

East Cleveland Public Library
Regular Board of Library Trustees Meeting
June 18, 2018
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

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

1220 MP3

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, Absent - 1

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: Dr. Harris, Devin Branch

II. **LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

III. **APPROVAL OF THE AGENDA**

Ms. Turner asked if anyone wanted to make changes to the agenda

Mr. Mays commented that each Committee should be listed on the agenda.

Mr. Fambrough motioned to add the Committee meetings to the amended agenda.

Ms. McClarin seconds the motion.

Mr. Fambrough moved, and Ms. McClarin seconds the addition of Committees to agenda.

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 approved.

Motion passes.

(Ms. Synor arrived at 6:38pm)

Mr. Mays motioned to approve the amended agenda.

Ms. Shaheed seconds the motion.

Mr. Mays moved, and Ms. Shaheed seconds the approval of the amended agenda.

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.

Amended agenda approved.

IV. APPROVAL OF REGULAR BOARD MINUTES FROM APRIL 16, 2018

Mr. Mays motioned to approve the regular Board minutes from March 19, 2018.

Ms. Synor seconds the motion.

Mr. Mays moved, and Ms. Synor seconds the approval of the 04/16/2018 minutes.

Discussion:

None.

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

Yes – 6, No - 1

Motion passes.

Minutes for
04/16/2018
are approved.

V. APPROVAL OF SPECIAL BOARD MINUTES FROM APRIL 23, 2018

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

Ms. Synor seconds the motion.

Ms. McClarin
moved, and
Ms. Synor
seconds the
approval of
the
04/23/2018
minutes.

Discussion:

None.

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.

Minutes for
04/23/2018
are approved.

VI. COMMUNICATIONS

Ms. Marcus-Bey reported that a correspondence was received on April 19, 2018 from Barbara Flewellyn that she was pleased to be able to utilize items from the Icabod Flewellen Collection for her upcoming book.

Mr. Marcus-Bey also reported that the East Cleveland Public Library received a correspondence on April 30, 2018 from the Cleveland Foundations noting an award for \$50,000 in support of ECPL's mission to support the performing arts in East Cleveland.

VII. PRESIDENT'S REPORT (T. TURNER)

Ms. Turner expressed concern over missed meetings and the lack of regularity of Trustee meetings. Ms. Turner asked Trustees and Staff to work harder to make themselves available for meetings. Ms. Turner stated that last month's meeting was cancelled because there was no quorum.

Ms. Turner stated that acceptance of the grant from the Cleveland Foundation must be approved by the Board.

Ms. Synor motioned to amend the agenda to add a resolution to accept the grant from the Cleveland Foundation.

Mr. Mays seconds the motion.

Discussion:

None.

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

Yes – 7

Motion passes.

Ms. Synor moved, and Mr. Mays seconds to amend the agenda.

Amended agenda approved.

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

S. Marcus-Bey — Executive Director

Director's Report — April and May 2018, S. Marcus-Bey **ADULT PROGRAMMING**

- Celebrate National Library Week April 8-14, 2018 with the theme, "Libraries Lead."
Here at ECPL Adult patrons had an opportunity to explore articles about our library. Adults were able to design a library and then patrons visited our Local History Room. They were amazed at the archives preserved in our showcases. They reviewed minutes, flyers and information from back in the day about our library.
- The ECPL Job shop reported that it impacted 859 patrons over the month of April; and 737 patrons participated in job seeking activities for May, ranging resume preparation, job search, filing for unemployment claims, job testing and searching. Three patrons reported that they had found employment in April; and 5 reported being hired in May
The Job Shop was the brain-child of former director, Ernestine Hawkins in 2008.

