

East Cleveland Public Library
Regular Board of Library Trustees Meeting
September 19, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:38 p.m.

1129 MP3

I. CALL TO ORDER
a. ROLL CALL

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

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), Ms. Stephanie Wood (HR Director), Brian Gukowski (Legal Council)

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

(Ms. Anderson arrived at 6:43pm)

Mr. Fambrough motioned to add a discussion of the insurance policy to the agenda.

Mr. Mays second the motion.

Discussion: None

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

Yes – 5

Motion carries.

Mr. Fambrough moved to add a discussion of the insurance policy to the agenda. Mr. Mays second the motion.

Motion Passes

a. ADOPTION OF THE AMENDED AGENDA

Mr. Fambrough motioned to approve the agenda with the amendments.

Ms. Anderson second the motion.

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

Yes – 5

Motion carries.

Mr. Mays motioned to go into executive session to discuss personnel matters

Ms. Turner seconded the motion.

Discussion: none

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

Yes – 5

Motion carries.

IV. EXECUTIVE SESSION

Ms. Synor called the Regular Board of Trustee meeting back to order at 7:47pm.

Mr. Fambrough motioned for the Board to come out of executive session.

Ms. Anderson second the motion.

Mr. Fambrough moved to adopt the amended agenda. Ms. Anderson second the motion.

Motion Passes

Mr. Mays moved to go into executive session to discuss personnel matters. Ms. Turner second the motion.

Motion Passes

Mr. Fambrough moved to come out of executive session. Ms. Anderson second the motion.

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

Yes – 5

Motion carries.

Motion Passes

Ms. Synor asked Ms. Turner to summarize the executive session.

Ms. Turner summarized the executive session by stating it to consider the compensation of the dismissal of a public employee.

Ms. Turner motioned to authorize Ms. Synor to settle the pending litigation up to \$3000.

Ms. Anderson second the motion.

Discussion: none

Ms. Turner moved to authorize Ms. Synor to settle the pending litigation up to \$3000. Ms. Anderson second the motion.

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

Yes – 4; No - 1

Motion carries.

Motion Passes

V. APPROVAL OF MINUTES FROM JUNE 20, 2016

Mr. Mays motions to approve the minutes from June 20, 2016.

Ms. Turner second the motion.

Discussion: none

Mr. Mays moved for the adoption of the minutes from 06/20/16. Ms. Turner seconded the motion.

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

Yes – 3, No – 1, Abstain - 1

Motion does not carry.

Motion fails

VI. APPROVAL OF MINUTES FROM AUGUST 15, 2016

Mr. Mays motions to approve the minutes from August 15, 2016.

Ms. Turner second the motion.

Discussion:

Mr. Fambrough questions item #16 "Executive Session" when that is not a topic.

Mr. Gukowski stated that it is fine to use "Executive Session" as a place holder on an agenda in the event that an executive session may be called into order.

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

Yes – 4, No – 1

Motion carries.

Mr. Mays moved for the adoption of the minutes from 08/15/16. Ms. Turner seconded the motion.

Motion passes

VII. COMMUNICATIONS

Ms. Marcus-Bey stated that she was contacted by the Cleveland Foundation and informed that an award of \$1,000 was gifted to the East Cleveland Public Library from the Wolpert Fund.

Mr. Fambrough inquired if the granters of the funds are promoting specific books.

VIII. PRESIDENT'S REPORT

Ms. Synor asked that the Trustees be more civil and respectful towards each other and she thanked those who have taken part in the strategic planning process. Ms. Synor also stated that the changing staff will bring a change in culture where customer service is a top priority and this will aid the Library in moving the community forward.

IX. DIRECTOR'S REPORT

Ms. Marcus-Bey stated that we continued with Ms. Henderson doing Storytime. The Director said the partnership with the Cleveland Food Bank for the summer lunch program ended on August 12, 2016 provided 1714 lunches to the children of the community. The partnership with the Cleveland Food Bank will resume when the snack program starts in the fall. Heidi Cohen the Literacy Specialist for the Library is currently working with the East Cleveland School District. Ms. Marcus-Bey moderated the East Cleveland Drug Community Court event at Shaw High School. Ms. Marcus-Bey concluded her report by stating the departure of the Public Service Manager at the beginning of the September.

