

East Cleveland Public Library
Regular Board of Library Trustees Meeting
May 15, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Turner called the meeting to order at 6:39 p.m.

1177 MP3

I. CALL TO ORDER
a. ROLL CALL

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

A quorum exists. Present – 4; Absent - 3

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

Present in the Audience were: Dr. Patricia Blochowiak, Ms. Eve Westbrooks, Dr. Mary E. Rice.

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. McClarin wanted to add a discussion about the specifics of traveling to the ALA conference in Chicago.

Ms. Turner said what the Library can pay for, is defined by law and the Fiscal Officer would be the best person to speak with about the subject.

(Mr. Rashid arrives at 6:48pm)

Mr. Fambrough moved to amend the agenda to include under NEW BUSINESS a discussion about section 1.24 of the current Board policy relating to the suspension of the 24 hour rule. His motion also included under NEW BUSINESS a discussion about records request training for Library staff.

Mr. Fambrough moved and Ms. McClarin seconds to amend the agenda to include discussions of the 24 hour rule and staff training on records requests.

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 3; Abstain - 2

Motion fails.

Motion does not pass.

Mr. Mays motioned to approve the agenda as printed.

Mr. Mays moves and Ms. McClarin seconds for adoption of the agenda as printed.

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 4; Abstain – 1

Motion passes.

Motion Passes.

IV. APPROVAL OF MINUTES FROM MARCH 20, 2017

V. APPROVAL OF MINUTES FROM APRIL 17, 2017

Ms. McClarin wanted to make some changes to the March 20, 2017 minutes.

Mr. Fambrough motioned to table the minutes from March 20, 2017 and April 17, 2017.

Mr. Rashid seconds the motion.

Discussion:

Ms. Turner mentioned that corrections that were submitted were not able to be corrected in time for the meeting due to technical issues with the Library's network.

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

Yes – 5

Motion passes.

VI. COMMUNICATIONS

Director Marcus-Bey stated on April 7, 2017, the East Cleveland Public Library received correspondence from the League of Women Voters of Greater Cleveland pertaining to the organization being able to pick up the historical documents of the East Cleveland Chapter of LWV from the 1940s. As such, the Co-President of the LWV Greater Cleveland arranged to secure these historic book ledgers from the LWV on April 24, 2017. Those items will go to the Western Reserve Historical Society.

Mr. Fambrough moved and Mr. Rashid seconds for tabling of Board minutes from 03/20/17 and 04/17/17.

Motion Passes.

Mr. Fambrough asked for more information on the items being discussed.

Ms. Marcus-Bey stated that these are historic documents that were abandoned within the Library many years ago and were not being accessed.

Mr. Fambrough takes issue with those items being given away.

Ms. Marcus-Bey responded by saying that this was an issue of preservation to unite those documents with the others of that collection, so they would be also be well preserved.

Ms. Turner stated that there are currently no policies in place and policies need to be created to guide us as to how this situation should be handled in the future.

Mr. Rashid asked if there is a policy or procedure in place and has this has occurred before.

Ms. Marcus-Bey said there is no policy in place and this has not happened before. She continued by saying that this was done out of professional courtesy to keep the Board and the public informed of the transference of these documents.

Mr. Mays asked if ECPL will get credit for housing these items.

Ms. Marcus-Bey stated that joint programming is being put in place around these items and that era.

Mr. Mays asked about the condition of the items.

Ms. Marcus-Bey stated that the items were very fragile due to the acidic nature of the paper and the lack of climate control and UV protection within the Library.

Ms. Marcus-Bey share copies of the letter from the League of Women Voters with the Board.

VII. PRESIDENT'S REPORT

Ms. Turner stated that there will be no President's report due to the President's absence.

VIII. DIRECTOR'S REPORT

April 2017, S. Marcus-Bey – Executive Director

Circulation

- (See attachment: A)

ADULT PROGRAMMING

- The East Cleveland Public Library hosted Evelyn Redd on Saturday, April 4, 2017 in the Greg L. Reese Center for Performing Arts. The event was a jazz concert and it featured Redd on vocals and her band. Seventy-two patrons attended the musical event.

