

East Cleveland Public Library
Regular Board of Library Trustees Meeting
May 16, 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.

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I. CALL TO ORDER
a. ROLL CALL

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

Absent: 0

A quorum exists. Present – 7; Absent – 0

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.

b. INTRODUCTION OF GUESTS

Devin Branch

II. LIFT EVERY VOICE AND SING

Audience invited to sing.

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF THE MINUTES

a. ADOPTION OF MINUTES FROM 03/28/16

Ms. Synor asked for a motion to approve the minutes from 03/28/16.

Mr. Silvera moves for the adoption of the minutes from 03/28/16.

Ms. McClarin seconds the motion.

Discussion: None

Mr. Silvera moved for the adoption of the minutes from 03/28/16. Ms. McClarin seconded the motion.

Yes – 5; Abstain – 2

Motion carries.

Motion Passes

b. APPROVAL OF THE MINUTES FROM 04/18/16

Ms. Synor asked for a motion to approve the minutes from 04/18/16.

Mr. Silvera moves for the adoption of the minutes from 04/18/16.

Ms. McClarin seconds the motion.

Discussion: None

Yes – 5; Abstain – 2

Mr. Silvera moved for the adoption of the minutes from 04/18/16. Ms. McClarin seconded the motion.

Motion carries.

Motion Passes

V. COMMUNICATIONS

Ms. Marcus-Bey informed the Board there were no communications.

Ms. Synor mentioned a letter that was improperly given to the Board prior to the meeting. Ms. Synor stressed the importance of following proper procedures.

VI. PRESIDENT'S REPORT

Ms. Synor thanked the Board for a productive Policy meeting that took place on Saturday, April 30, 2016. She asked Mr. Gutoski if the Board is in compliance by having the special meetings. Mr. Gutoski replied that the Board is in compliance as long as no conclusions are reached during the meetings and the same for email discussions.

Ms. Synor commented that Board travel should be used for informative purposes and the Board should be mindful of how this affects the budget when the loss of revenue from property taxes is figured in.

VII. Director's Report

Ms. Marcus-Bey stated that Adult Programming included the East Cleveland Public Library wrapping-up this 2016 tax season by serving 97 patrons in the month of April. This added to a total of 431 patrons who received free help with their tax returns through the help of VITA. This program has saved library patrons thousands of dollars.

Ms. Marcus-Bey continued by stating Teen Programming included the Voicing in Action Project in partnership Case Western Reserve University's Social Justice Institute. They will be finishing their final project that centers of activism

Children's Programming for April included the Youth Chess Club that had 64 attendees. Ms. Marcus-Bey stated the Pee Wee Reading Roundtable had 20 attendees. The Drop-In Art project and Parade the Circle costume preparations were done in partnership with the Cleveland Museum of Art both involved a total of 55 attendees.

Ms. Marcus-Bey said for the month of April there was a special program that gave students the opportunity to be involved in the overnight experience at a campground with information obtained from the Natural History Museum.

Ms. Marcus-Bey continued by stated that our partnerships include Case Western Reserve University and the Cleveland Museum of Art.

VIII. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

May 2016

This year's YTD expenditures are running according to budget with most line items approximating 33% of appropriated amounts. Items that exceeded the 33% are those that required a greater amount of spending at the first part of the year.

Given proposed changes in personnel, expected travel expenses and building improvement costs a new permanent appropriations budget will have to be passed. Once the numbers are finalized, the budget will be presented to the Board.

Expected budget reductions by reducing salary expense caused by recalculating overall full time salary hours from 2080 to 1950 have not taken place. Also, expected savings from changes in medical insurance, while forecast, have not been calculated as part of our permanent appropriations and are pending finding the appropriate carrier.

I've supplied the Board with two documents that I'm requesting you review. The first is our 2015 Annual Report, which can be used as a marketing tool. It provides a good picture of our financial performance last year and, once finalized, should be used to highlight our financial condition.

