

East Cleveland Public Library
Regular Board of Library Trustees Meeting
August 21, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

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

1183 MP3

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

Present: Ms. Synor, Ms. Turner, Ms. McClarin, Mr. Mays, Mr. Rashid

A quorum exists. Present – 5; Absent – 2

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: Mr. Johnson

II. **LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

III. **APPROVAL OF THE AGENDA**

Ms. Turner asked to add an item to the agenda relating to Library policy.

Ms. Synor calls for the vote to approve the amended agenda with the added policy item as number 15 on the agenda.

Mr. Mays motioned to approve the amended agenda.

Ms. McClarin seconds the motion.

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

Yes – 5

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

Motion passes.

Amended agenda approved.

IV. APPROVAL OF MINUTES FROM MAY 15, 2017

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

Ms. McClarin seconds the motion.

Discussion:

Mr. Mays stated that the word "the" in the first sentence under item IV Communications, was a grammatical error and should be removed.

Ms. McClarin also stated that there should be nothing after Adjournment on the agenda.

Mr. Mays moved and Ms. McClarin seconds the approval of the 05/15/2017 minutes.

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

Yes – 4; Abstain - 1

Motion passes.

Minutes for 05/15/2017 are approved as amended.

V. APPROVAL OF MINUTES FROM JUNE 19, 2017

Mr. Mays motioned to approve the minutes from June 19, 2017.

Ms. Turner seconds the motion.

Discussion: None

Mr. Mays moved and Ms. Turner seconds the approval of the 06/19/2017 minutes.

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

Yes – 3; Abstain - 2

Motion passes.

Minutes for
06/19/2017
are approved.

VI. COMMUNICATIONS

Executive Director Marcus-Bey stated on July 1, 2017 she received correspondence from the State Library inviting her to attend their 200th anniversary recognition ceremony being held on August 4, 2017. She continued by saying that she received correspondence from the Cleveland Museum of Art pertaining to the Library's Presidential Letters Collection where it is being housed in a secured climate controlled vault. The Executive Director also said on July 21, 2017 that the Library received a correspondence from Best Buy stating that the East Cleveland Public Library was not selected this year to receive a grant to establish a Best Buy Teen Tech Center.

Mr. Mays asked if the Presidential letters were acknowledged as the property of the East Cleveland Public Library.

Ms. Marcus-Bey stated yes.

Ms. Synor said to make sure these items are insured.

Ms. Turner which Presidents are included in this collection.

Ms. Marcus-Bey replied by saying that there were several including Truman, Wilson, Lincoln, Roosevelt among many.

Ms. Turner asked how the Library received this collection.

Ms. Marcus-Bey stated that these items were donated the East Cleveland Public Library from the Tanner family several years ago. She continued by saying that this collection was kept on site until they were sent to Cleveland Art Museum by a previous Director for the sake of preservation and security.

Ms. Turner asked if they have been appraised.

Ms. Marcus-Bey stated that they were appraised 9 years ago.

VII. PRESIDENT'S REPORT

Ms. Synor stated that it was a good opportunity to be able to go to the American Library Association's Conference and meet people from other libraries. She also stated that it was refreshing to hear some the innovative ideas other libraries have come up with to overcome their challenges. Ms. Synor continued by saying in the future there should be a minimum of two staff members who also attend ALA's conference to help bring back a plan of action. She also expressed concern in how long it takes for the Board to make changes in the Library. Ms. Synor stated that her term is up on October 31, 2017 and she will not be returning as a Library Trustee, in order to pursue other goals, and that it has been an honor and a privileged to serve. Ms. Synor stated that she would like to get the policies approved.

Mr. Mays said that any trustee who misses five consecutive meetings should give the Board authority to appoint someone else into that position.

Ms. Synor stated that a petition must be signed and presented before a trustee can be taken off of the Board.

VIII. DIRECTOR'S REPORT

S. Marcus-Bey — Executive Director

June and July 2017

CIRCULATION

(Enclosure)

CORRESPONDANCE -

- On **July 1, 2017** the Director received correspondence inviting her to attend the State Library's 200th Anniversary recognition ceremony to be held on August 4, 2017.
- On **July 3, 2017** the Library received correspondence from the Cleveland Museum of Art pertaining to the Library's Presidential Letters Collection being housed in a secured vault in Collections Department.
- On **July 21, 2017** the Library received correspondence from Best Buy that the Library would not be selected this year to establish a Best Buy Teen Tech Center@ ECPL.

