

East Cleveland Public Library
Regular Board of Library Trustees Meeting
September 18, 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.

1185 MP3

I. CALL TO ORDER
a. ROLL CALL

Present: Ms. Synor, Ms. Turner, Mr. Fambrough, Ms. McClarin, 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. Jackson

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

(Mr. Mays arrives at 6:33pm)

Ms. Turner asked to add an item to the agenda for the scheduling of the Policy meeting for October.

Mr. Fambrough motioned to bypass agenda items if there were no corresponding Committee meeting.

Mr. Fambrough moved to bypass agenda items with no corresponding meeting.

There is no second to the motion.

Motion dies.

Ms. Synor stated that changes to this agenda will include the scheduling of the Policy meeting and discussion of a previous meeting.

Mr. Fambrough motioned to approve the amended agenda.

Ms. McClarin seconds the motion.

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

Yes – 5; Abstain - 1

Motion passes.

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

Amended agenda approved.

IV. APPROVAL OF MINUTES FROM AUGUST 21, 2017

Mr. Fambrough stated that agenda item V "APPROVAL OF MINUTES FROM JUNE 19, 2017" did not pass due to only receiving 3 "yes" votes and 2 "abstain" votes.

Mr. Mays stated that the abstain votes goes with the majority vote.

Mr. Fambrough argues that the abstain votes do not go with the majority vote.

Ms. Synor stated that she would verify with the Ohio Library Council for clarification and that item V would be rescinded if Mr. Fambrough is correct.

Mr. Fambrough also stated that the Director's Report does not require the approval of the Board. Mr. Fambrough added that the September 13th meeting was not a legal meeting, because there was no official vote approving that meeting.

Ms. Turner stated that the Board came to a consensus that they would meet on September 13th, so no vote was required.

Mr. Fambrough referred to Section 110, Item D of the Board Policy manual.

Ms. Turner stated that the meeting was in adherence to Section 110, Item D of the Board Policy manual.

Mr. Mays asked the Trustees to either vote "yay" or "nay" for clarification in the future.

Ms. McClarin motioned to approve the minutes from August 21, 2017.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 5; No - 1

Motion passes.

Ms. McClarin moved and Mr. Mays second the approval of the 08/21/2017 minutes.

Minutes for 08/21/2017 are approved.

V. COMMUNICATIONS

Executive Director Marcus-Bey stated that there were no communications in August.

VI. PRESIDENT'S REPORT

Ms. Synor stated that Trustees wanting to attend the Ohio Library Council should let the staff know, so those arrangements can be made. Ms. Synor also stated that there is money available for workforce development and she asked the Director and the Library Services Committee to consider finding resources for the Job Shop. Ms. Synor said this is the time to do preventative maintenance, so small problems don't become big problems with high costs. She continued by saying the generation of revenue should be the focus of the Board. She also added by saying that revenue can be generated for the Library through passports or using the Greg L. Reese Performing Arts Center. Ms. Synor concluded by saying charging a nominal fee for services will be necessary to keep the doors of the Library open to the public.

VII. DIRECTOR'S REPORT

S. Marcus-Bey — Executive Director

August 2017

CIRCULATION

(Enclosure)

CORRESPONDANCE –

- None

ADULT PROGRAMING

GED @ ECPL

AUGUST 2017

192 Participants

Summer GED classes came to an end for the summer session and participation demonstrated the need for the programs. Students met with the instructor, Anthony Franklin. As such, 15 students using the ECPL location were successful this summer in passing the test and receiving their GEDs. Fall ABE/ASE Classes at the ECPL started on August 28, 2017 — December 17, 2017.

Summer Reading Rap Up

21 Participants

August 10, 2017

ECPL Adult patrons had an opportunity to connect with local author Everett Prewitt. As a guest speaker, reading club participants had an opportunity to ask the author questions regarding his book Snake Walkers. The adults took part in calm coloring, a meet & greet, and discussion.

Coit Farmer's Market Pick Up/Food Demonstration

5 Participants

August 16, 2017

Participants had an opportunity to visit the food market, enjoy a food demonstration and purchase food. Free transportation was provided every Wednesday in August. The sign-up sheet is at the adult reference desk during this Annual Coit Farmer's Market Pick Up/Food Demonstration event. ECPL staff recruited adult participants and scanned the information to the Coit Farm for pick up services.

