

East Cleveland Public Library
Regular Board of Library Trustees Meeting
August 15, 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.

1121 MP3

I. CALL TO ORDER
a. ROLL CALL

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

A quorum exists. Present – 7; Absent - 0

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

The meeting is in session.

b. INTRODUCTION OF GUESTS

(Human Resources Director) Stephanie Wood, Dr. Rice and Judge Keenon

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Ms. Turner stated there were questions about adding and executive session to the Regular Board Meeting. Ms. Synor stated the discussion will be held under New Business section of the agenda

a. ADOPTION OF THE AGENDA

Mr. Silvera moves to approve the agenda.

Ms. Turner seconds the motion.

Discussion: None

Mr. Silvera moved to approve the agenda. Ms. Turner seconded the motion.

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

Yes – 7

Motion carries.

Motion Passes

IV. APPROVAL OF THE MINUTES

a. ADOPTION OF MINUTES FROM 06/20/16

Ms. Synor requested the minutes be distributed at least one week prior to the regular Board meeting to give the Trustees ample time to look them over.

Mr. Fambrough added, that according to Board policy, a portion of the Board packet is to be distributed to the Board one week prior to the meeting.

Mr. Silvera moves to adopt the minutes from 05/16/16.

Ms. McClarin seconds the motion.

Discussion:

Mr. Fambrough stated that there were some changes he wanted to submit. He sited errors in section 9, 12 and 15 than should be corrected

Mr. Silvera moved for the adoption of the minutes from 05/16/16. Ms. Turner seconded the motion.

Mr. Mays moved to table the Minutes from 06/20/16

Mr. Fambrough seconded the motion

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

Mr. Mays moved to table the minutes from 06/20/16. Mr. Fambrough seconded the motion.

Yes – 1; No - 6

Motion to table minutes from 06/20/16 does not pass.

Motion fails

Mr. Silvera withdraws his motion to adopt the minutes from 06/20/16.

Ms. McClarin withdraws her seconding of the motion.

The motion to adopt the minutes from 06/20/16 has been withdrawn.

Mr. Silvera moves to adopt the minutes from 06/20/16 with corrections made within the week.

Ms. McClarin seconded of the motion.

Mr. Silvera motioned to adopt the minutes from 06/20/16 with corrections made within one week. Ms. McClarin seconded the motion.

Roll Call Vote: Ms. Synor (no), Mr. Silvera (no), Ms. Turner (no), Mr. Mays (no), Ms. McClarin (no), Ms. Anderson (no) Mr. Fambrough (no)

Yes – 0; No – 7

The motion to adopt the minutes from 06/20/16 with corrections made within the week does not pass

Motion fails.

Ms. Synor asked that the corrected minutes be emailed to all Trustees within 48 hours for their review, Trustees will then have one week to submit any additional corrections and the minutes will be voted on during the next regular Board meeting.

V. COMMUNICATIONS

Ms. Marcus-Bey informed the Board that The Cleveland Plain Dealer ran an article on July 26, 2016 titled: Centennial commemoration brings attention to preserving legacy of noted historian Icabod Flewelling. This article can also be found on Cleveland.com

VI. PRESIDENT'S REPORT

Ms. Synor said she didn't have a report due to the Board not meeting in July. She also mentioned that the Board met on 7/9/16 and made significant progress on the Trustee's Policy update.

Ms. Synor stated that the staff should also be working on the Personnel Policy manual and that the Board should anticipate reviewing it in the not too distant future.

VII. Director's Report

Ms. Marcus-Bey started her report with the July 6, 2016 Centennial Celebration of Icabod Flewellen. The celebration took place in the Greg L. Reese Performing Arts Center and it drew 75 attendees. Among them was Former Director, Greg L. Reese. He spoke of his relationship with Mr. Flewellen. Mr. Flewellen's family was also at the event and they loaned a large portrait of Mr. Flewellen to be mounted within his collection (once the wall has been repainted).

Children's programming for the months of June and July were full of active programs. The CEOGC drew 320 students. This program also featured interactive story-time to increase student's literacy.

"We can code it!" was the name of a one day program where children were able to design their own videogames. This program involved 15 attendees and will be repeated in the fall and spring.