ADULT PROGRAMING

June 12

Scrapbooking

27 Adult Participants

This was a wonderful opportunity for our patrons to showcase their creativity at ECPL. Patrons were able to design personalized scrapbooks. Patrons came to support the program and even invited guests to join us. The group enjoyed the program and suggested we do more arts and crafts.

June 12, 19 & 26

Participants: 21

Let's Talk Herbs

The Public Services team conducted a workshop, Let's Talk Herbs. Each part of the workshop was well attended and as a result of the success of this particular Adult Workshop, the group will continue to meet throughout the Fall of 2017 exploring other health-related interests.

GED @ ECPL

July 2017

213 Participants

Summer GED classes have been plentiful and packed on most days. This summer they began the 4 days per week format. It appears to be successful and very much needed here in the community that we serve.

Fall ABE/ASE Classes at the ECPL have been scheduled for the 2017-2018 school year. The Fall Semester will run for 16 weeks from August 28, 2017 — December 17, 2017. The Spring Semester will run for 16 weeks from January 29, 2018 — May 18, 2018. Orientation dates have also been scheduled in August, October, January and March, all taking place from 10:00 AM — 2:00 PM in the Lower Auditorium.

CHILDRENS PROGRAMMING

July 6

ZenWorks Yoga

13 Participants

Yoga continues to be a hit with youth patrons at ECPL. Lisa Meranti from ZenWorks engaged children in healthy, mindful exercises and activities.

July 20

Mad Science: Black and Blue Oceans

14 Participants

John from Mad Science visited ECPL to teach youth patrons about water quality, and the effects of oil spills on aquatic life. Children ages 6-14 were able to complete hands-on activities using ingredients such as vegetable oil and Alka-Seltzer to reinforce these concepts. This program was very entertaining and informative.

June 27 & June 29

SPARK Kindergarten Readiness Workshops:

11 Participants

The ECPL Public Services Department's Children's Department partnered with Salema Wiggins from SPARK to provide two Kindergarten Readiness workshops for parents in the ECPL story time room. Many activities, ideas and resources were available to parents of incoming Kindergarteners to prepare these young learners for the school year ahead. ECPL provided hands-on games for parents to play with children. Parent were also provided with a readiness questionnaire to complete with their child.

June 13

Saint Martin de Porres Camp Visits:

47 Participants

Campers from Saint Martin de Porres visited ECPL on June 13. Children were divided up by age groups and ECPL staff completed activities and a scavenger hunt with the students. Their visit ended with campers watching and learning the "Dewey Decimal Rap" video.

Partnerships:

- July 15, 2017 ECPL Participated in the First Annual Salvation Army Community Festival. The Library was represented and provided information about our summer and year-round program offerings and resources. Many of our regular patrons were present at the all-day portion on the community festival and were happy to see the ECPL represented. Potential partnerships were cultivated between the library and several entities within the City of East Cleveland. Various of vendors expressed interest in participating in programs, events, and workshops at the Library in the near future.

- July 20, 2017 ECPL attended the Coit Road Farmers Market along with several non-profit agencies in the Cuyahoga County area such as:
 - East Cleveland Bridges of Hope
 - Salvation Army
 - Stephanie Tubbs Jones Medical Center
 - Cuyahoga County Board of Health
 - Recovery Resources
 - HCR ManorCare
 - Bellefaire SAY (Social Advocates for Youth)

Each organization shared valuable information regarding on- going programs, new programs and services provided by each agency. Literature was distributed among organizations.

Mr. Mays asked if there is information to let parents know about the Library programs that are available to them and their children.

Ms. Marcus-Bey stated that the Library is working with CGOC, local daycares and schools, the Library has partnered with Bold Beginnings for the grant from the Ohio Department of Education. Ms. Marcus-Bey also said that the Library is reaching out to senior centers, because oftentimes the grandparents are acting as childcare providers for working parents.

Ms. Turner said that the Library should also check with the county to find out who the certified in-home daycare providers are, in order to reach more people.

Personnel Report

June and July 2017

I. Retirements

- None

II. Resignations

- Tre'von Edwards, Page 11, Grade 13, \$11.00/hour Resigned June 26, 2017.
- Stephanie Wood, Human Resources Manager, PT. Pay Grade 33 Hourly rate \$33.00 per hour - effective July 7, 2017.

