

East Cleveland Public Library
Regular Board of Library Trustees Meeting
October 16, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 6:30 p.m.

Ms. Synor called the meeting to order at 6:45 p.m.

1187 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: Mr. Gerald Silvera

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Mr. Fambrough asked to add "Tabulation of votes" to the agenda.

Ms. Synor stated that it would be Item "B" under "New Business".

Ms. Turner asked to add to the scheduling of the Policy meeting for November to the agenda.

Ms. Turner motioned to approve the amended agenda.

Mr. Mays seconds the motion.

Ms. Turner moved and Mr. Mays second the approval of the amended agenda.

Discussion: None

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

Yes – 4;

Motion passes.

Amended agenda approved

IV. APPROVAL OF MINUTES FROM SEPTEMBER 18, 2017

Mr. Mays brought the Boards attention to page 2 that he was misquoted, and it should say "yay" or "nay". Mr. Mays also stated on page 7 that there is a grammatical error.

Mr. Mays motioned to approve the amended minutes from September 18, 2017.

Ms. Turner seconds the motion.

Mr. Mays moved and Ms. Turner seconds the approval of the amended 09/ 18/2017 minutes.

Discussion: None

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

Yes – 3; No - 1

Motion passes.

Amended Minutes for 09/18/2017 are approved.

V. COMMUNICATIONS

Executive Director Marcus-Bey stated that a correspondence was received from Iris November wishing for ECPL to participate in the fundraiser 12 Months of November, honoring her late husband, Mort November. On September 11th Ms. Marcus-Bey also stated, a donation from the American Library Association and the Public Library Association for \$10,500.

Ms. Synor asked Ms. Marcus-Bey to elaborate on the donation.

Ms. Marcus-Bey said the monies donated are to encourage the use of interns by the Library. Accepting the money, does not obligated the Library in any way.

VI. PRESIDENT'S REPORT

Ms. Synor started by encouraging the Trustees to attend committee meetings so Board meetings are not delayed by discussions that should be held in the prospective committee meetings. Ms. Synor also warns against some of the consequences of the Board not doing its job.

(Ms. McClarin arrives at 7:05pm)

VII. DIRECTOR'S REPORT

S. Marcus-Bey — Executive Director

September 2017

CIRCULATION

(Enclosure)

CORRESPONDANCE-

- On September 2, 2017 the Library received correspondence from Mrs. Iris November pertaining to the Fundraising initiative "12 Months of November" in honor of the late Mort November. Various organizations partnered with Mrs. November with matching contributions through the initiative. As such, it is her wish that we participate in the next fundraising event.
- On September 11, 2017 the Director received correspondence informing her of a donation of \$10,500 from the American Library Association and the Public Library Association's internship initiative.

ADULT PROGRAMMING

- Wednesday Writers Program
Non-Fiction Drop-In Writing Lab: 8 Participants – 4 Sessions – September 6th, 13th, 20th & 27th.

This writing lab is for patrons who need assistance with writing papers for school, work presentations, or personal use. This drop-in writing lab is geared for adults and teens.

CHILDRENS PROGRAMMING

- Cleveland Clinic Nutrition Workshop: 13 Participants

September 12th 4:00 pm

As part of Children's Obesity Awareness Month, Rashida Larkins from the Cleveland Clinic presented a hands-on workshop for youth visitors to learn about nutrition basics.

The children learned about food groups. Portion control. And the importance of physical activity. Ms. Larkins did a great job of engaging the children.

- National Library card Sign-up Month

ECPL staff distributed library card applications to schools, picking up completed applications, and returning to schools to distribute library cards.

Caledonia: Applications distributed-259, Cards distributed-52

Chambers: Applications distributed-300, Cards distributed-61

Superior: Applications distributed-266, Cards distributed-67

Mayfair: Applications distributed-197, Cards distributed-34

Shaw: Applications distributed-150, Cards distributed-20

Heritage: Applications distributed-150, Cards distributed-22

Apex: Applications distributed-150, Cards distributed-22

- Greater Cleveland Food Bank – Kids Café: 538

Kids Café Mandatory hosted students during the month and served youth from ages 0-18 with afternoon snacks from 3:30 pm – 4:30 pm Mondays - Fridays.

PERSONNEL REPORT

September 2017

- I. Retirements
 - a. None

- II. Resignations
 - a. None

- III. Recommendations for New Hires
 - a. None

- IV. Sick & Vacation Report
 - a. Ross Cockfield
 - i. Attachment

Ms. Turner asked for the status of the replacement of the Human Resources manager.

Ms. Marcus-Bey stated that the Library interviewed the previous week.

Ms. Synor asked for more information about the limited access library card for children.

