

East Cleveland Public Library
Regular Board of Library Trustees Meeting
October 17, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Mr. Silvera called the meeting to order at 7:03 p.m.

1137 MP3

I. CALL TO ORDER
a. ROLL CALL

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

A quorum exists. Present – 6; Absent - 1

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), O. Cooper (Team Leader)

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Everyone is invited to sing.

III. APPROVAL OF THE AGENDA

Mr. Fambrough stated that "executive session" should not be an agenda item unless there is a stated reason.

Mr. Mays said this matter was previously discussed and that "executive session" could be used as an agenda item for the reason of leaving the Board with the option to vote on it as needed.

Ms. Turner agreed with Mr. Mays.

Ms. Turner motioned to approve the agenda.

Ms. McClarin second the motion.

Ms. Turner moved to adopt the agenda. Ms. McClarin second the motion.

Discussion: None

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

Yes – 5; No - 1

Motion carries.

Motion Passes

IV. APPROVAL OF MINUTES FROM JUNE 20, 2016

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

Ms. McClarin second the motion.

Mr. Mays moved and Ms. McClarin second for the adoption of the minutes from 06/20/16.

Discussion:

Mr. Fambrough questioned the term "Strategic Planning meeting".

Ms. Turner suggested that the term "Board Policy meeting" be used instead.

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

Yes – 5, Abstain - 1

Motion carries

Motion passes

Mr. Mays moved to approve the Minutes of June 20, 2016 as amended to read "Board Policy meeting" instead of "Strategic Planning meeting".

Ms. McClarin second the motion.

Discussion: None

Mr. Mays moved and Ms. McClarin second for the adoption of the minutes from 06/20/16 as amended.

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

Yes – 5; Abstain – 1

Motion passes.

Motion passes

V. APPROVAL OF MINUTES FROM SEPTEMBER 19, 2016

Ms. McClarin motions to approve the minutes from September 19, 2016.

Mr. Mays second the motion.

Ms. McClarin moved and Mr. Mays second for the adoption of the minutes from 09/19/16

Discussion:

Ms. Anderson stated that her name should be added to the roll call based on the way a late arrival was handled in the minutes of June 20, 2016.

Ms. Turner stated that Mr. Mays' name should be removed from the roll call of the June 20, 2016 minutes to maintain consistency.

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

Yes – 6

Motion carries.

Motion passes

Mr. Silvera asked to wave the order of the agenda in order to make correction to the minutes of June 12, 2016.

Mr. Fambrough motioned to remove the name of Mr. Mays from the roll call of the June 20, 2016 minutes.

Ms. Turner seconds the motion.

Mr. Fambrough moved and Ms. Turner second waving the order of the agenda to correct the 6/20/16 minutes.

Discussion: None

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

Yes – 6

Motion carries.

Motion passes

VI. COMMUNICATIONS

Ms. Marcus-Bey stated that on September 3rd an information request was received. That information request was addressed through certified mail and a hardcopy was also provided for pick-up. She also mentioned that on September 22nd 19 thank you letters were received from children who had taken part in the Library's snack program. During September, the Library made provisions to provide snacks until the Cleveland Food Bank's official snack program resumes on October 18th with the East Cleveland Public Library.

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

VII. PRESIDENT'S REPORT

Mr. Silvera stated that there would be no President's report due to the President's absence.

VIII. DIRECTOR'S REPORT

Ms. Marcus-Bey stated that Lavelle Thomas did a community conversation called "It Takes a Village" that discussed obstacles that have prevented East Cleveland from being the thriving and prosperous city that it used to be. Ms. Marcus-Bey stated that the CGOL story time had 275 students participate. She also stated that the Literacy Specialist position has been filled by Heidi Cohen. Ms. Cohen goes to the schools in the mornings and does programming later in the day in the Library. To support this, the Children's area has been rearranged to make the area more inviting for learning and communication. The Director continued by stating that special programs and partnerships included GCUFF's premier of the film "East Cleveland: A Tale of Two Cities" at the Shaker Square Theater. This event drew about 240 people including Trustees Fambrough and Turner. Ms. Marcus-Bey said the Library's strategic plan

started on September 18th and will conclude on October 31st. Ms. Marcus-Bey concluded her report by stating that the Library sign-up campaign took place in September and she attended the Cleveland Museum of Art's African-American Advisory Committee.

Mr. Fambrough expressed concern that none of the Children involved in the GCUFF partnership were from East Cleveland and that the equipment was not retained by the Library.

Ms. Turner reassured Mr. Fambrough that the equipment purchased for the partnership remains with the Library. She also stated that there were several East Cleveland Children that participated in this program, but those children were unable to consistently partake due to other obligations that they may have had.

