

East Cleveland Public Library  
Regular Board of Library Trustees Meeting  
November 20, 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.

1193 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: Mr. Ross Cockfield (CFO), Mr. E.F. Turner III (Exec. Admin. Assistant), Brian Gutowski.

Present in the Audience were: Mr. Jackson, Ms. Harris

**II. LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

**III. APPROVAL OF THE AGENDA**

Ms. Synor stated that she wanted to add questions to the agenda for the County Attorney regarding the Board Bylaws.

Ms. McClarin requested the addition of a discussion about the December end of year meeting.

Ms. Turner asked for the addition of a discussion about the Nominating Committee.

(Attorney Gutowski and Mr. Mays arrive at the meeting at 6:36 p.m.)

Ms. McClarin also requested that her presentation about passports be added to the agenda.

Mr. Fambrough requested that a discussion about the food provided for the Board meeting be added to the agenda.

Ms. Turner motioned to approve the amended agenda.

Mr. Rashid seconds the motion.

Ms. Turner moved and Mr. Rashid seconds the approval of the amended agenda.

Discussion: None

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

Yes – 5; No - 1

Motion passes.

Amended agenda approved

**IV. APPROVAL OF REGULAR BOARD MINUTES FROM OCTOBER 16, 2017**

Ms. Turner motioned to approve the regular Board minutes from October 16, 2017.

Mr. Mays seconds the motion.

Ms. Turner moved and Mr. Mays seconds the approval of the 10/16/2017 minutes.

Discussion: None

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

Yes – 4; Abstain -1; No -1

Motion passes.

Minutes for  
10/16/2017  
are approved

**V. APPROVAL OF BOARD POLICY COMMITTEE MINUTES FROM  
OCTOBER 20, 2017**

Ms. McClarin motioned to approve the Board Policy Committee minutes from October 20, 2017.

Mr. Mays seconds the motion.

Ms. McClarin  
moved and  
Mr. Mays  
seconds the  
approval of  
the  
10/20/2017  
minutes.

Discussion: None

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

Yes – 4; Abstain -1; No -1

Motion passes.

Minutes for  
10/20/2017  
are approved

**VI. COMMUNICATIONS**

Ms. Synor stated that Executive Director Marcus-Bey had an emergency and that she would be reading the Director's report in her absence.

- On **October 31, 2017** the Library received correspondence from Mrs. Iris November about the Ella Fitzgerald concert held on Sunday, October 22, 2017. She wanted the Director to know that she enjoyed the concert and she was pleased to see that the building and the Debra Ann Wing is being well maintained.

## **VII. PRESIDENT'S REPORT**

Ms. Synor stated the importance of Committees and how they reduce the discussion during the Regular Board meeting. She also mentioned how not having a Finance and Buildings and Grounds meeting has slowed the process of getting things done during the busy holiday season before the end of the year. Ms. Synor reminded the Board to read their emails to stay updated.

## **VIII. DIRECTOR'S REPORT**

**S. Marcus-Bey — Executive Director**

### **October 2017**

#### **CIRCULATION**

(Enclosure)

#### **ADULT PROGRAMMING**

##### **GED @ ECPL: OCTOBER 2017**

**275 Participants**

Fall ABEL/ASE GED classes have been running well overall. This fall they meet four days per week format from 10:00 AM – 12:00 PM, and afternoon classes on Tuesdays and Thursdays from 1:00 PM – 3:00 PM. It appears to be successful and very much needed in the community that we serve.

The current semester will run for 16 weeks from August 28, 2017 – December 17, 2017; and the spring semester will run for 16 weeks from January 29, 2018 – May 18, 2018.

**Creative Writing Workshop: October 18<sup>th</sup>** **5 Participants**

This writing lab allowed patrons to bring in a work in progress for feedback on for submission of their creative works. Our workshop facilitator, Erika Hogan works with current and aspiring writers with their creative writing by exploring writing styles, exchanging ideas, offering writing exercises, and developing manuscripts.

**Libraries Transform: October 16<sup>th</sup>** **30 Participants**

Patrons of all ages and abilities stopped by to personalize a quilt square expressing what ECPL means to them and to the community during "Friend Your Library Week." The Library will be seeking to make a quilt from the squares in the near future.

