

East Cleveland Public Library
Regular Board of Library Trustees Meeting
June 19, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:31 p.m.

1178 MP3

I. **CALL TO ORDER**
a. **ROLL CALL**

Present: Ms. Synor, Ms. Turner, Mr. Fambrough, 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: Devon Branch, Ms. Saheed

The meeting is in session.

Ms. Synor asked for a 5 minute recess.

Mr. Mays motioned for a 5 minute recess.

Ms. Turner seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays moved and Ms. Turner seconds the motion for a 5 minute recess.

Motion passes.

Ms. Synor called the meeting back to order at 6:37 p.m.

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

A quorum exists. Present – 4

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Synor calls for the vote to approve the agenda.

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

Yes – 4

Agenda approved.

Agenda approved.

IV. APPROVAL OF MINUTES FROM MARCH 20, 2017

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

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 4

Ms. Turner moved and Mr. Mays seconds the approval of the 05/20/2017 minutes.

Motion passes.

Motion passes.

V. APPROVAL OF MINUTES FROM APRIL 17, 2017

Ms. Turner motioned to approve the minutes from April 17, 2017.

Mr. Mays seconds the motion.

Ms. Turner moved and Mr. Mays seconds the approval of the 04/17/2017 minutes.

Discussion:

Mr. Fambrough requested for the highlighted corrections to be the consistent with the rest of the text.

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

Yes – 4

Motion passes.

Motion passes.

VI. APPROVAL OF MINUTES FROM MAY 15, 2017

Ms. Synor stated the minutes from May 15, 2017 should be tabled since she was not present during that meeting and there are only three other Trustees available at this meeting to vote.

Mr. Mays motioned to table the minutes from May 15, 2017.

Mr. Fambrough seconds the motion.

Ms. Mays moved and Mr. Fambrough seconds the tabling of the 05/20/2017 minutes.

Discussion: None

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

Yes – 4

Motion passes.

Motion passes.

VII. COMMUNICATIONS

Executive Director Marcus-Bey stated on May 15, 2017, the East Cleveland Public Library received correspondence from Dr. Elaine Richardson from Ohio State University for our community presence. Ms. Marcus-Bey also stated on May 17, 2017 a correspondence was received from Paul Hill Sr. in recognition of the Lom Nava Love film screening in the Greg L. Reese Performing Arts Center on May 6, 2017 with an attendance of 245 people.

VIII. PRESIDENT'S REPORT

Ms. Synor stressed the importance of reading the minutes. She also stated that it was her hope to finish the policy and handbook revisions before the end of her term. Ms. Synor later concluded by saying committee meetings are where the work is done and Board meetings are for sharing information and making decisions.

IX. DIRECTOR'S REPORT

May 2017 S. Marcus-Bey – Executive Director

CIRCULATION

(Enclosure)

CORRESPONDANCE -

- On May 15, 2016, the Library received correspondence from Dr. Elaine Richardson thanking staff for the Library's community presence.
- On May 17, 2017, the Library received correspondence from Paul Hill, Sr. in recognition of the Library's support for the Lom Nava Love Program which was shown in the Greg L. Reese Performing Arts Center on Saturday, May 6 at 1:30pm.

ADULT PROGRAMING

May 6, 2017, Attendees 245

The East Cleveland Public Library collaborated with of the National Rites of Passage Institute, to present a screening of documentary *Nom Noma Love*. The film was supported by W.K. Kellogg Foundation, Youth Resiliency Institute and Case Western Reserve University's Schubert Center for Child Studies made the documentary possible. Following the screening, W. Paul Coates, Black Classic Press founder (father of author Ta-Nehisi Coates); Fanon Hill; Shirley Foulks; and artists from East Cleveland led a discussion about the film.

May 13, 2017, Attendees 65

Local artist and author David Smeltz presented on his book – "*Clean*". The book addressed his transition into sobriety. As the co-founder of the Reggae group I-Tal and the Executive Director of Clean House Inc. a non-profit organization. After his discussion, he performed songs for the audience.

CHILDREN'S PROGRAMMING

The Children's Department continues to have a steady flow of young patrons. The Summer Reading Club programming is being promoted via our ECPL Summer Program Guide, the ECPL Summer Newsletter, a Summer Reading Kickoff Press Release, and via our community partners, MyCom, the Salvation Army and the Stephanie Tubbs Jones Health Clinic. Computer use continues to be very high in this area. Future computer 'classes' for the youth are still being encouraged and will be explored for programming possibilities in addition to the summer computer classes that will be provided for youth – adults in the main computer lab. Esthetically, posters, displays and paint will continue to improve the overall look and feel of this particular department. The Summer Lunch program will resume in June.