Mr. Fambrough inquired about contracting along with hiring and firing not being included on the Director's Report.

Ms. Marcus-Bey stated that the Personnel Committee receives that information.

IX. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

October 2016

Through three fourths of the year YTD expenditures are running well within budget – 70.414% vs 75% benchmark. Some line items exceed the 75% nine month spending benchmark but have since been adjusted as we near the end of the year. Library materials purchasing and supplies purchases will be concluded at the end of October to allow purchases to arrive and purchase orders to be cleared.

Changes in personnel costs are continuing to produce reduced spending with resignations and some terminations providing less spending on salaries and wages. Reductions in full-time staff are driving the savings (since major medical is offered to full time staff only) coupled with lower healthcare costs. Supplemental medical coverage is now being provided to part time staff through AFLAC and the final numbers have just been provided. I've presented the Board with a summary comparison of the health care plans for an individual full time staff person showing the savings generated per coverage category. To summarize, the Library is saving an average of \$631.63 per month for a full time staff person electing family coverage and \$352.35 per month for those electing single coverage.

Year-to-date revenues exceed expenditures by \$160,204, which when added to our beginning fund balances and adjustments give us \$984,507 in overall cash fund balances as of 9/30/16. Property tax receipts are running at 117% of budget thru nine months with no expectation of additional property tax revenue. The reason for the over budget figure is the fact that delinquent collections cannot be budgeted for and our Certificate of Resources does not include them. PLF revenues are running slightly behind budget thru nine months. Comparing overall revenue thru nine months with revenues of 2015 for the same nine month period, we've received \$196,911 less this year than last year with most of this decrease reflected in property tax revenues. Offsetting this loss of revenue has been reduced General Fund spending particularly in the areas of personnel costs to include medical care coverage.

The Director and I have started looking at the budget for 2017 and have had discussion about changes which she would like to implement. We will have a preliminary budget to the Finance Committee next month for review and expect to have a Temporary Appropriations measure to the Board for the December meeting.

The Auditor has notified me that they're ready to start the 2014/15 audit and need to know when it would be convenient to have a pre audit meeting - either Wednesday or Friday of this week. Please let me know your preference so I can get back to them with date and time.

There's a resolution before the Board to increase our Building Fund appropriations by \$100,000. New, unexpected roof problems (over the staff lounge), completing the balance of brick work on the building, and consultant costs for the roof, necessitate the increase. Any money not spent or encumbered will be carried forward to 2017 and will serve as unencumbered balances to start the year.

I met with the Fiscal Officer of Cleveland Hts. Library to discuss their accounting system to see if there's a possible fit for us. It's my opinion that their system, while it supports their needs, is too complex for our operations. What it did though was prompt me to look at the possibility of processing our payroll in-house. The payroll module is on our computer now and would not cost us any additional dollars to add. Dollar savings would approximate \$8,000 a year, given what we spend with ADP, and would offer greater integration of our payroll with accounting. The UAN payroll training class is in April of next year and is required before implementation is supported. In the meantime there are suggested videos to watch. I'll keep the Board apprised as I investigate further.

Mr. Fambrough stated that termination are the duties of the Board.

Ms. Anderson stated that documentation of hiring and firing and contracts should be brought to the full Board either from the Director or through the committees.

Ms. Marcus-Bey stated that the personnel report will be included with the Director's report.

Ms. McClarin said information about hiring, firing and contracts will be included in the Personnel report.

Mr. Fambrough said this information should be in the Director's Report.

Mr. Mays inquired as to the purpose of the committees if the information is all in the Director's report.

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

Discussion: None

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

Yes - 6

Motion carries.

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

Motion passes.

X. Finance Committee Report

Mr. Silvera said that the Finance Committee did meet and they are realizing substantial savings. Mr. Silvera also mentioned the summary of the ALA travel and the work needed to be done on the roof along with the emergency that recently took place with roof.

XI. Buildings and Grounds Committee Report

Mr. Mays said that Buildings and Grounds met in October and that Mr. Cooper had prepared a presentation to present to the Board of Trustees on the current state of the Library. Mr. Mays also mentioned the tuck pointing and gardening that had been done around the Library.

Mr. Cooper spoke on the process of getting glass block installed on lower level of the Library. He spoke on the energy and security benefits of glass block.

Mr. Silvera inquired about the cost of the renovation.

Mr. Cooper stated that the renovation was done in phases and cost around \$500 - \$600 per window.

Ms. Marcus-Bey stated that because of the \$5,000 spending limit allowed to Administration, they were forced to work within that limit. She also said that the reason she asked for an increase is to make sure these kind of projects could quickly be implemented.