CHILDRENS PROGRAMMING

End of Summer Book Club Party

32 Participants

August 1

Summer book club participants enjoyed pizza and other snacks, as we celebrated their participation in the summer Reading Club. Children received participation certificates, and back-to-school bags and materials as prizes. One grand prize winner received a \$150 gift card for back to school needs.

Mad Science: Detective Science

13 Participants

August 10th

Youth library patrons enjoyed learning about how science is used to solve real crimes! The storytime room was transformed into a crime lab for this exciting hands-on exploration of the fundamentals of forensics.

Outreach to CEOGC

August 18th

The Literacy Outreach Specialist met with Inez Owens of CEOGC to introduce herself, discuss services that the library would be happy to provide, and decipher needs that this organization may have. Ms. Owens was happy to have involvement from ECPL. A tentative schedule was developed which includes both weekly visits to the facility by the Literacy Outreach Specialist (for younger toddlers), and monthly visits to the facility for older preschoolers. These visits will be in addition to the weekly visits to the library, which are led by Ms. Henderson.

The tentative CEOGC schedule: Thursdays: 9:30-12:00 infants and toddlers and the first Mondays of each month: 10:00-12:00 preschoolers

The items that the Literacy Specialist sees as being necessary for this type of program are the following: Prop boxes/activity kits; stick puppets, finger puppets; crafts materials (such as tools and building materials).

TEEN PROGRAMMING

Build a Better World Summer Reading Award Ceremony **35 Participants**
August 1

ECPL youth were rewarded for their summer long participation in The "Build a Better World" Summer Reading Program. The award ceremony was hosted by the Teen & Children's Library Associates and the Literacy outreach Specialist and was attended by children and teens alike. Pizza, chicken wings, water and soda was served after the ceremony, and youth were issued back packs which included school supplies donated by Ms. Billi Watson, Admissions Representative from Apex Academy.

Program: Back to School Pizza Social **20 Participants**
August 16

The Back to School Pizza Social was a fun way to start off the school year and welcome our youth back to the East Cleveland Public Library. Youth were served pizza and juice and participated in gaming.

Gaming: X Box **9 Participants**
August 16

As part of the Back to School Social activities youth faced off in an Xbox Dance Video Challenge.

Partnerships:

- The Greater Cleveland Food Bank partnered with ECPL and through our partnership 652 lunches were served to our youth for the entire summer lunch program; and 325 snacks were provided for youth via the Kid's Café.

Supplemental Report - Personnel

August 2017

- I. Retirements
 - None

- II. Resignations
 - None

- III. Recommendations
New Hires:
 - None
Postings:
 - Human Resources Manager, PT. Pay Grade 33 - Effective September 1, 2017 - October 1, 2017

- IV. Sick & Vacation Report
 - Ross Cockfield
 - o Attachment

Ms. Marcus-Bey invited the Trustees to take part in the Ella Fitzgerald live musical celebration, taking place in the Greg L. Reese Performing Arts Center on Sunday, October 22, 2017 at 4pm. Ms. Marcus-Bey also presented publicity items referring to water. These items were purchased with donations from the Wolpert Water Fund.

Mr. Fambrough asked what the age range of the Book Club participants and was and if the recipient of the gift card was a local student.

Ms. Marcus-Bey responded by stating that the gift card recipient was a Shaw High School student. She also said that the age range of the Book Club participants was varied between toddler to 18.

Mr. Mays asked about the summer GED program and how many of the students received their GED.

Ms. Marcus-Bey stated that 15 students successfully passed the test.

Mr. Mays asked how many students were coming to the Library from CEOGC.

Ms. Marcus-Bey replied by saying about 150 CEOGC students were visiting the Library.

Mr. Mays asked how this program is being marketed.

Ms. Marcus-Bey said that the program is being marketed in the Fall Program Guide and social media.

Ms. Synor stated that the lower number of children taking part in the food program, from last year, may be due to the recent increase of violence and parents keeping their children at home.

Ms. Turner said ECPL should consider anti-violence programs in the future.

Ms. Marcus-Bey said ECPL will be conducting an anti-violence program on October 28, 2017. It is the Shirellda Helen Terry Memorial program.

Ms. Synor said she knows a few people who may come to assist with an anti-violence program by speaking at the event.