Ms. Marcus-Bey mentioned that 1,399 lunches were served during the 44 sessions of the Summer Lunch Program. This was possible through a partnership between the East Cleveland Public Library and the Cleveland Food Bank.

Ms. Marcus-Bey also mentioned the Pee Wee Reading Roundtable.

Toddler Storytime was also a success according to Ms. Marcus-Bey. Over the summer the program attracted 89 attendees during its 4 sessions. This program was possible through a partnership with CEOGC George Forbes Daycare Center and the CEOGC Head Start Program.

Ms. Marcus-Bey continued by praising Ms. Henderson for experimenting with many different drop-in programs to locate the interest of the children during non-programming times.

The Natural History Museum hosted a program on July 11th and 13th that children got involved in science and chemistry.

Ms. Marcu-Bey stated that the Library partnered with Youth Opportunities Unlimited to employ 4 students to introduce them to the workforce.

Ms. Marcus-Bey said that she was invited to the Freedom School's Read Along Program. Two days later on July 28, 2016 they held their ending session in the Greg L. Reese Performing Arts Center.

Mr. Fambrough asked about the age difference between the toddlers and Pee Wee readers.

Ms. Marcus-Bey stated the toddlers were ages 24 months to 4 years old and the Pee Wee readers are aged 8-12 years old who are reading below a 3rd grade level

Mr. Fambrough inquired about local artist presenting their works in the Library. Ms. Marcus-Bey stated there is a program in the works for students in the fall and she will also reach out to Mr. Parker about professional artist presenting their works in the Library.

Ms. Anderson inquired about a replacement for the Summer Lunch program. Ms. Marcus-Bey said a snack program will be starting in October between 3:30 PM and 5:30 PM.

Mr. Mays asked about the Freedom School
Ms. Marcus-Bey stated it is an extension of the East Cleveland Neighborhood Center. It is a program that encompasses art, dance, cultural literacy as well as math and science. This program was started by Alex Haley

Ms. Synor asked if the "We Can Code It!" program is connected to another institution?
Ms. Marcus-Bey stated it was a separate program.

Mr. Mays moves to approve Director's Report.

Ms. Anderson seconds the motion.

Discussion: None

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

Mr. Mays
Motioned to
accept the
Director's
Report. Ms.
Anderson
seconded the
motion.

Yes – 7

Motion carries.

Motion Passes

VIII. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

August 2016

This year's overall YTD expenditures are running well within budget. Changes in personnel costs are producing reduced spending with resignations and some terminations providing less spending on salaries and wages. Additionally, our change in medical cost coverage is initially showing a 62% decrease in health insurance costs. It should be noted that personnel changes account for some of that decrease with the resignations and terminations affecting full time employees who took advantage of our medical program. Complete overall savings cannot be calculated because our supplemental insurance program supplied through Guardian Insurance is up for renewal this month and Ms. Wood, our Human Resources Director, is in the process of negotiating those changes. I should be able to come to the Board with complete costs and the impact on the budget by the September meeting. Some line items exceed the 58% seven month spending benchmark. These items have been targeted for further discussion and possible adjustment when the Director and I meet to plan out the budget for the balance of the year. Any significant changes will be brought to the Board's attention.

Year-to-date revenues exceed expenditures by \$337,828, which when added to our beginning fund balances gives us \$1,162,131 in overall cash fund balances. Property tax receipts are running at 117% of budget thru seven months. As I indicated at the beginning of the year, our Certificate of Estimated Resources reflects the County's best estimate of current tax collections and cannot predict delinquent collections. While I anticipate current collections to decline over the upcoming years, delinquent collections could buoy overall tax receipts. PLF revenues are running according to budget thru seven months.

In terms of our Building Fund, there's been an increase in facilities costs spending with our staff trying to take full advantage of the summer months to make necessary repairs and improvements. A portion of the spending will go toward the new roof which has gone out for bid. Bids will be received and opened on Friday, August 19th.

Lastly, I still don't have all travel receipts from the ALA conference. Please get those to me so I can provide a complete spending report to the Board. Specifically, I need documents received from check out, and any incidental receipts.