III. Recommendations

New Hires:

- Name: Stephanie Calhoun, Part-time Circulation Assistant, Grade: 14, Hourly Rate \$13.00 – Effective Hire Date June 26, 2017.
- Name: Cecelia-Nicole Edwards, Page II, Grade 13, \$11.00/hour; Hire Date July 5, 2017.
- Name: Jennifer Dial, Part-time Computer Tech III – Desktop Publishing, Grade: 21, Hourly Rate: \$25.00. Effective Hire Date June 26, 2017.
- Name: Charles Hill, Computer Tech II, FT, Grade: 17, Hourly Rate: \$15.00, Effective Hire Date July 18, 2017.
- Name: Anita Kelly, Page II, Grade 13, \$11.00/hour: Hire Date July 6, 2017.
- Name: Daysha George, Library Associate – Youth Emphasis, Grade 20, \$20.00/ hour; Effective Hire Date July 14, 2017.

Postings:

- Human Resources Manager, PT Grade 33

Sick & Vacation Report

- Ross Cockfield

Ms. Synor asked that the Sick & Vacation Report be included in the Board packet for the next meeting.

Ms. Marcus-Bey stated that this report will be amended to this Board packet.

IV. FISCAL OFFICER'S REPORT

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

June/July 2017

Prepared August 2017

Financial reports as of July 31st have been distributed. Our expenditures for the first seven months would be represented by a target expenditure level of 58% (7/12 of the year). Thru seven months most of our expenditures are within budget. Those that are outside of the 58% benchmark are being reviewed and adjusted as necessary.

Our cash fund balance as of July 31, 2017 was \$790,642.66 which is an unreconciled balance. This compares to a balance of \$1,151,989.55 thru seven months last year, a year-to-date decrease from last year of \$361,346.89. The difference in cash balances between years can be attributed to sharp increases thru seven 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 seven months by \$306,018.56 while PLF (Public Library Fund) revenue is slightly up by

\$9,000 for the same seven months. General Fund spending for seven months this year is approximately \$118,000 more than this period last year. Our second half distribution of "Property Tax Rollback" has not been received yet so revenues are somewhat understated. The net effect of these changes is reflected in lower cash balances thru the first seven months of the year.

Kevin Penn, CPA has provided his financial report on our first four months. The report has been supplied to the Board. All areas tested showed no exceptions. He did note that our appropriations budget as reported to the County disagreed with appropriations reported as of 4/31/17. I pointed out to him, as I've reported to the Board, that the Director and I are working on budgetary procedures to better project necessary appropriations. Also, as discussed, the differences between the budgets we reported and the one we're using can be corrected in the latter part of the year. I'll be supplying Mr. Penn with material for the next two months so as to get back on a quarterly reporting cycle.

I had hoped to present a summary report of travel (ALA and BCALA) to the Board for review and evaluation. Unfortunately, all travel documentation has not been received and I'm still unable to reconcile travel expenses. Our Internal Control Policy clearly states that documentation is due within seven day from the end of the conference or event. It's worth pointing out that any travel expenditures not accompanied by receipts – unless otherwise excused by policy – are typically subject to review by the Auditors, treated as not meeting the test of "proper public purpose" and subject to repayment by the person making the expenditure or receiving the service. I therefore caution anyone not having turned in their travel documents that you are exposing yourself to a potential finding for recovery by the Auditors if your documentation has not been turned in.

Our travel policy is in need of revision. I hope that within the next month I'll be able to have the policy reviewed in order to present to the Board for adoption.

Mr. Mays asked what is the impact of the high spending and declining revenue.

Mr. Cockfield replied by saying most of the monies spent have been to stabilize the facility and to help make the Library more financially secure moving into the next year.

Ms. Synor asked the Board to make sure that the Fiscal Officer has all of the Board's travel receipts.

Ms. Synor also asked the Board to be proactive in generating funds for the Library.

Mr. Rashid motioned to accept the Fiscal Officer's Report
Ms. McClarin second the motion.

Discussion: None

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

Yes – 5

Motion passes.

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

The Fiscal Officer's report is approved.

Mr. Mays calls point of order and motions to approve the Director's Report.
Mr. Rashid second the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved and Mr. Rashid seconds for the approval of the Director's Report.

The Director's report is approved.

V. FINANCE COMMITTEE REPORT

There was no meeting.

VI. BUILDINGS AND GROUNDS REPORT

There was no meeting.

VII. PERSONNEL COMMITTEE REPORT

Ms. McClarin said that she learned a lot from the many classes that she attended at the ALA conference. Ms. McClarin also suggested the tabling of the resolution to approve the Employee Handbook.

VIII. LIBRARY SERVICES

There was no meeting.

IX. STRATEGIC PLANNING

There was no meeting.