Ms. Marcus-Bey replied by saying the discussion is ongoing about the "3 for Me" cards in the Library Services Committee meetings, but have yet to be approved.

Ms. Synor asked if the numbers reported are an improvement in the numbers reported last year for the Greater Cleveland Foodbank.

Ms. Marcus-Bey stated that the numbers are in line with what was reported the previous year.

Mr. Mays asked how the library card applications were distributed to the students.

Ms. Marcus-Bey said ECPL contacted the schools and with their permission, staff members went out to the schools and distributed the applications to the students and later received the completed applications from the teachers.

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

Ms. McClarin seconds the motion.

Discussion: None

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

September 2017

Prepared October 2017

Financial reports as of September 30th have been distributed. Our expenditures for the nine months ended would be represented by a target expenditure level of 75% (3/4 of the year). Thru nine months most of our expenditures are within budget. Those that are outside of the 75% benchmark are being reviewed and adjusted as necessary.

Our total cash fund balance as of September 30, 2017 was \$823,114. Our General Fund balance is \$655,364 which is an unreconciled balance. Through nine months our year-to-date General Fund expenditures represented 74.928% of appropriations compared to a 75% benchmark. On the revenue side all of our property tax revenue has been received and 73.5% of our anticipated PLF revenue has been collected.

Mrs. Chambliss and I attended this year's GFOA (Government Finance Officers Association) annual conference held in Cleveland. There were quite a few interesting workshops with timely information provided.

One workshop I found particularly interesting was one that discussed the need for a "Fund Balance Policy". As another element of fiscal control a number of public entities are creating/have created a "Fund Balance Policy" to give recognition to the need to maintain adequate fund balances to insure against unforeseen problems whether they are on the funding or expenditure side. Given the uncertainties of public funding and the ever-increasing needs of public entities it becomes prudent policy to establish guidelines for maintaining year end balances. The following chart highlights our starting general fund balance from 2008 and identifies revenues and expenditures thru 2016. You can see that between 2013 and 2014 there was a significant drop in the fund balance due to the transfer of \$400,000 to the Building Fund. Since 2014 our fund balance has been steadily increasing due primarily to cost cutting measures. Our General Fund Balance as of September 2017 is \$655,364 which stands as a good indicator that our 2017 ending balance should not be significantly different from 2016.

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Beginning Fund Balance	\$247,296	\$44,917	-\$57,694	-\$6,467	\$297,737	\$672,413	\$836,780	\$373,798	\$482,047
Revenue	\$3,436,911	\$2,937,953	\$2,639,741	\$2,603,605	\$2,471,466	\$2,504,936	\$2,404,338	\$2,473,779	\$2,353,522
Expenses	\$3,639,290	\$3,040,564	\$2,568,514	\$2,299,601	\$2,096,790	\$2,340,569	\$2,467,735	\$2,365,530	\$2,302,059
Revenue over/under Expenses	-\$202,379	-\$102,611	\$51,227	\$304,204	\$374,676	\$164,367	-\$63,397	\$108,249	\$51,463
Ending Fund Balance	\$44,917	-\$57,694	-\$6,467	\$297,737	\$672,413	\$836,780	\$373,798	\$482,047	\$533,510

As we continue working on the 2018 budget, the Director and I will establish some suggested benchmarks that we believe are both realistic and fiscally sound and present them to the Board for review and approval as a policy statement to be added to Board Policy.

Earlier this month the Director and I attended the Budget Commission Hearings along with the eight other library systems. Part of the meeting discussion involved the upcoming "eyes on" county wide property reappraisal which will occur in 2018. I had predicted in the five year financial forecast that was presented to the Board two years ago that residential property valuations will be decreased significantly due to demolitions and deterioration, thereby negatively affecting our property tax revenue in CY2019. It appears that my predictions were correct as there was comment made that "some communities" will see significant decreases and after the meeting members of the commission privately confirmed who the "some communities" referred to.

The Director and I have begun preparing the budget for 2018 and will be working through the next month to develop assumptions and review spending levels. We will have a draft budget available for the November Finance Committee meeting complete with assumptions. Our Temporary Appropriations for 2018 must be passed in December.

Kevin Penn, CPA is wrapping up his review of the May and June financials. Once I receive his report I'll forward it to the Board. Once completed, he will be provided financials for July thru September so as to get back on a quarterly evaluation cycle.

Our travel policy as part of our Internal Control Policy is in need of revision and approval. I hope that by the end of the year we can review my suggested changes for approval.

Mr. Mays asked clarity on the benchmarks, mentioned in the report, which may need to be adjusted.

Mr. Cockfield stated that, based on the appropriations that were put in place in March of 2017, we are financially where we thought we would be at this time.