The second is a five year forecast that was prepared to give the Director and the Board a five year projection of our financial condition. I'm including it as an addendum to this report for the record. I strongly suggest that the observations and projections be used from a strategic planning standpoint to guide short term decisions as well as longer term operations.

We have in our possession the records that were being held by the County Prosecutor. The records had been moved and there was confusion as to whether we had retrieved them or not. They're in storage and will be organized and filed within the next few months.

We're also working through updating our inventory and should have that finished by the end of the month. Many of the items have no book value given their age and would have been fully depreciated. These items will be recorded at a nominal replacement value.

Lastly, the Board is presented with our Tax Budget for 2017. A resolution is required for adoption whereupon it will be forwarded to the School Board for passage.

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

Discussion:

Ms. Anderson what are some of the expected changes in personnel travel expenses.

Mr. Cockfield replied that the travel expenditures are going up and the current appropriations need to be amended.

Mr. May inquired about the estimated book values stated in the Fiscal Officer's report.

Mr. Cockfield responded by stating different items depreciate at different rates.

Ms. Anderson asked what is being done to offset the financial forecasting including a shortage of revenue for the Library.

Ms. Marcus-Bey stated that the focus is being put on eliminating waste by not paying overages and reducing medical expenses. Also, she is looking into fundraisers for next year. The Director later stated that the state audit is holding up the generating of income through fundraising and grants.

Mr. Cockfield stated that 2014 and 2015's financials are still being processed through the state's audit.

Ms. Synor suggested the financial records be stored in an offsite facility that would protect them from water damage because of current buildings issues within the Library.

Mr. Fambrough inquired if the Library is currently renting out any of its space.

The Director stated that space is being rented to the East Cleveland Neighborhood Center.

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

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

Yes – 7.

Motion carries.

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

Motion Passes.

IX. Finance Committee Report

Ms. Synor said there was not a full meeting for the month of April. However, a resolution to submit the Library tax budget came out of the meeting.

Mr. Silvera stated that he was out of town and Ms. McClarin and Ms. Synor conducted the meeting in his absence.

X. Personnel Committee Report

Ms. McClain said two resolutions came out of the Personnel Committee meeting for April. Resolution 05-02-2016 to submit to the Library's tax budget to present to the Board with corrections. Also, Resolution 05-03-2016 for the Literacy Specialist position with corrections signifying that it would take the place of the Children's Librarian. During the discussion about the Literacy Specialist position the salary of this seemed to be an issue, but it was agreed that the position be posted as is.

Ms. McClarin went on to say Ms. Wood, the Human Resources Director found issues with the way insurance monies were being spent. The HR Director found employees who were receiving benefits that were no longer employed at the Library. Also, the Library's insurance provider wanted to raise rates by 14%. Ms. Wood set out to find more affordable insurance for the staff so the Library would no longer have to spend over \$300,000 for only half of the staff. Ms. Wood requested a special meeting to not miss the open enrollment date.

Mr. Fambrough suggested finding insurance providers though the Ohio Library Council.

Ms. Wood replied by saying she is working with other library systems to find solutions.

Ms. Synor stated that Ms. Wood discovered that the Library's insurance broker was receiving up to \$70,000 in commissions for doing business with the East Cleveland Public Library.

XI. Buildings and Grounds Committee Report

Mr. Mays started by saying, he toured the Library and he got a chance to see the water damage that is taking place from the need for repair work to be done to the roof. Resolutions 05-04-2016 and 05-05-2016 have been crafted to address roof repairs.

Mr. Fambrough inquired as to if the Library's insurance covered roof repairs.

Ms. Synor stated that it was previously suggested for staff to check the Library's insurance, but it is likely that the warranty date had passed on the roof work.

XII. Library Services Committee Report

Ms. Turner stated that the meeting was about programming and the programming budget with the Executive Director and Fiscal Officer. Discussions came up about software to be used to be productive and the ongoing issues trustees are having

with their tablets. Library staff will be available to assist during the Strategic Planning meeting this coming Saturday.