**East Cleveland Public Library
Personnel Report**

May, 2017

- I. Retirements
 - None

- II. Recommendations for New Hires & Postings
 - Arlisha Tell, Technical Processing Clerk, (FT), (Promotion 5/18/17), Grade 14, \$13.00/Hour
 - Substitute Librarian Associate (FT), Grade 20
 - Circulation Assistant (PT), Grade 14
 - Digital Publication Assistant, (PT) Grade 15
 - Page II (PT), Grade 11

III. Resignations

- James Berts, Circulation Assistant (PT), Grade 14, \$13.97/Hour

IV. Sick & Vacation Report

- Ross Cockfield

Mr. Fambrough asked what was Mr. Berts' position.

Ms. Marcus-Bey stated that James Berts was a Circulation Clerk.

Mr. Mays asked about scheduling programs later in the day within the Greg L. Reese Performing Arts Center to accommodate patron's work schedules.

Ms. Marcus-Bey stated steps were already being taken to move programming to later times due to demand by the public.

Ms. Turner asked for clarification on what a Technical Processing Clerk does.

Ms. Marcus-Bey replied that this position's responsibility is to make sure new materials are entered into the Library's computer system accurately.

Mr. Fambrough stated that a previous Board passed a resolution for the Library to stay open to 7:00 PM on Fridays. Mr. Fambrough asked why the Library was closing at 6:00 PM on Fridays?

Ms. Marcus-Bey responded by saying the resolution Mr. Fambrough was referring to was overturned.

Mr. Fambrough asked to see information supporting Ms. Marcus-Bey's statement in writing.

Ms. Marcus-Bey stated that it would be provided to him.

Mr. Mays asked Mr. Fambrough when was this resolution passed?

Mr. Fambrough stated that it was for Administration to research.

X. FISCAL OFFICER'S REPORT

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

May 2017

Prepared June 2017

May financial reports have been distributed. Our expenditures for the first five months would be represented by a target expenditure level of 41% (5/12 of the year). Thru five months most of our expenditures are within budget. Those that are outside of the 41% benchmark are being reviewed and adjusted as necessary.

Our cash fund balance as of May 31, 2017 was \$849,488.90 which is a reconciled balance. This figure represents the cash total of all fund balances and is what our bank balances agree to. This compares to a balance of \$1,069,375.12 thru five months last year, a decrease from last year of \$219,886.22. The difference in cash balances between years can be attributed to sharp increases thru five months this year in facilities repair and maintenance spending along with increases, although not as significant, in furniture and equipment spending. On the revenue side, property tax revenue is down from last year thru five months by \$142,027 while PLF (Public Library Fund) revenue remains about the same. Salaries and wages are down from last year thru five months by about \$7,000. The net effect of these changes is reflected in lower cash balances thru the first five months of the year.

We've received word from Stark County Schools Council of Governments that we are entitled to two premium holidays for the 2017/18 year. This means that we can elect two months to withhold health insurance premium payments. We met the 30% reserve threshold which represents premiums paid as a percentage of money paid out in claims. With health care costs rising 5.4% over last year our premium costs for the elected holiday months will represent the percentage difference between this years and last year's rates and not the full premium cost. Savings to the library will approximate \$37,500. These savings can be channeled elsewhere and can assist with our renovation plans.

Kevin Penn, CPA has received the required material to perform his review of our first four months. A report will be prepared as soon as he's completed.

Mr. Mays asked of the other Trustees, where it is stated that the Fiscal Officer's report is approved by the Board and the Executive Director's report is not approved by the Board.

Both Ms. Synor and Ms. Turner agreed that the law says the Library is obligated to have a Fiscal Officer.

Mr. Fambrough stated that the Director is not required to take an oath.

Ms. Turner motioned to accept the Fiscal Officer's Report

Mr. Mays seconds the motion.

Discussion:

Mr. Fambrough asked what is the actually cost of the new roof.

Mr. Cockfield stated that in the Appropriations Status Report on page 4 he posted \$85,000 as the cost.

Mr. Fambrough requested to see the contract for this work.

Mr. Cockfield stated that he would provide the requested contract.

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

Yes – 4

Motion carries.

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

Motion Passes.