Mr. Mays also asked for clarity on the unreconciled balance of the general fund.

Mr. Cockfield stated he has not performed the bank reconciliation yet in order to receive an exact amount and the amount posted is a close estimate to the amount.

Ms. Synor asked if we will be spending more this year on publicity.

Mr. Cockfield stated that we have lowered our spending while increasing quality by bringing much of this work in-house. He continued by saying we will appropriate more money on marketing next year.

Mr. Cockfield also said he is considering setting appropriations on a 3-month bases.

Mr. Fambrough asked if his findings of a \$25,000 raise was accurate for one employee.

Mr. Cockfield responded by saying he presented Mr. Fambrough with the resolution related to the employee in question. He also said the employee was given a new position and at this time it is difficult know how much of an increase it is because the employee was promoted from an hourly position to a salaried position.

Ms. Synor commented that an hourly employee may make more money if they regularly work overtime than a salaried employee.

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

Ms. McClarin seconds the motion.

Discussion: None

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

Yes – 4; No - 1

Motion passes.

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

The Fiscal Officer's report is approved.

IX. FINANCE COMMITTEE REPORT

There was no meeting for the month of October.

X. BUILDINGS AND GROUNDS REPORT

There was no meeting for the month of October.

Mr. Mays stated that he met with the Administrative staff and asked them to put a signage for safety in the restrooms and on the doors of restrooms near the Greg L. Reese Performing Arts Center.

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

Ms. McClarin stated that the Personnel Committee had a short meeting on Thursday, October 12, 2017. She also stated that the Director gave a short overview of the staff safety day. Ms. McClarin continued by saying information was distributed for an internship with Cleveland State University. She continued to inform the Board by passing out literature relating to the Library providing services to help patrons get passports.

XII. LIBRARY SERVICES

There was no meeting for the month of October.

XIII. UNFINISHED BUSINESS

Ms. Turner said that the Board agreed to meet with the Attorney to discuss policy and there was not enough Trustees in attendance for a quorum. Ms. Turner continued that the Attorney was paid for her time despite Trustee attendance.

Ms. Turner lead the conversation and it was agreed by the Board that they would meet on Monday, October 23, 2017 at 5:30pm to discuss Policy with the Attorney.

XIV. NEW BUSINESS

A. Consent Agenda

Ms. Synor presented an example to the Board of what a consent agenda is and asked Trustees to look over the information to determine if this is something that could be implemented by the Board.

B. Tabulation of Votes

Mr. Fambrough stated that he reviewed the August Board minutes and they were passed with 3 – yes votes and 2 – abstain votes. He continued that four affirmative votes are required to pass an item. Mr. Fambrough also suggested that the August minutes should be resended. He asked the Board to follow up with the Ohio Library Council and the Prosecutor’s Office for clarity on the matter.

Ms. Synor stated that she would follow up with the Ohio Library Council and the Prosecutor’s Office.

XV. AUDIENCE PARTICIPATION

Mr. Silvera said he’s heard some positive things about the Library since he’s been gone and intends on attending the Board meetings.

XVI. ADJOURNMENT

Mr. Mays motioned to adjourn the meeting.

Ms. Turner second the motion.

Discussion: None

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

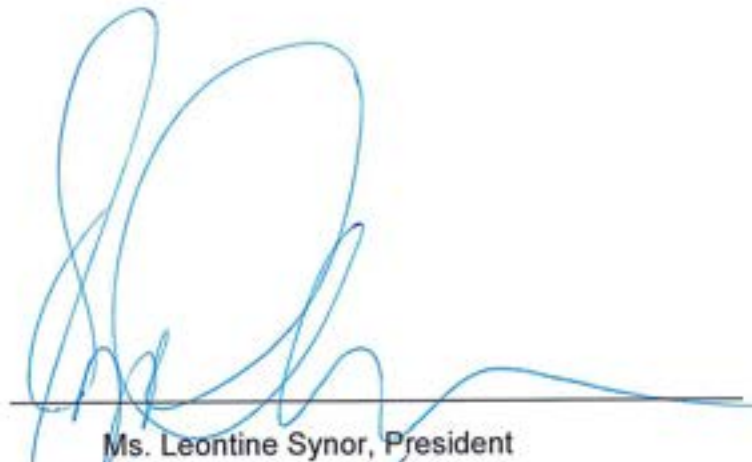
Roll Call Vote: Ms. Synor (yes), Ms. Turner (yes), Mr. Fambrough (yes), Ms. McClarin (yes), Mr. Mays (yes).

Yes – 5

Motion passes.

[The meeting adjourned at 8:11 pm]

Motion
passes for
adjournment.



Ms. Leontine Synor, President



Mr. William Fambrough, Secretary