CHILDRENS PROGRAMMING

- ECPL Held a "Count the Jelly Beans Contest" the jelly bean contest is always a big success, because the kids love the idea of winning a whole jar of candy. This year we had two prizes, one for a girl and one for a boy. Children could put in one guess each day of this week. We usually have the jelly bean contest coincide with the Easter basket contest, but since Easter was so early we decided to break them up into different weeks; youth participated.
- ECPL held its Lego Lab, on April 9, 2018. Legos are not just for fun, they help boost a child's imagination and creativity. They also encourage teamwork, fine motor skills and a sense of accomplishment.
- ECPL celebrated Earth and Arbor Day on April 23, 2018. The activity fostered scientific literacy and awareness of environmental protection by encouraging participants to read and answer questions concerning conservation our earth's limited resources. Participants were also challenged to unscramble a complicated word that spelled "conservation". Many students of all ages attempted the challenge and were happy to complete it; 15 students participated in the challenge.
- The toddlers from CEOGC came twice for Storytime in April. The Fatima Daycare came once. Storytime consist of fingerplays, songs, and movement

activities. April's theme was kids of color and books. Students were treated to the book *"Chocolate Me"* by Taye Diggs and Big Hair, *"Don't Care"* by Crystal Swain-Bates. We did our *"Hello Song"*, a movement activity and sang *"I am special"*. Sixty toddlers participated in the storytime activities.

TEEN PROGRAMMING

- ECPL Hosted Lake Erie Ink on April 11, 18, 2018 and 21: Hip Hop Poetry 64 Participants In honor of National Poetry Month, ECPL youth were introduced to the poetic lyrics in the song titled *"Roses"* by Kanye West and *"It Was a Good Day"* by Ice Cube. They also learned about the following subject areas: Elements of Narrative – Characters, Setting (Place and Time), Plot, Conflict and Resolution. During the second session, youth were introduced to the poem titled *"Ego Tripping"* by Nikki Giovanni. They also learned about the following subject area: Metaphor. For the last session ECPL youth were introduced to the art of Rap Storytelling.
- May 16, 2018 - School's Out for Summer: Pizza & Ice Cream Party 50 Participants To celebrate the end of another school year, ECPL youth were invited to hang out and socialize with music, pizza, ice cream and pop.
- May 29, 2018 - Founder's Day/ Summer Reading Kickoff Party Est. 100 Participants This celebration is a major event for the community of East Cleveland, Ohio to sign up for our Summer Reading program, learn more about library resources and connect with other local organizations making a difference in East Cleveland. Teen Booth and Activities included the following: CD Scratch Art, Teen Calm Coloring, Music Sheet Water Coloring, Summer Reading Sign Up and Are You Smarter Than a Librarian game.

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, May 26, 2018 which highlighted African American Music. Patrons brought in copies of their favorite album covers and participated in name that tune. The event was attended by 48 people.

Ms. Marcus-Bey reviewed the Personnel Report for May 2018.

Personnel Report

May 2018

I. Retirements

- None

II. Resignations

- None

III. New hire/promotion

- None

III. Recommendations

- None

Postings:

- Safety Monitor, full-time SG 14 \$ 27,300 per year
- Computer Technician. SG 17 \$16.67 per hour, part-time

Sick & Vacation Report

- Ross Cockfield (attached)

Current Staff

6 Full time/ Salaried employees

27 Part-time/ Hourly employees

Total 33 employees

Ms. Marcus-Bey also provided an update on the ASLA level II audit by stating it will be done free of charge by COSE on June 21, 2018.

Mr. Fambrough stated that there should be a monthly update on the status of the resolution relating to heating the building that was previously passed by the Board in December.

Mr. Fambrough also brought attention to the signage on the Teen Room.

Ms. Turner replied that this is a programming report of services and that the function of the Teen Room is priority. Ms. Turner continued, that the discussion about heating was postponed to discuss the possibility of better overall services via the P.A.C.E. program, as previously discussed.

Ms. McClarin inquired about Lake Erie Ink.

Ms. Marcus-Bey replied that it is a writing program.