XI. FINANCE COMMITTEE REPORT

There was no meeting.

XII. BUILDINGS AND GROUNDS REPORT

There was no meeting.

XIII. PERSONNEL COMMITTEE REPORT

There was no meeting.

XIV. LIBRARY SERVICES

There was no meeting.

XV. STRATEGIC PLANNING

There was no meeting

XVI. UNFINISHED BUSINESS

XVII. NEW BUSINESS

Mr. Fambrough stated there needs to be training of staff on records requests.

Mr. Fambrough motioned for a written process for records request.

(There was no second to the motion).

Mr. Fambrough stated that there needs to be discussion between the ECPL Board and the East Cleveland School Board about the Literacy Specialist being a collaborative effort, because it is currently only being financed by the East Cleveland Public Library.

Ms. Synor stated that these are items that need to be discussed in committee meetings. She also asked the Chairs of the related committees to put this topic on their agendas.

Ms. Turner said that technical issues caused the committees meetings to be cancelled and she asked the staff to come up with a strategy to keep with meeting schedules.

Mr. Fambrough suggested that Trustees send a courtesy email to inform other Trustees of tardiness or absence.

Mr. Mays also suggested that these items be discussed during the Policy committee meeting.

XVII. AUDIENCE PARTICIPATION

Devon Branch addressed the Board by requesting that the Presidential letters be identified and where they are located and the nature of those documents. He also requested that someone physically view the documents in order for the Library to develop a plan as to what should be done with them after they are appraised. Mr. Branch also asked about projection equipment that was previously purchased by the East Cleveland Public Library. He also asked if later programming times would be possible. He later stated that he feels the cost of the Literacy Specialist should be shared with the East Cleveland Board of Education.

Ms. Synor responded by saying the projection equipment's installation is delayed due to fear of water damage and will be installed after the roof construction is completed.

Mr. Mays inquired as to how Mr. Branch was made aware of the Presidential letter?

Mr. Branch said he was previously made aware of these items by the interim Director and Rita Knight-Gray, the curator for the Library, during the time he served on the Board of the East Cleveland Public Library.

Ms. Saheed stated that having a non-electronic form of tracking records request could avoid problems.

Mr. Mays suggested that Ms. Saheed read the Ohio Sunshine Law for more information about records request.

XVIII. ADJOURNMENT

Mr. Fambrough motioned to adjourn the meeting.

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

Mr. Rashid thanked the audience for coming out.

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

Ms. McClarin seconded the motion.

Discussion: None

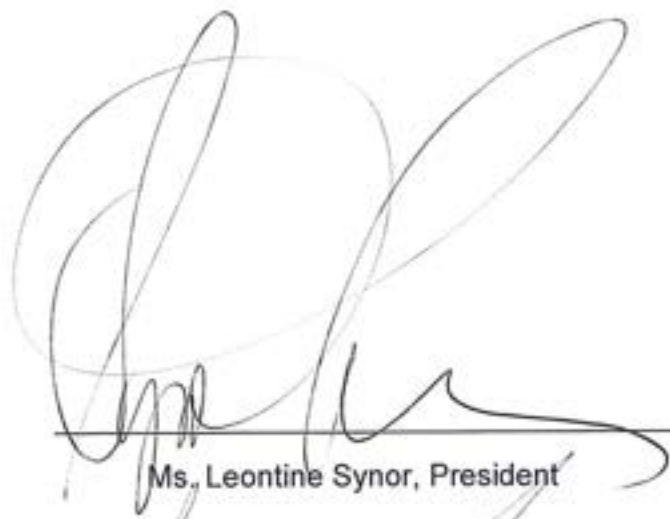
Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Fambrough (yes), Mr. Mays (yes).

Yes – 4

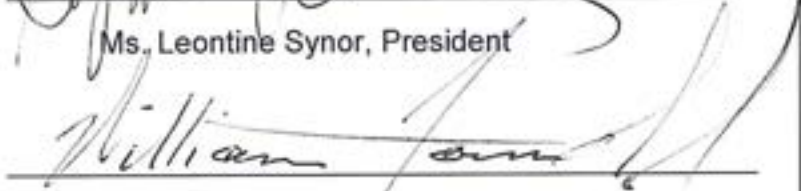
Motion passes

[The meeting adjourned at 7:52 pm]

Motion passes.

A large, stylized handwritten signature in black ink, featuring a large loop at the top and a long horizontal stroke at the bottom.

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