Mr. Fambrough inquired if Judge Dawson took part in the East Cleveland Drug Community Court.

Ms. Marcus-Bey stated that Judge Dawson did take part in the program.

Ms. Synor, asked whether it was recorded, if there were repeat attendees to the lunch program.

Ms. Marcus-Bey stated that it was recorded and that the program was really needed due to the seriousness of hunger in the community.

Mr. Fambrough inquired about the snack program.

Ms. Turner stated that the East Cleveland Public Library is currently providing snacks until the partnership with the Cleveland Food Bank starts again in the fall.

Mr. Mays motions to accept the Director's report.

Ms. Anderson second the motion.

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

Yes – 5

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

Motion carries.

Motion passes

X. 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

Mr. Fambrough asked about the staff terminations that were mentioned in the Fiscal Officer's report and how are there terminations without Board involvement?

Mr. Cockfield stated that he is simply reporting that the reduction in staff is a reduction in spending. He stated that he would have to refer the question to Ms. Wood or Ms. Marcus-Bey.

Mr. Mays inquired about the items that exceed their 8 month benchmark.

Mr. Cockfield directed everyone's attention to the financial report in the packet named "appropriations status". Mr. Cockfield stated that 66% reflects the 8 month spending benchmark.

Ms. Synor inquired about how Mr. Cockfield tracks spending throughout the year?

Mr. Cockfield stated that throughout the year he works with the Director to make sure that they don't get ahead of their selves with spending.

Mr. Cockfield offered to sit down with the Board in order to go in depth and discuss financial reporting to provide better understanding.

Ms. Marcus-Bey stated that the 9 year old personnel manual is being revised with the help of an attorney, so funds were appropriated so this could be done soon. She also stated that spending will be stopped after October 31.

Ms. Turner stated that a new more transparent financial system will be put in place in the future.

Ms. Anderson asked if the Library will be doing fundraising

Ms. Marcus-Bey stated that it is her intent to do that in 2017.

Ms. Synor asked about the staff terminations.

Ms. Marcus-Bey stated that those are executive session items.

Mr. Fambrough stated concerns over policies not be followed.

Mr. Mays motioned that the Board accept the Fiscal Officer's Report.
Ms. Anderson seconded the motion.

Discussion: None

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

Mr. Mays moved for the approval of the Fiscal Officer's Report Ms. Anderson seconded the motion.

Yes – 5.

Motion carries.

Motion Passes.

XI. Finance Committee Report

No report

XII. Buildings and Grounds Committee Report

Mr. Mays stated the building is being tuck pointed. He also stated that there are new windows around the Library.

XIII. Personnel Committee Report

No report.

XIV. Library Services Committee Report

Ms. Turner began by saying the first part of the strategic plan is already underway. It is the collecting of data. This is being done via a survey.

Ms. Marcus-Bey stated that the survey will be circulated until October 31, 2016.

Mr. Fambrough inquired about going door to door with the surveys.

Ms. Anderson inquired about robo-calls.

XV. Strategic Planning Committee Report

Ms. Turner stated that only two people showed and there were not enough people to vote on anything, so the meeting was cancelled. Ms. Turner updated the Board on upcoming programs like the film screening of A Tale of Two Cities. The United Black Fund, East Cleveland Coalition and the Gund Foundation have been invited. This program will also play into the youth Library card drive. Ms. Turner asked the Trustees to attend and be available to meet and greet the guests. The Board was given a copy of the reformatted Board Policy.

Ms. Turner motioned to extend the Board meeting until 9:30 PM.

Ms. Anderson seconded the motion.

Discussion: None

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

Yes – 2, No – 3

Motion does not carry.