Ms. Synor stated that all travel receipts for the ALA Annual Conference need to be submitted to the Fiscal Officer no later than Wednesday if they have not been turned in. She continued by reminding the Board about the summary reports that should also be submitted by each Trustee about the workshops that they attended.

Mr. Mays inquired if the funds are available for the roof repairs.
Mr. Cockfield stated there is enough money budgeted for the roof repairs.

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

Discussion: None

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

Yes – 7.

Motion carries.

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

Motion Passes.

IX. Finance Committee Report

Mr. Silvera said the Finance Committee met on the previous Friday. They discussed the reduction of pay related to staff break time. Also there was talk of an electronic

payment system for vendors to expedite payment. In closing, Mr. Silvera asked for the Executive staff conduct themselves in a well professional well-mannered way.

X. Buildings and Grounds Committee Report

Mr. Mays started his report by saying the Buildings and Grounds Committee met on August 20, 2016 and critiqued the bid package. Mr. Mays later read from the bid statement and he would go on to inform the Board that the bids are to be announced on Friday, August 19, 2016 at 12:15 PM.

Mr. Fambrough asked what was being done to insure minority participation from the contractors.

Ms. Anderson replied by saying the Library cannot dictate to contractors who can or cannot work onsite. The Library however can request a "good faith" effort by contractors to include minority workers.

Ms. Anderson also stated that staff should be recognized for all of the hard work that went into creating the bid package.

XI. Personnel Committee Report

Ms. McClain started her report by saying the Personnel Committee met on August 12, 2016. She said they were planning an executive session, but Mr. Fambrough brought to their attention according to Board policy, only the Board can call for a vote to enter into an executive session. Ms. McClarin stated that a Literacy Specialist has been chosen to work with the schools. The Employee Policy Manual was submitted to the board for their review and it will be addressed in October. Ms. McClarin continued by stating that Mr. Fambrough's concerns were noted about the rehiring of Mr. Cooper to the Library's Buildings department. Based on the Board minutes from 2012, the Personnel Committee found no wrong doing in the rehiring of Mr. Cooper.

XII. Library Services Committee Report

Ms. Turner began by saying the Director offered a planned process that will begin in September by interviewing the public to find out what is important to them, based on the results a plan will be put in place for 2017. Ms. Turner continued by reminding the Board about the partnership with the Greater Cleveland Urban Film Festival that resulted in the creation of a film about East Cleveland from the minds the community's youth. All Board members are invited to be there.

Mr. Fambrough expressed some concern about the dated technology used in the Greg L. Reese Performing Arts Center

Ms. Anderson expressed concerns about the Cleveland / East Cleveland merger and how it will affect the East Cleveland Library

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

Mr. Silvera moved to amend Resolution 06-02-2016 to incorporating the phasing in being recommended by administration.

Ms. Turner seconded the motion

XIII. Strategic Planning Committee Report

Ms. Turner stated that Strategic Planning is included within the Library Services report.

XIV. Unfinished Business

No Unfinished Business.

XV. New Business

- a. Ms. Turner motions to approve **Resolution No. 08-01-2016: Approval of the Strategic Planning Process**

Mr. Fambrough asked for definition of the community.

Ms. Turner stated it was our patrons, the Board, the Administrative staff and the general staff.

Mr. Silvera moves to extend the meeting 15 minutes.

Mr. Fambrough seconds the motion.

Ms. Turner moved and Ms. Anderson seconded a motion to adopt **Resolution No. 08-01-2016.**

Mr. Silvera moved and Mr. Fambrough seconded the motion to extend the meeting 15 minutes.

Discussion: None

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 to extend the meeting 15 minutes.

(Mr. Silvera leaves the meeting at 9:01 PM)

Motion Passes.

Ms. Anderson calls for the vote for Resolution No. 08-01-2016.

Mr. Mays seconds.

Ms. Anderson calls for the vote and Mr. Mays seconds it for Resolution No. 08-01-2016.

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

Yes – 5; No - 1.

Motion carries to adopt Resolution No. 08-01-2016.

Motion Passes.

**b. Ms. Turner motions to adopt Resolution No. 08-02-2016:
Approval of the Library Card Sign-up Campaign**

Ms. Turner asked the Director if the projected amount of \$3,000 can be removed from the resolution.