**Book Discussion: October 19<sup>th</sup>** **27 Participants**

***Pushout: The Criminalization of Black Girls in Schools***

This book discussion was led by Ms. Marcus-Bey and Dr. Mary Weems. Additionally, a display with additional information about the author and some of her other books was set up by members of the Adult & Teen departments. The patrons were very engaged in the discussion and patrons from young adults to seniors participated in the discussion. The topic resonated in the hearts and minds of the participants.

**Centennial Celebration for Ella Fitzgerald Concert: October 22** **368 Participants**

East Cleveland Public Library welcomed Evelyn Wright and Company in order to celebrate the 100<sup>th</sup> birthday of jazz legend Ella Fitzgerald. As such, patrons were able to hear a broad selection of tunes from the "American Song Book". The performance lasted for one hour and it featured 15 songs performed by Wright in honor of Fitzgerald's virtuosity as a singer.

## **TEEN PROGRAMMING**

**Open Mic Session: October 11<sup>th</sup>** **18 Participants**

ECPL's Open Mic Night was a great success! We had many teens attend and share their talents ranging from reading poetry, singing, comedy, and rap. Everyone had a lot of fun in the spotlight and mentioned that they look forward to attending another Open Mic.

**Free Style Hip Hop Session: October 12<sup>th</sup>** **18 Participants**

In this session, ECPL teens had the opportunity to belt out their favorite songs together with friends using Karaoke tunes. Later, they had the opportunity to freestyle rap using audio beats of their personal choosing. In conclusion, ECPL youth had a great time singing their favorite Karaoke songs and engaging in a rap battle. Reading the words via a Karaoke Machine also allows the teens to improve

upon their literacy skills – in a fun way, where they don't truly realize that they are "reading" the lyrics in order to sing the various Karaoke song selections.

**Cuyahoga County Board of Health: October 18<sup>th</sup>** **17 Participants**  
Prevent Premature Fatherhood (PPF) program at the Cuyahoga County Board of Health (CCBH) provided discussion around healthy life choices for patrons.

**Cleveland Rape Crisis Center: October 19<sup>th</sup>** **14 Participants**  
**Healthy Relationship's** - Provided ECPL teenagers with information regarding healthy relationships and decisions.

### CHILDREN'S PROGRAMMING

**Outreach to CEOGC: Thursdays and First Mondays** **46 Participants**  
The Literacy Outreach Specialist traveled to George Forbes Early Learning Center to engage young learners, ages 6 months to 3 years in active story time, singing, and rhyming activities. The Literacy Specialist visits 5 classrooms for 20 to 25 minutes each. Themes for October included fall leaves, forest animals, apples and pumpkins, and bath time. Materials used include, flannel board, puppets, books, and best of all...bubbles!

**School Field Trips: Mondays-Thursdays** **190 Participants**  
ECPL welcomed back K-2 graders this month. During the month of October, 19 East Cleveland classes, grades K-2, visited the library. Library visit themes centered on library orientation. Students were read the book a variety of books (*Mr. Wiggle's Library for Kindergarten*, *Library Lion* by Michelle Knudsen for first grade, and *Bats at the Library* by Brian Lies for second graders) to introduce them to library rules and procedures. They then were paired up and sent on a scavenger hunt throughout the children's room to help them learn where to find different genres. During field trips, students are encouraged to come to the library with parents/guardians and checkout books and movies.

**Haunted Basement: October 30<sup>th</sup>** **85 Participants**  
Youth patrons enjoyed a scary tour through the haunted basement created by library staff including but not limited to include Mr. Cooper, Ms. Robinson, Ms. Cohen, Ms. Green etc. After the tour, children enjoyed creating slime and making other crafts in the lower

auditorium with staff. As the Haunted Basement was a success, and something we hope to build upon next year with two activities so that our older teens can participate separately, but along with our children K – 8<sup>th</sup>.