CHILDREN'S PROGRAMMING

- The Library was able to partner with Julius Lyles of Lylesart Inc. on April 13; accordingly, the Library will be providing space for a student led exhibition and pop-up art gallery that will begin on May 29, 2017 and run for a month in the Lower Auditorium.
- Natural History Museum-Animal Adaptations program occurred on April 12, 2017 at which time library patrons enjoyed learning about how different animals have adapted over time to survive in a variety of environments.
- The East Cleveland Public Library actively began its partnership with the **Literacy Cooperative and the Dolly Parton Imagination Library**. East Cleveland library patrons (as well as all East Cleveland residents) may now register their children, ages birth to 5, to receive one new, developmentally appropriate book in the mail each month. This program is completely free to all qualifying residents, and ECPL is happy to send in completed forms for participating visitors. We all agree that this is a wonderful opportunity to get books into the hands of the youth in East Cleveland.

TEEN PROGRAMMING

- The Prevent Premature Fatherhood (PPF) program at the Cuyahoga County Board of Health (CCBH) provided a discussion around various topics aimed at delaying teen fatherhood at the East Cleveland Public Library on April 19, 2017. The topics that were addressed included: Healthy Relationships, Legacy Building, Living with HIV, Masculinity and the Media; Passages to Manhood; and the Prevention of Teen Pregnancy and Sexually Transmitted Infections (STI's).

LITERACY SPECIALIST

- 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.

Students and staff serviced: 125

(See Attachment: B)

MEETINGS AND PROFESSIONAL DEVELOPMENT

- The Director met with the other 8 library directors on April 25, 2017 in order to discuss the PLF Distribution. During the meeting it was agreed that as a group the breakdown of the PLF will be addressed by the Directors' in 2020.
- The Library held a staff meeting on April 19, 2017.

East Cleveland Public Library Personnel Report

April 2017

- I. Retirements
 - None

- II. Recommendations for New Hires & Postings
 - Substitute Librarian Associate (FT)
 - Technical Processing Clerk (FT)
 - Page II (PT)

- III. Sick & Vacation Report
 - Ross Cockfield

Ms. Turner asked if there are any numbers to compare the current Star Data against the data from the previous year.

Ms. Marcus-Bey said that they only provided the current year's numbers.

Mr. Fambrough stated that the Literacy Specialist position is a collaborative effort between the ECPL and the Board of Education, but is being financed by the ECPL alone, while Ohio Revised Code 3375.403 states that the Board of Education may pay all or part of the cost of these services. ECPL's Board should meet with the Board of Education as soon as possible to negotiate a collaborative payment arrangement for the Literacy Specialist position.

Ms. McClarin stated that this was an item that was tabled from the Personnel Committee meeting due to the urgency of other items and that these items will be revisited.

Mr. Rashid commented that ECPL is just as responsible for education children in the community as the schools.

Ms. Turner stated we need to create partnerships with organizations in town that have the same commitment to educating children as the Library.

Ms. McClarin said the Literacy Specialist program was just started and we are in collaboration with the School Board. This will be addressed when the Personnel committee presents these items to the full Board after meeting with the School Board.

Ms. Marcus-Bey stated that literacy is a part of the Library's strategic plan.

Mr. Mays motions to except the Director's Report.

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moves and Ms. McClarin seconds for the approval of the Director's report.

Motion Passes.

IX. FISCAL OFFICER'S REPORT

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
April 2017
Prepared May 2017

April financial reports have been distributed. Our expenditures for the first four months would be represented by a target expenditure level of 33% (1/3

of the year). Thru four months most of our expenditures are within budget. Those that are outside of the 33% benchmark are being reviewed.

Our cash fund balance as of April 30, 2017 was \$829,503.10 which is a reconciled balance. This figure represents the cash total of all fund balances and is what our bank balances agree to.

We've received our health insurance rates from Stark County Schools Council of Governments for 2017/18 which reflects an increase of 5.4% over last year. The increase will go into effect in July. Price Waterhouse Coopers (PwC) Health Research Institute has estimated a medical cost trend to be a 6.5% rate increase for the upcoming year. According to Kaiser Health News "big employers expect health costs to continue rising by about 6% in 2017, a moderate increase compared with historical trends that nevertheless far outpaces growth in the economy". Our membership in the consortium has afforded us the benefit of lower rates.