Mr. Cooper continued his presentation by showing holes in the building's structure that are allowing water in and causing structural issues and are also causing hazardous mold issues. Mr. Cooper continued that the EPA may have to be brought in if the mold issue continues to grow. He said that information would be sent to the Trustees for their review.

Mr. Silvera inquired about the pros and cons of having the roof done in the summer as opposed to the winter.

Mr. Cooper stated the cold temperature hampers the adhesives if they are under 40 degrees. Shingles may be compromised if they are being installed under high winds.

Mr. Fambrough inquired about historic shingles.

Ms. Anderson inquired as to if a bid will be presented for an architect.

Mr. Fambrough said that he sent an email to the Board from the Director of the Ohio Library Board Council that included 2 architectural firms work on libraries and they would take the lead on the roofing project and lessen the burden on the Board.

XII. Personnel Committee Report

Ms. McClarin began the Personnel report by saying there was a meeting on Friday, October 14th at 4:30PM and she passed out documentation that was included during that meeting from Human Resources that covered terminations, resignation and new hires. She said there were currently 3 candidates for the Public Service Manager position. She also stated that the new Literacy Specialist (Heidi Cohen) has been doing a good and Superintendent of the school board is very pleased with Ms.

Cohen. Ms. McClarin stated that October is the first phase of 10% in the Stark County insurance plan. Ms. McClarin said that a large portion of the Personnel Committee meeting was about the new Employee Handbook.

Ms. Turner asked if the Board would be able to see the changes in the handbook verses the way it was previously written.

Ms. McClarin stated that it would be visible.

Mr. Fambrough inquired as to who the hiring and firing committee consisted of.

Ms. Marcus-Bey stated that the Human Resources Director is over that process and who is involved in hiring depending on the position being filled. This is based off of industry standards.

Ms. Anderson suggested that ADP also provides Human Resources support.

XIII. Library Services Committee Report

Ms. Turner began by saying there was a meeting and the discussion was about the inability of the community to maintain a long-term commitment to a project like the GCUFF event. There will also be an upcoming conversation about the new film "Birth of a Nation" at 2PM on October 22nd. Ms. Turner also stated that the Policy meeting was moved to October 22nd at 10AM. The Literacy Specialist will be creating new programs for youth literacy. National Writer's month will be celebrated on November 11th and 12th with discussions author's Bill Campbell, Thaddeus Howze and Stella Hall.

XIV. Strategic Planning Committee Report

Ms. Turner included this information during the Library Services Committee Report.

Mr. Fambrough motioned to extend the Board meeting until 9:30 PM.

Ms. Anderson seconded the motion.

Discussion: None

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

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

Yes - 6

Motion carries.

Motion passes.

XV. Unfinished Business

Mr. Mays motioned to wave the 24 hour rule in order to include resolution 10-06-2016.

Ms. Turner second the motion.

Discussion: None.

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

Yes - 6

Mr. Mays moved and Ms. Turner seconded the motion to wave the 24 hour rule to include resolution 10-06-2016.

Motion carries.

Motion passes.

- a. Resolution No. 10-06-2016: Resolution to authorize the administration to advertise for the bids to replace the roof on the portion of the East Cleveland Public Library and requiring successful bidders to use their best efforts to include as part of its work force five (5%) East Cleveland resident participation; and declaring an emergency.**

Mr. Fambrough motioned to strike the sponsorship part of resolution 10-01-2016.

Ms. McClarin seconded it.

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

Mr. Fambrough moved and Ms. McClarin seconded the motion to remove sponsorship from resolution 10-06-2016.

Yes – 5, No - 1

Motion carries.

Motion passes.

Ms. McClarin motioned to accept resolution 10-06-2016 as amended.

Ms. Anderson seconded the motion.

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

Ms. McClarin moved and Ms. Anderson the motion to accept resolution 10-06-2016 as amended.

Yes – 6

Motion carries.

Motion passes

Mr. Mays motioned to amend resolution 10-06-2016 section 1 to state "...charged against Capital Project Fund" instead of "General Fund".

Mr. Fambrough seconded the motion.

Ms. Anderson expressed concern over the wording of this resolution.

Mr. Fambrough stated that the resolution could be reworded to read "...Requiring successful bidders to use their best effort to include five percent (5%) East Cleveland resident participation..."

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

Mr. Mays moved and Mr. Fambrough second the motion to accept resolution 10-06-2016 as amended.

Yes – 6

Motion carries

Motion passes.

XVI. New Business

a. Resolution No. 10-01-2016: Resolution to Receive Tax Advances.

Mr. Fambrough moved to accept resolution 10-01-2016.

Ms. Anderson second the motion.

Discussion: None.

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

Yes – 6

Motion carries.

Mr. Fambrough moved and Ms. Anderson second the motion to accept resolution 10-01-2016.