## **PARTNERSHIPS**

- The October Snack/Dinner Program Meal Count was **633** for the Greater Cleveland Food Bank Kid's Cafe. Due to an increase in the amount of youth we serve daily, beginning Monday, November 6<sup>th</sup>, we will increase our delivered meals from 30 daily to 35 daily. On a typical day, we run out of meals within 20 minutes of the start of the Snack/Dinner program. The majority of youth served daily are teens aged 13 – 17.
- The Friends of the East Cleveland Public Library held their annual book sale on October 12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup>. Their fundraising concert for ECCAMP that was originally scheduled for the 14<sup>th</sup> of October was rescheduled for November 11, 2017.

## **MEETINGS/OUTREACH AND PROFESSIONAL DEVELOPMENT**

- October 9 – All ECPL staff attended training related to Active Shooting and CPR/AED Training. Each staff member has been certified in CPR training.

Mr. Rashid inquired about the Active Shooter training that the staff took part in on October 9.

Mr. Turner gave a brief description of what took place.

## **Personnel Report**

### **October 2017**

- I.** Retirements
  - None
- II.** Resignations
  - None

III. Recommendations

New Hires:

- Christian Thompson, Part-time Page, Grade: 13, Hourly Rate \$11.00  
Effective Hire Date October 11, 2017.
- Jermalle Stephens, Part-time Page, Grade: 13, Hourly Rate \$11.00  
Effective Hire Date October 11, 2017.

Postings:

- None

Sick & Vacation Report

- Ross Cockfield

Mr. Cockfield stated that the Sick & Vacation Report was distributed at the previous Personnel Committee meeting.

Ms. McClarin motions to approve the Director's Report.

Mr. Mays seconds the motion.

Discussion:

Mr. Fambrough stated that the approval of the Director's report is not appropriate.

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 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

October 2017

Prepared November 2017

Financial reports as of October 31st have been distributed. Our expenditures for the ten months ended would be represented by a target expenditure level of 83.33% (5/6 of the year). Thru ten months most of our expenditures are within budget. Those that are outside of the 83.33% benchmark are being reviewed and adjusted as necessary.

Our total cash fund balance as of October 31, 2017 was \$698,303. Our General Fund balance is \$530,553 which is an unreconciled balance. Through ten months our year-to-date General Fund expenditures represented 83.99% of appropriations compared to a 83.33% benchmark. On the revenue side all of our property tax revenue has been received and 81% of our anticipated PLF revenue has been collected.

Kevin Penn, CPA has wrapped up his review of the May and June financials. The report has been distributed to the Board. No exceptions were noted except that we will have to pass/amend our permanent appropriations measure of 2017 to align it with our adjusted figures. I will be providing him financials for July thru September so as to get back on a quarterly evaluation cycle.

Due to unforeseen circumstances and a need for prudence in the future, I've inquired about accident insurance for trustees who happen to be traveling to conferences and meetings or who are performing Library business. The premium cost is nominal and I've initiated the application process.

The Library, by law, is required to pass an appropriations measure for 2018 by December 31, 2017. We will be supplying the Board our Temporary Appropriations Measure in December for passage. For 2018 I'm suggesting that our appropriations be approved at the program level as opposed to the object level. Doing so provides a certain amount of budget flexibility while providing stricter controls on budgetary spending. I'm also suggesting that the budget be formally reviewed quarterly for any potential changes.

We're preparing the 2018 budget with an eye on significant budget reductions coming in 2019. 36% of our 2017 revenue is provided by property tax. We expect a slight decline in

2018 and a much greater reduction in 2019 and are trying to develop realistic projections based on what we believe to be a significant reduction in residential appraised value. Residential values are the major component of East Cleveland's total property valuation on which our tax millage is based. I've met with the mayor's assistant and am waiting on information from the budget commission. Once I've developed my projections I'll pass them along to the Board.

Ms. Synor confirmed with Mr. Cockfield that appropriations need to be passed before 12/31/2017. She then stated that it is of high importance to have a Finance committee meeting immediately, to get appropriations passed as soon as possible. Ms. Synor continued by saying the Board is not doing its job to solicit funds for the Library to compensate for the reduced budget.

Ms. Turner commended Mr. Cockfield on the consultant's findings.

Mr. Mays asked about the impact the boiler will have on the budget.

Mr. Cockfield responded that the estimates for the boiler fall within the building's budget due to monies not spent that were previously allocated for the roof.

Mr. Mays asked about the shrinking budget due to falling property tax revenue.