Mr. Fambrough asked if technical training will be available to Trustees during the Strategic Planning meeting.

Ms. Marcus-Bey stated that Ms. Flood from Technical Services will be available during the Strategic Planning meeting.

XIII. Strategic Planning Committee Report

Report was included with the Library Services Report.

XIV. Unfinished Business

No Unfinished Business

XV. New Business

- a. Ms. Turner moved for the adoption of **Resolution No. 05-01-2016: - Resolution to Close the Library for Staff Activities on June 10, 2016.**

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

Mr. Fambrough 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. Anderson (yes), Mr. Fambrough (yes), Ms. McClarin (yes), Mr. Mays (yes), Ms. Turner (yes), Mr. Silvera (yes), Synor (yes)

Yes – 7.

Motion carries.

Ms. Turner moved and Mr. Fambrough seconded a motion to adopt Resolution No. 05-01-2016.

Motion Passes.

- b. Mr. Silvera moved for the adoption of **Resolution No. 05-02-2016: - Resolution to Submit the Library's 2016 tax Budget of the East Cleveland City School District.**

Mr. Mr. Fambrough suggested amendments to be made to correct the resolution.

Mr. Silvera motioned to accept the amendments

Ms. McClarin seconded the motion

Mr. Fambrough seconded the motion.

Discussion: None.

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

Yes – 7.

Motion carries.

Mr. Silvera moved and Ms. McClarin seconded a motion to adopt with amendments to Resolution No. 05-02-2016.

Motion Passes.

- c. Ms. McClarin moved for the adoption of **Resolution No. 05-03-2016: - Resolution to Adoption of Literacy Specialist Position in the Place of Children's Librarian Role.**

Ms. McClarin motioned to adopt the resolution

Mr. Mays seconded the motion

Discussion:

Ms. Anderson would like to see how this position improves literacy with the students.

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

Yes – 7.

Motion carries.

Ms. McClarin moved and Mr. Mays seconded a motion to adopt Resolution No. 05-03-2016.

Motion Passes.

- d. Mr. Mays moved for the adoption of Resolution No. 05-04-2016: - Resolution to Repair Old Roof of East Cleveland Public Library.

Mr. Mays motioned to adopt the resolution

Mr. Fambrough seconded the motion with amendments.

Discussion:

Ms. Anderson inquired about the price of repairs.

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

Yes – 7.

Motion carries.

Mr. Mays moved and Mr. Fambrough seconded a motion to adopt with amendments to Resolution No. 05-04-2016.

Motion Passes.

- e. Mr. Mays moved for the adoption of Resolution No. 05-05-2016: - Resolution to Repair Small Area on Debra Ann November Building.

Mr. Mays motioned to adopt the resolution

Ms. Turner seconded the motion with amendments.

Discussion:

Ms. Anderson inquired about the price of repairs.

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

Yes – 6.

Motion carries.

Mr. Mays moved and Ms. Turner seconded a motion to adopt with amendments to Resolution No. 05-05-2016.

Motion Passes.

- f. Mr. Fambrough submitted a document to the Board and expressed concern over the hiring of a staff member who was previously involved in a contract with the Library that was dissolved when due to financial concerns.

Ms. Synor and Mr. Gutkoski stated that this should be discussed in the Personnel Committee Meeting.

Ms. Synor asked the Fiscal Officer to pull the financials related to that contract.

XVI. Audience Participation

Mr. Branch stated that the Library never knew it was paying on a contract until after the monies were paid.

XVII. Adjournment

Mr. Mays moved to adjourn the meeting.

Mr. Silvera seconded the motion.

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


Yes – 7.

Motion carries

[The meeting adjourned at 9:22 pm]

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

Motion Passes.



Ms. Leotine Synor, President



Ms. Terra L. Turner, Secretary

