligible for medical benefits and benefits programs that are subject to the terms, conditions and limitations of each benefit program. Furthermore, upon hire employees will have immediate access to supplemental insurance e.g., vision, dental, short-term disability. Accordingly, a full time employee shall work 37.5 hours per week and 1,950 hours within a year. The Library's benefits administer will communicate these changes which are to become effective July 1, 2016

Ms. Turner seconded the motion.

Discussion: Mr. Fambrough inquired about who this affects.

Ms. Synor stated that there has been inconsistencies in the issuance of medical benefits to staff members. She said this resolution reiterates that all employees will receive benefits within 30 days in accordance to what is currently in the policy manual. This resolution also reaffirms what is currently in the policy manual by more clearly defining what the work week should be and it ends the practice of overpaying all employees starting on July 1, 2016.

Mr. Mays expresses concern over the 30 day time period.

Mr. Fambrough expressed concern over employees who are still waiting for medical coverage when there are new hires who already have it.

Mr. May moves to amend the wording on resolution No. 04-01-2016.

No one seconded the motion.

Mr. Silvera moved and Ms. Turner seconded a motion to adopt Resolution No. 04-01-2016.

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

Yes – 4; Abstain - 1.

Motion carries.

Motion Passes.

Mr. Silvera moved for the adoption of **Resolution No. 04-02-2016: - Accounting Related to the Library's Scheduling of Full-Time Staff**

The ECPL Board of Trustees hereby reestablish that per the Library's Personnel Manual, Section 201 EMPLOYMENT STATUS AND RECORDS that a "Full-time employee" is an employee that works 37.5 hours per week and 1,950 hours per year. Furthermore, the Library's employees shall remain classified as, Full-Time, Part-Time, Temporary, and Substitutes.

Mr. Silvera moved and Mr. Fambrough second to adopt Resolution No. 04-02-2016.

Mr. Fambrough seconded the motion.

Discussion: None.

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

Yes – 5.

Motion carries.

Motion Passes.

XVI. Audience Participation

No audience participation

XVII. Adjournment

Mr. Silver moved to adjourn the meeting.

Mr. Mays seconded the motion.

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

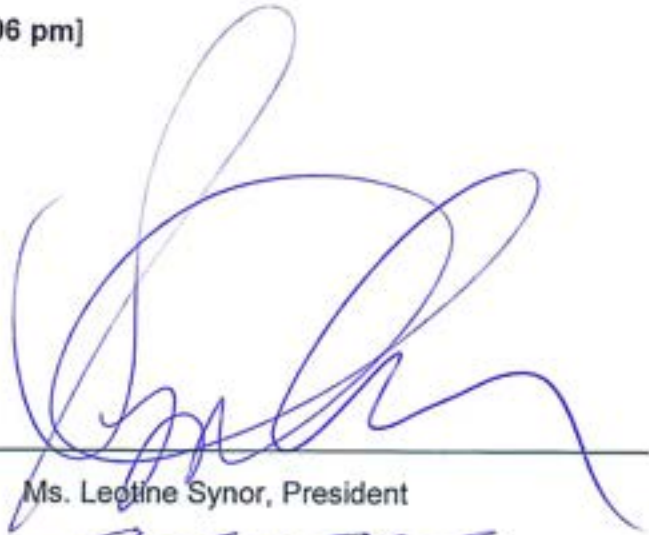
Yes – 5.

Mr. Silvera moved to adjourn the meeting and Mr. Mays seconded a motion to

Motion carries.

Motion Passes.

[The meeting adjourned at 9:06 pm]



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Ms. Leotine Synor, President



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Ms. Terra L. Turner, Secretary