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

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

May 2018

Prepared June 2018

Financial reports as of May 31th have been distributed. Five month's spending is well within appropriated limits except for a few items which are being looked into. The Director and I have gone over the budget in detail and are presenting appropriations changes in the form of a resolution this month.

Our reconciled cash fund balance for all funds as of May 31st is \$747,670.96 and is broken down as follows:

Bank and Investments:	
US Bank	\$65,307.70

Plus: Deposits in Transit	\$0
Less: Outstanding Checks	-\$4,645.21
US Bank Adjusted Balance	\$60,662.49
Star Ohio 1	\$511,707.09
Star Ohio 2	\$175,301.38
Total Bank and Investments	\$747,670.96
Funds:	
General Fund	\$564,493.28
Flewellen Fund	\$8,473.70
Performing Arts Center	\$17,280.00
Building Fund	\$153,631.98
Permanent Fund	\$3,792.00
Total Fund Balances	\$747,670.96

Of note is the fact that we've received \$12,500 as the first installment on our grant from the Cleveland Foundation for our performing arts activities.

Our conversion to the new accounting system is progressing but with some minor hick-ups. The conversion from a single entry cash basis system to a double entry accrual system is causing some minor delays but nothing serious. The specialist working with me is walking me through the rough spots. All historical information has been submitted along with all vendor information. We're waiting on having access to a testing system to begin hands on work. We've attempted to keep the department structure intact while making a slight modification to the account number structure – we'll be using four digits instead of three. The basic AOS account number structure will remain in place and is identifiable. Once information is compiled we'll set up beginning balances and begin the process of assigning projects and grants.

There's an appropriation resolution before the Board to adjust our appropriations for the second half of the year. In addition appropriations are presented to establish spending from the Performing Arts Center Fund based on the grant received from the Cleveland Foundation. All costs associated with the performances will be charged to the grant effective May 1, 2018.

Health Insurance "Premium Holidays" have been granted again this year. Based on our claims history the Library will be entitled to three months of waived premiums. Additionally, a 6.85% premium increase has been enacted for the FY18/19 year which takes effect on July 1st. We've decided to select August, September and October as our "holiday" months.

Lastly, there's an "Annual Conflict of Interest Disclosure and Certification Statement" that I would like every Board member to fill out and sign to have available for the Auditors.

Mr. Fambrough asked if Mr. Reece's salary is paid from the grant that was received from the Cleveland Foundation.

Mr. Cockfield replied that Mr. Reece's salary is paid from the general fund.

Ms. Synor added that a stipulation of the grant is that it is only to be used to pay for performing arts.

Mr. Mays asked if this is the first time a "Conflict of Interest" form has been required to be signed by the Trustees.

Mr. Cockfield replied yes.

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

Ms. McClarin seconds the motion.

Discussion:

None.

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

Yes – 7

Motion passes.

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

Ms. McClarin seconds the motion.

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

The Fiscal Officer's report is approved.

Mr. Mays moved and, Ms. McClarin seconds for the approval of the Director's Report.

Discussion:

None.

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

Yes – 6; No - 1

Motion passes.

The Director's
report is
approved.

X. FINANCE COMMITTEE REPORT

A. Summary of Major Activity

Ms. Synor stated that the Finance Committee met, and the Fiscal Officer shared the letter of reward relating to the grant given by the Cleveland Foundation. She continued that the letter clearly stated what the parameters are and how the funds are to be used. Ms. Synor also stated that the auditor had a brief meeting with the staff and that this year they will be conducting an offsite audit.

Mr. Rashid asked that the Director send a thank you letter to the Cleveland Foundation and invites to ECPL programming.

Ms. Turner stated that the thank you letter is protocol once the Board approves acceptance of the grant.

Ms. Synor continued with the Finance Committee report by saying the Rainey Institute will be performing through a stipulation in the grant. She also added, that it is good that the Auditor can work remotely, and this reflects the good work that we are doing. Ms. Synor concluded her report by suggesting the separation of Staff and Trustee funding for travel and training.