Motion passes.

b. Resolution No. 10-02-2016: Resolution to Increase the Director's Spending Limit.

Mr. Mays moved to accept resolution 10-02-2016 amended with the spending increase to \$12,500.

Ms. Turner second the motion.

Discussion:

Mr. Fambrough expressed concern in the Director overspending.

Ms. Turner stated that there has been no evidence in overspending.

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

Yes – 5; No - 1

Motion carries.

Mr. Mays moved and Ms. Turner second the motion to accept resolution 10-02-2016 as amended.

Motion passes.

Mr. Fambrough moved to accept resolution 10-02-2016 amended with the spending increased to \$10,000.

Ms. Anderson seconded the motion.

Discussion: None

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

Yes – 1; No – 5

Motion does not carry.

Mr. Fambrough moved and Ms. Anderson second the motion to accept resolution 10-02-2016 as amended with \$10,000.

Motion fails.

c. Resolution No. 10-03-2016: Resolution to Increase Building Fund Appropriation.

Ms. McClarin motioned to accept resolution 10-03-2016.

Mr. Mays second the motion.

Mr. Fambrough inquired as to why more money is needed.

Mr. Cockfield stated that an emergency in the staff lounge and finishing the tuck pointing are not covered under the current appropriations.

Ms. Anderson said that we should wait until an architect give the Library estimates.

Ms. Marcus-Bey stated that additional moneys are being requested because the building was compromised by rain and causing damage to the staff lounge that could have caused harm to employees. She also stated that the staff is currently using the Conference room to eat their lunches.

Mr. Mays stated that the damage could have caused a fire.

(The Board came to a general consensus to table resolution 10-03-2016.)

Resolution tabled.

Mr. McClarin moved and Mr. Mays second the motion to accept resolution 10-03-2016.

Resolution tabled.

d. Resolution No. 10-04-2016: Resolution to Extend the Library Card Sign-up Campaign.

Mr. Fambrough motioned to extend the Board meeting by no more than 15 minutes. Ms. McClarin seconded the motion.

Mr. Fambrough moved and Ms. McClarin second the motion to extend the meeting up 15 minutes.

Discussion: None

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

Yes - 6

Motion carries.

Motion passes.

Ms. Turner motioned to accept 10-04-2016.

Mr. Fambrough second the motion.

Ms. Turner moved and Mr. Fambrough second the motion to accept resolution 10-04-2016.

Discussion:

Ms. Anderson inquired about the resolution.

Ms. Turner provided insight.

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

Yes - 6

Motion carries.

Motion passes.

e. Resolution No. 10-05-2016: Resolution to Allow Director to Engage the Services of an Architect.

Mr. Mays motioned to accept resolution 10-05-2016 as amended without sponsorship.

Ms. Turner second the motion.

Discussion:

Mr. Fambrough asked if the cost would exceed what is being allotted.

Ms. Marcus-Bey stated that the amount being requested is based off of a prior contact with an architect from 2 years earlier.

Ms. Anderson inquired about how much of the building this would cover.

Mr. Mays stated this would cover the entire infrastructure.

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

Yes – 6

Motion carries as amended.

Mr. Mays motioned to omit the Executive Session.

Ms. Turner seconded the motion.

Discussion: None.

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

Mr. Mays moved and Ms. Turner second the motion to accept resolution 10-05-2016 as amended without sponsorship.

Motion passes.

Mr. Mays moved and Ms. Turner second the motion to omit the Executive session.

Yes – 6

Motion carries.

Motion passes.

XVII. Adjournment

Mr. Fambrough moved to adjourn the meeting.

Ms. May seconded the motion.

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

Mr.
Fambrough
moved and Mr.
Mays
seconded a
motion to
adjourn.

Yes – 6

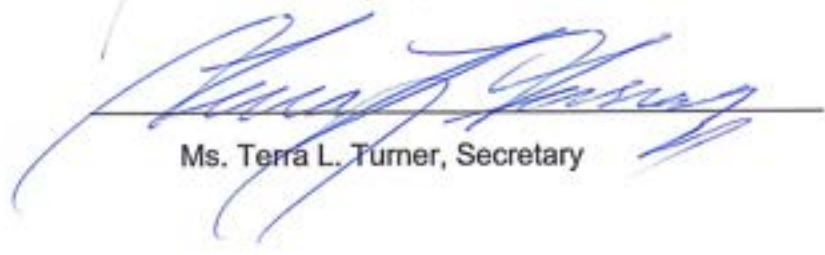
Motion carries for adjournment

Motion Passes.

[The meeting adjourned at 9:40 pm]



Ms. Leotine Synor, President



Ms. Terra L. Turner, Secretary