X. UNFINISHED BUSINESS

Ms. Turner recommended for the Board to meet on September 13, 2017 at 5:30pm. The Board agreed to this time and date to discuss items relating to the Library's Policies. Ms. Turner proposed that Trustees read over the Employee Handbook and the Board Policy Manual and highlight items that are of concern to be prepared to discuss these items.

XI. NEW BUSINESS

- A. Resolution No. 08-01-2017: Appointment of IT & Network Manager

Mr. Mays motions to approve Resolution 08-01-2017.

Ms. McClarin second the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved and Ms. McClarin seconds the approval of Resolution 08-01-2017.

Resolution 08-01-2017 is approved.

B. Resolution No. 08-02-2017: Appointment of Facilities Manager

Mr. Mays motions for the adoption of Resolution 08-02-2017.

Ms. McClarin second the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved and Ms. McClarin seconds the approval of Resolution 08-02-2017.

Resolution 08-02-2017 is approved.

C. Resolution No. 08-03-2017: Appointment of Deputy Fiscal Officer

Mr. Mays motions to approve Resolution 08-03-2017.

Ms. McClarin second the motion.

Discussion:

Ms. Synor asks for clarification for the position change.

Mr. Cockfield stated that Ms. Chambliss has completed her degree in Business Management and she has the capacity to do some of the functions of the Fiscal Officer.

Mr. Mays asked if the Deputy Fiscal Officer will be able to stand in if the Fiscal Officer was unable to perform due to illness or to be a candidate for the Fiscal Officer's position were to open.

Mr. Cockfield stated that he was originally brought on as the Deputy Fiscal Officer and was promoted to Fiscal Officer when the position opened.

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

Yes – 5

Motion passes.

Mr. Mays moved and Ms. McClarin seconds the approval of Resolution 08-03-2017.

Resolution 08-03-2017 is approved.

D. Resolution No. 08-04-2017: Resolution to Close Library for Safety Training October 9, 2017

Mr. Mays motions to approve Resolution 08-04-2017.

Ms. McClarin second the motion.

Discussion: None

Mr. Mays moved and Ms. McClarin seconds the approval of Resolution 08-04-2017.

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

Yes – 5

Motion passes.

Resolution
08-04-2017 is
approved.

E. Resolution No. 08-05-2017: Resolution to Approve Personnel Handbook

Ms. Synor stated that Resolution 08-05-2017 has been tabled.

XVII. AUDIENCE PARTICIPATION

Mr. Johnson stated that the Board did a great job and covered a large amount of material during this meeting.

XVIII. ADJOURNMENT

Mr. Mays motioned to adjourn the meeting.

Mr. Rashid second the motion.

Discussion: None

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

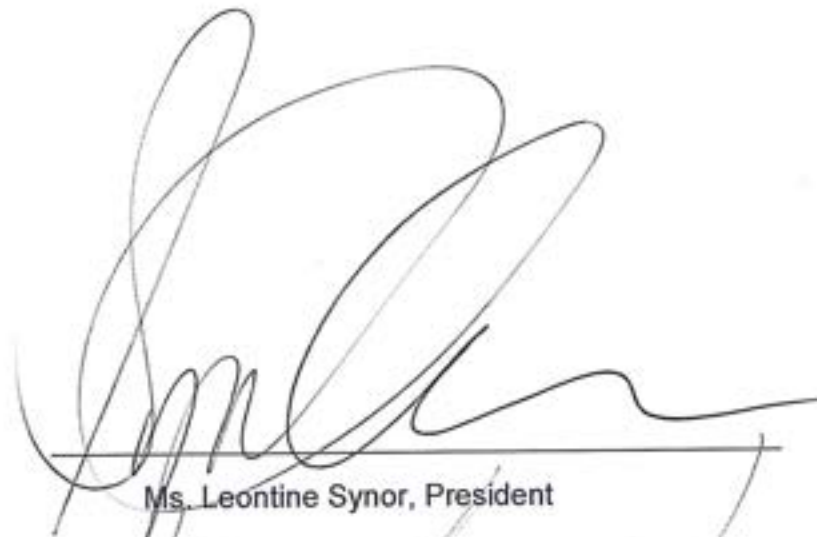
Yes – 5

Motion passes

Mr. Mays
moved and
Mr. Rashid
seconds the
motion to
adjourn.

Motion
passes for
adjournment.

[The meeting adjourned at 8:33 pm]



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

Ms. Leontine Synor, President



A handwritten signature in black ink, appearing to read 'William Fambrough' in a cursive style.

Mr. William Fambrough, Secretary