Mr. Mays recommends that a resolution be drawn up a thank you letter for the Board to sign in response to the grant from the Cleveland Foundation.

Ms. Synor warned that this may be extra unnecessary work.

Ms. Shaheed interjected that having the Board President sign should be enough representation for the Board as a whole.

Ms. Turner stated that Mr. Fambrough suggested that the resolution for accepting the grant should also specify the acceptance of the terms of that grant by the Board.

B. Resolution No. 06-01-2018 Permanent Appropriations Resolution – Mid Year Adjustment.

Ms. Synor motioned to accept Resolution No. 06-01-2018: Permanent Appropriations Resolution – Midyear Adjustment.

Mr. Fambrough seconds the motion.

Discussion:

Mr. Fambrough inquired about maintenance services for \$1000.

Ms. Synor stated that this is money to be moved from the general fund to the maintenance of the Performing Arts Center.

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

Yes – 7

Motion passes.

Ms. Synor moved and, Mr. Fambrough seconds for the approval of Resolution 06-01-2018.

Resolution 06-01-2018 is approved.

XI. BUILDING AND GROUNDS COMMITTEE REPORT

Mr. Mays started by saying there was an informal discussion due to conflicting schedules and the lack of a quorum.

Mr. Rashid added that he, the Director and Facility Manager met with Mr. Joseph Denk, the acting Engineer for the Library, to go over the engineering studies being done for a comprehensive renovation of the building relating to heating and cooling. The Engineer is well on his way to finishing the schematics that will be attached to the energy audit before going out for bids. They also went up to the roof to look at

the HVAC units as well as other systems within the Library in need of repair. During the meeting, Mr. Cooper went over a heating pipe that would cost about \$5000 to repair, but other parts of the system are so old, that the money would be wasted because other parts of that system will probably fail. Mr. Rashid continued that the proposed upgrades will put the facility in very good standing for years to come.

Mr. Mays stated that City Council and the Mayor must approve P.A.C.E. before the Library can take advantage of the program. He also warned that City Council will not act fast enough.

Mr. Rashid replied that heating, air, lighting and insulation are the areas that P.A.C.E. will cover. The Library has the option to pay for repairs in emergency situations and it can be reimbursed through the P.A.C.E. program.

Ms. Turner stated that this program can be revolutionary since the whole city will be able to take advantage of P.A.C.E.

Mr. Rashid added that the financial arm of this program allows the Library to make the necessary upgrades without pulling on the Library's operational budget.

XII. PERSONNEL COMMITTEE REPORT

Ms. McClarin stated there was not meeting for the month.

XIII. LIBRARY SERVICES / STRATEGIC PLANNING COMMITTEE REPORT

Ms. Synor stated there was no meeting for the month. She added that the Committee will be scheduling their meetings for the rest of the year.

XIV. UNFINISHED BUSINESS

A. Resolution No. 06-02-2018: Approval of Board of Trustee's Policy Manual

Ms. Synor stated that Mr. Fambrough sent a recommendation to Trustees about hiring procedures not being the Director's responsibility, but it is the Board's. Ms. Synor stated in section 705 (in the Staff Handbook) it allows staff an opportunity to appeal to the Board. Ms. Synor continued that the Board gave the Director the power to speak for the Board on these issues to expedite certain actions quickly without having to call a Special Board meeting. She concluded by saying, bringing the Board into Human Resources issues, slows the process.

Mr. Fambrough expressed concern that the Director is judge, jury and executioner over the Library's Staff. Mr. Fambrough warned that staff is being harassed and bullied out of the Library and it is going to lead to the Library being sued.

Mr. Rashid stated that employees are aware of the process as stated in the Employee Handbook.

Mr. Mays added, that previously things have been so bad that the police were called, and people were escorted out of the building. He then reads the grievance process and expresses concern that the process is too long and requires too much from the grieving employee.