Mr. Fambrough stated that the Shirellda Helen Terry Teen Center has not been given the proper signage per the resolution that was previously passed by the Board.

Ms. Synor asked the Director to get pricing on signage for the Teen Center.

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

Ms. McClarin second the motion.

Discussion:

Ms. McClarin stated that the approval of the Director's report was discussed by the Board in a previous meeting.

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

Yes – 5; No - 1

Motion passes.

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

The Director's report is approved.

VIII. FISCAL OFFICER'S REPORT

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

August 2017

Prepared September 2017

Financial reports as of August 31st have been distributed. Our expenditures for the eight months ended would be represented by a target expenditure level of 66% (2/3 of the year). Thru eight months most of our expenditures are within budget. Those that are outside of the 66% benchmark are being reviewed and adjusted as necessary.

Our cash fund balance as of August 31, 2017 was \$902,541.32 which is an unreconciled balance. This compares to a balance of \$1,195,205.71 thru eight months last year, a year-to-date decrease from last year of \$292,664.39. While year-to-date revenues are more than year-to-date expenditures by \$140,522, in comparison to last year we had received more and spent less thru eight months. As a further comparison thru eight months some of the more significant changes are as follows: major medical costs thru eight months are approximately 55% less this year than for the same period last year – a significant decrease given current costs are approximately \$225,000 per year or 15% of gross salaries; library programming costs – costs associated with providing programs for the public - are up by 61% over last year; purchases for books are up from last year by 324%; security service costs are up by 13% over last year thru eight months; equipment purchases for public have increased 475% over last year; wages for maintenance staff are up by 45% over last year – attributed to increased staff hours; facilities maintenance and repair costs are up by 540%; equipment repair costs are up by 1832% - from \$1,800 in 2016 to \$35,000 in 2017. As stated before, in the face of declining revenue, the savings generated from health insurance have been shifted and applied for the most part to facilities costs, programming services, and equipment purchases. Please keep in mind that these comparative changes are thru eight months only and can present a different picture by year end. The purpose of the comparisons was to highlight spending shifts as opposed to identifying amounts.

The Director and I have begun preparing the budget for 2018 and will be working through the month of October to develop assumptions and review current spending levels. Our plan is to have a discussion draft available for the October Finance Committee meeting with a completed draft available for November.

Kevin Penn, CPA is currently working on the financials for May and June. Once completed, he will be provided financials for July thru September so as to get back on a quarterly evaluation cycle.

I'll have a completed summary report for travel next month. Our travel policy is in need of revision and approval. I provided a copy of our Internal Control Policy which includes our Travel Policy to Ms. Turner for inclusion in the Board Policy Manual. I hope that within the next month I'll be able to have the policy reviewed in order to present it to the Board for inclusion or adoption.

Mr. Mays asked why there is such a difference in spenditures.

Mr. Cockfield replied by saying the savings from medical costs have been shifted to maintenance expenditures.

Mr. Mays asked what would the Fiscal Officer suggest with the upcoming tax cuts.

Mr. Cockfield said the Director has elected to invest financial surpluses into capital improvements and maintenance to stabilize the facility.

Mr. Fambrough asked what the final figures are for the roof replacement. He also said that an employee has received about a \$25,000 pay raise.

Ms. Synor stated that changes in salaries and titles are based off of the cost analyst and pay range findings conducted by the Human Resources manager.

Mr. Fambrough cautioned that the Literacy Specialist's salary should be shared with the Board of Education.

Ms. Synor stated that the people, who recently received pay increases, also received increases in responsibilities.

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

Mr. Mays motioned to accept the Fiscal Officer's Report

Mr. Rashid second the motion.

Discussion: None

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

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

Yes – 6

Motion passes.

The Fiscal Officer's report is approved.

IX. FINANCE COMMITTEE REPORT

There was no meeting for the month of September.

X. BUILDINGS AND GROUNDS REPORT

There was no meeting for the month of September.

(Mr. Rashid leaves the meeting at 7:54pm)

Mr. Mays stated that the maintenance team and the Director have done a good job.

Ms. Turner expressed concern over people being hit by the door in the restroom near the Performing Arts Center. She also suggests that we get architectural advisement for ADA compliance.

Ms. Synor said the Buildings and Grounds Committee should consider what the costs would be to move forward in making the building more ADA compliant.