The Board has been presented with a resolution to approve a 2% Cost of Living Allowance for the full and part-time staff. The allowance was initially budgeted into our permanent appropriations but had not been presented. The current inflation rate for the twelve months ended April 30th in 2.2%.

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. 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 next Finance Committee meeting.

Mr. Fambrough informed the Board that the 2% Cost of Living increase was not discussed before the Finance Committee.

Ms. Turner asked if this was discussed since he was on the Finance Committee.

Mr. Fambrough stated that it was not discussed since the new committee appointments.

Ms. Turner asked Mr. Cockfield if there was conversation earlier about the matter.

Mr. Cockfield said that this was previously voted on as a part of the permanent appropriations.

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

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 5

Motion carries.

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

Motion Passes.

X. FINANCE COMMITTEE REPORT

Mr. Rashid stated that he met with Mr. Fambrough and Mr. Cockfield. He mentioned that Mr. Cockfield briefed them both on the broad scope of the budget and his responsibilities as the Fiscal Officer. Mr. Rashid stated that he requested information from Mr. Cockfield on the 2% wage increase so he could be up to date on matters related to finance and the Library.

Mr. Fambrough stated that previously the Finance Committee did not have a quorum.

Mr. Cockfield stated that he previously submitted the permanent appropriations to the Board to vote on at the beginning of the year. He continued by stating that the 2% COLA increase was included as a part of the permanent appropriations that the Board adopted.

XI. BUILDINGS AND GROUNDS REPORT

Mr. Mays reported that the Buildings and Grounds committee met on May 11, 2017. Mr. Mays said that there was discussion and it was stated that the roof project will start in June 2017. Mr. Cooper informed the committee that the interior repairs to the Library have not been completed from the water damage caused by rain. Mr. Mays continued to inform the Board that the front door of the Library is now ADA compliant. Mr. Mays said that this new door also aids in safety because it is easy to see what is going on outside of the building. He also stated that painting is currently taking place in the lower part of the building. Mr. Mays then said the Library staff was utilized to patch the roof to stop it from leaking. He continued by saying that a lighting project is underway to improve lighting in the Library. Mr. Mays concluded by saying he believes a small fee can be charged for usage of Library facilities to offset operating costs.

Mr. Rashid asked if these fees would be charged to both those inside and outside of the city.

Ms. Turner stated that the Buildings & Grounds Committee should come up with a policy covering cost

Mr. Fambrough stated that the Finance Committee has not been informed about spending related to the building.

Ms. Turner said the Fiscal Officer provides the Board with a running tab of every check written.

Mr. Cockfield stated that the payment listings shows in detail what goes out over the course of each month.

Mr. Mays added that the Director and Fiscal Officer had a discussion about the interior repairs to the building. They agreed, if the repairs are under \$10,000 then the Library should absorb the cost in order to keep its insurance premiums low.

XII. PERSONNEL COMMITTEE REPORT

Ms. McClarin recounted that the Personnel Committee met on May 17, 2017. She said the majority of the agenda was tabled because of the large amount of work needed to update the organizational chart, the salary rate, job descriptions and the employee handbook due to many of those items not being updated since 2010. Ms. McClarin requested an extension until June when those items would be presented to the Board. There was also discussion about Resolution 05-01-2017 relating to the 2017 COLA increase.

XIII. LIBRARY SERVICES

Ms. Turner said the Library Services Committee met on May 8, 2017. She stated that there was discussion as to how social media is being used to promote Library events. It was also stated that Facebook's paid accounts reaches more people consistently. She said the staff is currently in the process of opening pathways to gathering data to aid in the creation of the programming budget. Ms. Turner said both her and Ms. McClarin will look at what the staff's recommendations are next month.

XIV. STRATEGIC PLANNING

Ms. Turner said the Strategic Planning Committee did not meet this month.