Ms. Turner said that there is nothing the Board can do if a staff member chooses to resign

Ms. McClarin motions for the adoption of Resolution 06-02-2018.

Ms. Synor seconds the motion.

Discussion:

None.

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

Yes – 6; No - 1

Motion passes.

Ms. McClarin moved and, Ms. Synor seconds for the approval of Resolution 06-02-2018.

Resolution 06-02-2018 is approved.

XV. NEW BUSINESS

- A. Resolution No. 06-03-2018: Accept Grant from Cleveland Foundation**

Ms. Synor moved to accept Resolution No. 06-03-2018.

Mr. Fambrough stated that the resolution can be more clearly stated.

Ms. Synor moved for the approval of Resolution 06-03-2018.

Ms. Synor rescinds her motion to accept Resolution No. 06-03-2018.

Motion rescinded.

(The Trustees discuss updates to add clarity to the resolution).

Ms. Synor reads the updated resolution.

Ms. Synor moved to accept the Resolution No. 06-03-2018.

Mr. Rashid seconds the motion.

Ms. Synor moved and, Mr. Rashid seconds for the approval of Resolution 06-03-2018.

Discussion:

Mr. Mays request that the Board have hardcopies of the typed resolution in front of them before putting it to a vote.

Ms. Turner moves the meeting to Audience Participation while the resolution is being typed.

XVI. AUDIENCE PARTICIPATION

Mr. Branch stated that he was always in favor of the Board having tablets because they allow for instantaneous updates of information. He continued, that not having tablets is inefficient. Mr. Branch stated that he disagreed with the Board giving up the power to the Director to discipline the Staff. He also encouraged unionization of the Library like other libraries in this region. Mr. Branch asked about the missed meeting from May.

Ms. Turner replied that Trustees are limited by state law how Trustees can discipline other Trustees.

(The Trustees are given hardcopies of Resolution 06-03-2018).

Ms. Turner asked if anyone else that would like to make a comment during Audience Participation before the Board resumes the approval of Resolution 06-03-2018.

(There is no further response from the audience.)

Ms. Synor begins reading Resolution 06-03-2018: The Acceptance of the Cleveland Foundation Grant.

Resolution 06-03-2018: The Acceptance of the Cleveland Foundation Grant – The Board of Trustees of the East Cleveland Public Library hereby accepts the grant for \$50,000.00 provided by the Cleveland Foundation for the purpose of funding our performing arts programming in accordance to their disbursement terms as follows:

- 05/31/2018 \$12,500.00
- 11/30/2018 \$12,500.00
- 05/31/2019 \$12,500.00
- 11/30/2019 \$12,500.00

and the terms and conditions described in the correspondence from the Cleveland Foundation dated 04/30/2018. (Please see attachment).

Discussion:

None.

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

Yes – 7

Motion passes.

Resolution 06-03-2018 is approved.
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XVII. ADJOURNMENT

Mr. Fambrough motioned to adjourn the meeting.

Ms. Synor 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 – 7

Motion passes.

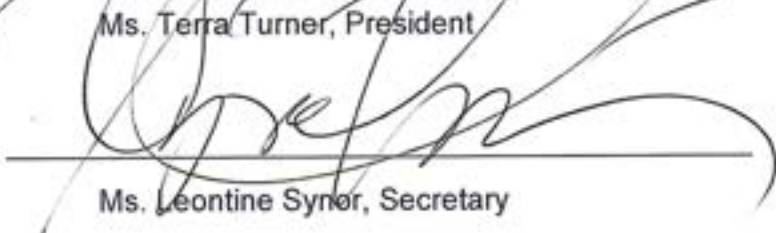
[The meeting adjourned at 08:48 pm]

Mr. Fambrough moved, and Ms. Synor seconds the motion to adjourn.

Motion passes for adjournment.



Ms. Terra Turner, President



Ms. Leontine Syner, Secretary