XI. PERSONNEL COMMITTEE REPORT

There was no meeting for the month of September.

Ms. McClarin proposed an internship to assist Administration.

She also proposed a plaque to present to a former employee.

Ms. McClarin then turned in her report from the American Library Association conference and she also stated that she submitted her receipts from the conference.

Ms. Synor added that internships are a large part of workforce development and due to the lack of minorities involved in Library Science, ECPL should be actively seeking programs that engage African-Americans and males. She continued by asking the Fiscal Officer to consider providing some kind of payment to an intern if possible.

XII. LIBRARY SERVICES

Ms. Turner said there was a Library Services meeting in September. She also stated that Staff presented their recommendations for Library Services related policies to the committee for review. Ms. Turner also said additional Library Services meetings will be required due to the lack of meetings over the summer. This is to provide the Board with the required policies.

Ms. Synor asked the Director what social media platforms the Library currently using.

Ms. Marcus-Bey replied that the Library is using Facebook, Twitter and making plans to incorporate Snapchat. Ms. Marcus-Bey stated that there is currently a policy that has been submitted relating to the use of social media.

XIII. UNFINISHED BUSINESS

Mr. Fambrough asked who attended the 2017 American Library Association conference.

Ms. Synor replied by saying the attendees to ALA Chicago were Leontine Synor, Terra Turner, Pamela McClarin, the Director and William Fambrough.

XIV. NEW BUSINESS

A. Resolution No. 09-01-2017: Approval of Employee Handbook

Mr. Fambrough stated that the new Employee Handbook still needs works and is not ready to be voted on.

Ms. Synor stated that some of the language in the handbook may need to be changed. She continued by saying this is a discussion that needs to be taken up in a committee meeting.

Ms. Turner added that three different attorneys looked at the Employee Handbook and they all felt good about it. Ms. Turner stated that she is willing to approve the Employee Handbook, but she would like to make some changes to it in the future.

Mr. Fambrough stated that the Employee Handbook should be passed when it is right and not before.

Ms. Turner argued that the Board should approve the Employee Handbook, as written, with the understanding that it will be amended.

Ms. McClarin motions to approve Resolution 09-01-2017.

Ms. Turner second the motion.

Discussion:

Mr. Fambrough asked if the organizational chart, salary schedule, job descriptions and employment guidelines are included in the handbook.

Ms. Turner stated that those items are included.

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

Yes – 4; No - 1

Motion passes.

Ms. Synor asked Trustees to bring corrections to the Committee meetings.

(Ms. McClarin leaves the meeting at 8:46pm)

Ms. Turner stated that Attorney Bennett suggested changing the Board policies to Board bylaws for legal reasons. Ms. Turner also stated that a meeting time needs to be made for the next Policy Committee meeting. Ms. Turner suggested meeting on October 9, 2017 at 5:30pm.

Ms. McClarin moved and Ms. Turner seconds the approval of Resolution 09-01-2017.

Resolution 09-01-2017 is approved.

Ms. Fambrough motions to adopt the time of the Policy Committee meeting on Monday, October 9, 2017 at 5:30pm.

Ms. Turner second the motion.

Discussion: None

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

Yes – 4

Motion passes.

Mr. Fambrough moved and Ms. Turner seconds the approval of the Policy Committee meeting time.

Motion is approved.

Ms. Fambrough motions to extend the Board meeting to 9:10pm

There is no second.

There is no second to the motion.

Mr. Fambrough moved to extend the meeting to 9:10pm.

Motion dies.

Mr. Mays motions to extend the Board meeting to 9:07pm

Ms. Turner second the motion.

Discussion: None

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

Mr. Mays moved and Ms. Turner seconds to extend the meeting to 9:07pm.

Yes – 4

Motion passes.

Motion is approved.

XV. AUDIENCE PARTICIPATION

Mr. Jackson commended the Board for the progress reports. He also complemented Staff for observing the safety of children in the Library. He also stated that the Library could benefit in several ways from the use of more technology.

XVI. ADJOURNMENT

Mr. Fambrough motioned to adjourn the meeting.

Ms. Turner second the motion.

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

Discussion: None

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

Yes – 4

Motion passes.

Motion passes for adjournment.

[The meeting adjourned at 9:01 pm]

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

Ms. Leontine Synor, President

Mr. William Fambrough, Secretary