Mr. Mays motioned to extend the Board meeting until 9:15 PM.

Ms. Anderson seconded the motion.

Ms. Turner moved and Ms. Anderson seconded the motion to extend the meeting until 9:30pm.

Motion Fails.

Mr. Mays moved and Ms. Anderson seconded the motion to extend the meeting 15 minutes.

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

Yes – 5

Motion carries.

Motion passes.

Ms. Turner continued by informing the Board of the community discussion of the film "Birth of a Nation" on October 22, 2016 at 2 pm at the Library. This program is cosponsored by the American Library Association. There will also be local scholars and filmmakers in attendance.

VII. Unfinished Business

Mr. Fambrough requested an update on the roofing project.

Ms. Anderson asked if the contractors were called back in and interviewed.

Ms. Marcus-Bey stated that the contractors were called and no one came to meet with the Library. She stated that she informed Mr. Mays of the emergency issue and wanted to move forward.

Mr. Fambrough asked if a contract was signed?

Ms. Marcus-Bey stated that no contract was signed.

Ms. Synor stated that the follow-up and information was not communicated to the rest of the Board.

Mr. Mays responded by saying that he will not be subjected to any innuendos.

Mr. Fambrough motioned to adjourn the meeting.

Ms. Anderson seconded the motion.

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

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

Yes – 5

Motion to adjourn the meeting carries.

Motion passes.

VIII. 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

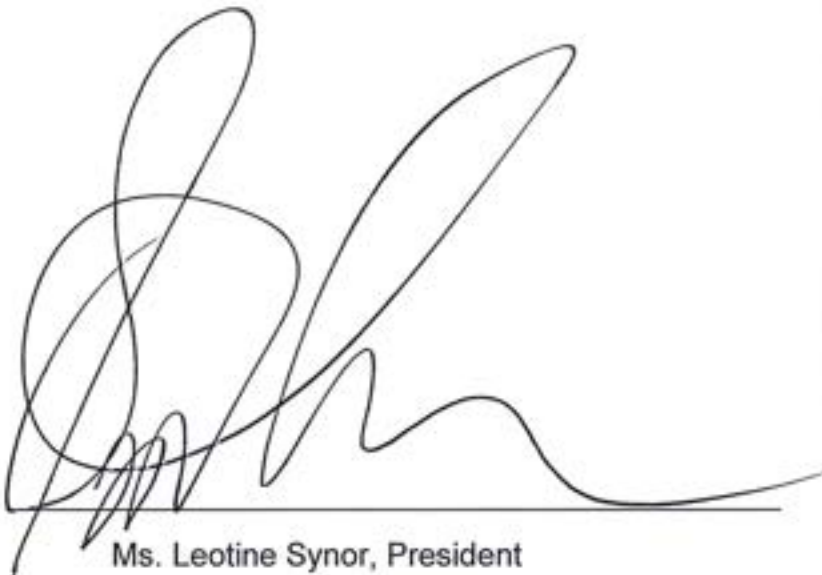
Mr. Mays moved and Ms. Anderson seconded a motion to adjourn.

Yes – 6.

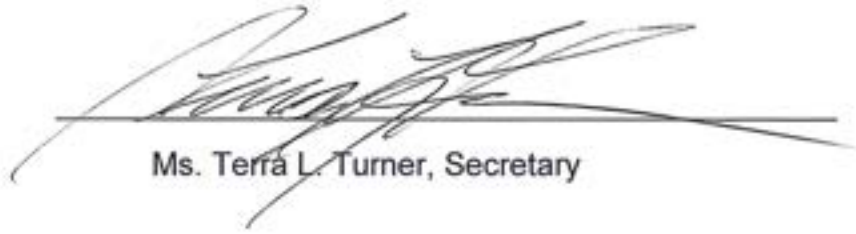
Motion carries for adjournment

Motion Passes.

[The meeting adjourned at 9:18 pm]



Ms. Leotine Synor, President



Ms. Terra L. Turner, Secretary