XV. UNFINISHED BUSINESS

Ms. McClarin stated that she turned in her receipts to the Fiscal Officer from her OCLC conference in Columbus and she passed out her report to the Board.

XVI. NEW BUSINESS

Resolution No. 05-02-2017: Resolution to Approve 2017 COLA. Resolution to Approve a Two Percent Cost of Living Increase for Staff and Administration and Retroactive to the First Payroll of 2017

The Board of Trustees of the East Cleveland Public Library resolves to approve a two percent (2%) cost of living increase for 2017 for staff and administration effective with the June 9, 2017 payroll and retroactive to the first payroll in January.

Mr. Mays motioned to amend Resolution reflect the error and rename it from Resolution No. 05-02-2017 to Resolution No. 05-01-2017.

Ms. McClarin seconds the motion.

Discussion:

Mr. Mays moved and Ms. McClarin seconds to rename resolution No. 05-02-2017 to 05-01-2017.

Ms. McClarin asked Mr. Cockfield if this was a typo.

Mr. Cockfield stated that this was a typo.

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

Yes – 4; Abstain - 1

Motion carries.

Motion Passes.

Mr. Mays motioned to adopt Resolution No. 05-01-2017.

Ms. McClarin seconds the motion.

Mr. Mays moves and Ms. McClarin seconds for the adoption of Resolution No. 05-01-2017.

Discussion:

Mr. Fambrough states that this resolution is retroactive and no one would lose money if it were tabled and discussed before approval.

Ms Turner stated that because this was already factored into the budget it doesn't require more discussion.

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

Yes – 4; Abstain - 1

Motion carries.

Motion Passes.

Mr. Mays motions to amend the agenda to discuss a meeting time for the Policy Committee meeting.

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 5

Motion carries.

Ms. Turner stated that June 17, 2017 at 10am will work best for her to chair the Policy meeting.

Mr. Mays motions to accept June 17, 2017 at 10am to 1pm the meeting time for the Policy Committee meeting.

Ms. McClarin seconds the motion.

Discussion:

Mr. Fambrough reminds the Board that these meetings are full Board meetings.

Mr. Rashid asks why these meetings are on Saturday.

Ms. Turner stated that this was the only day left that the Board could meet.

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

Yes – 5

Motion carries.

Mr. Mays moves and Ms. McClarin seconds to amend the agenda to discuss meeting times for the Policy meeting.

Motion Passes.

Mr. Mays moves and Ms. McClarin seconds for the Policy meeting to be on 06/17/17 from 10am-1pm.

Motion Passes.

XVII. AUDIENCE PARTICIPATION

Dr. Patricia Blochowiak said she came to the Library's service desk to pick up forms about the Imagination Library and the staff seemed uniformed about it. Dr. Blochowiak also suggested that the Library make an information request to get more information regarding the STAR reports. She also asked the Library to do more preschool programming.

Ms. Eve Westbrooks stated that she believed that a policy should be in place for the placement of historical documents. Ms. Westbrooks takes issue with Mr. Fambrough saying the Library has done what the schools has not, will not, or cannot do.

Mr. Fambrough responds by saying he is against not following the law and the law states that the Board of Education should pay or all or part of the expense of the Literacy Specialist.

Dr. Mary Rice applauded the Board for doing such a good job taking care of the Library. She also complemented the Library on its newsletter and she stated that she learned of the connection between the League of Women Voters and East Cleveland Public Library through reading the Library's newsletter. Dr. Rice also stated that Libraries can increase literacy and readership by continuing reaching out to the schools.

Ms. McClarin stated that she agreed with Dr. Rice's statement.

Mr. Rashid thanked the audience for coming out.

XVIII. ADJOURNMENT

Mr. Fambrough motioned to adjourn the meeting.

Ms. McClarin seconded the motion.

Discussion: None

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

Yes – 5

Motion passes

[The meeting adjourned at 8:38 pm]

Mr.
Fambrough
moved and
Ms. McClarin
seconds the
motion to
adjourn.

Motion passes.

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

Ms. Leontine Synor, President

A handwritten signature in black ink, appearing to read 'William Fambrough', with a long horizontal stroke extending to the right.

Mr. William Fambrough, Secretary