Ms. Marcus-Bey stated that the projected amount is set at \$3,000 and she will return to the Board if that limit needs to be increased.

Ms. Turner moved and Mr. Fambrough seconded a motion to adopt Resolution No. 08-02-2016.

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

Yes – 6.

Motion carries to adopt Resolution No. 08-02-2016.

Motion Passes.

c. Ms. Turner motions to adopt Resolution No. 08-03-2016: - Approval of the Wolpert Water Fund.

Mr. Mays inquired as to what the Wolpert Water fund is?

Ms. Marcus-Bey stated that East Cleveland sits in the middle of the subway water shed. The Wolpert Water fund is a part of the Cleveland Foundation. This Fund is subject to auditor's approval.

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

Yes – 5.

Motion carries to adopt Resolution No. 08-03-2016.

Ms. Turner moved and Mr. Mays seconded a motion to adopt with amendments to Resolution No. 06-02-2016.

Motion Passes.

XVI. Executive Session

Ms. Synor asked the Board to take into consideration the late hour of the day and reserve the Executive Session for a later date for the full participation of the Board.

Mr. Mays moved to postpone the Executive session.

Ms. Turner seconded the motion.

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

Yes – 5.

Motion carries

XVII. Audience Participation

Devin Branch asked about the community involvement who would be involved and how many people would be involved.

Ms. Synor stated that number of people has not yet been approved.

Mr. Branch asked if the East Cleveland Public Library intends to upgrade the film viewing capacity.

Ms. Synor stated the roof is the Library's top concern right now.

None:

XVIII. Adjournment

Mr. Mays moved to adjourn the meeting.

Ms. Anderson seconded the motion.

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

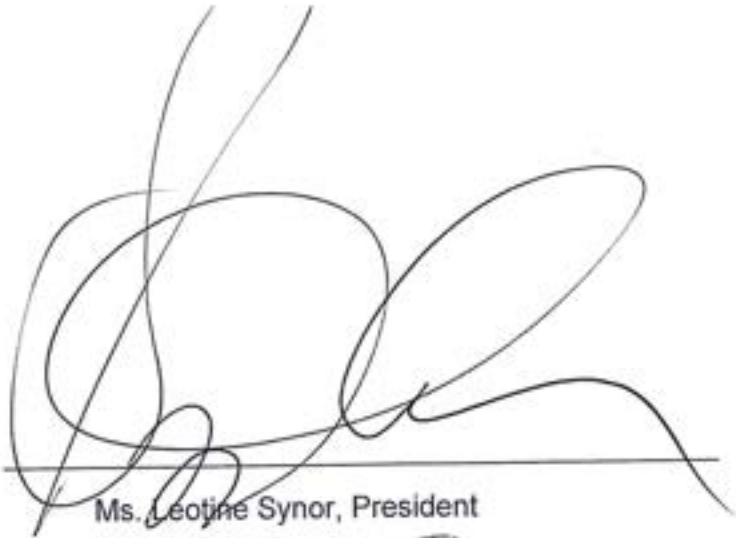
Yes – 6.

Motion carries for adjournment

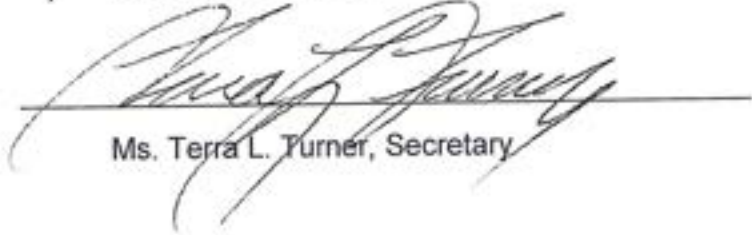
[The meeting adjourned at 9:18 pm]

Mr. Mays moved and Ms. Anderson seconded a motion to adjourn.

Motion Passes.

A large, stylized handwritten signature in black ink, featuring several large loops and a long, sweeping tail that extends to the right. The signature is positioned above a horizontal line.

Ms. Leotine Synor, President

A handwritten signature in black ink, appearing to read 'Terra L. Turner'. The signature is written in a cursive style and is positioned above a horizontal line.

Ms. Terra L. Turner, Secretary