Mr. Cockfield responded by saying he expects a slight decrease in 2018, but larger cuts to the budget in 2019.

Ms. McClarin motions to approve the Fiscal Officer's Report.

Mr. Mays seconds the motion.

Discussion: None.

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

Yes – 6

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

The Fiscal Officer's report is approved.

Motion passes.

#### **IX. FINANCE COMMITTEE REPORT**

Mr. Rashid stated that there was no meeting for the month of November. He also commended that Mr. Cockfield's work. Mr. Rashid continued by saying unless the proposed construction is set to start in East Cleveland during 2018, the Library will not see an increase in tax revenue. Mr. Rashid concluded by saying that he agrees with Ms. Synor about the Board soliciting donors.

Mr. Fambrough stated that this is the time to bring in a grant writer. He also stated that the issue with the Literacy Specialist will save the Library \$75,000 a year.

Ms. Synor responded by saying it took 5 years for the Library to open dialogue with the East Cleveland Schools and there is no need to have the discussion if it's going to create dissidence. She continued by saying that there is no data supporting the Library's efforts in the schools.

Mr. Rashid commented that there has been no authority given by this Board for anyone to talk to the School Board on the Library behalf.

Ms. Turner stated that there has been movement already for fundraising for the upcoming year of 2018.

#### **X. BUILDINGS AND GROUNDS REPORT**

Mr. Mays stated there was no meeting on the 16th of November, due to there being no quorum. Mr. Mays continued by saying that the boiler was on the agenda for discussion. He also updated the Board that the boiler isn't strong enough to heat the area that it is designated to heat.

Ms. Synor reiterated that the person over the facility previously stated that the roof repairs should take precedence over other repairs that needed to be done at that time. She also asked if there was a definitive dollar amount for the boiler repairs?

Mr. Mays replied that there currently is no actual dollar amount because this will go out for bids.

Ms. Synor inquired about insurance and the warranty for the boiler.

Mr. Mays stated that this is the second or third Buildings and Grounds meeting that did not have a quorum and he will suggest another Trustee. Mr. Mays continued that it is critical to get the boiler repaired or the Library may have to shut down.

Ms. Synor stressed the importance of attendance at Committee meetings.

Mr. Rashid inquired as to who the contractor was who installed the boiler.

Ms. Synor recommended that administration find out who this contractor is.

#### **XI. LIBRARY SERVICES**

Ms. Turner stated the during the Library Services meeting in October there was a discussion about policies concerning providing services to the public.

#### **XII. STRATEGIC PLANNING**

Ms. Turner mentioned that the objectives of the strategic plan have been translated into actions for the Library. She also stated that the Library will be switching to a programming budget.

#### **XIII. UNFINISHED BUSINESS**

Ms. Synor began by saying that during this point of the agenda the floor will be open for each Trustee to ask questions of Mr. Gutowski (the Library's Legal Counsel) related to the Board's bylaws.

Ms. Synor asked if the President of the Board could attend a committee meeting in place of an absent Trustee.

Mr. Gutowski replied that per his interpretation, this is possible under the current Board policies.

Mr. Fambrough states that he disagrees with Mr. Gutowski's statement.

Mr. Mays confirmed with Mr. Gutowski that the President can act as an ex officio at Committee meetings.

Ms. Turner asked what the legal Committee structure should be.

Mr. Gutowski stated that the Board shouldn't get hung up on quorums for Committee meetings. He continued by saying that the Committee meetings are not required under Ohio law.

Ms. Turner also asked how the Board can supervise the Director and the Fiscal Officer and who do these two employees report to.

Mr. Gutowski replied by saying the Director and the Fiscal Officer present reports to the Board during Regular Board meetings and they also receive questions and instructions from the Board during that time.

#### **XIV. NEW BUSINESS**

##### **A. Resolution No. 11-01-2017; Resolution Authorizing the Public Sale of Computers, Computer Equipment, and Furniture**

Mr. Rashid motions for the adoption of Resolution 11-01-2017.

Mr. Mays seconds the motion.

Discussion: None.

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

Yes – 6

Motion passes.

##### **B. End of Year Meeting**

Ms. McClarin mentioned that she wanted to know what was planned for the end of year meeting. She also stated that there should be something special due to all of the work that was done this year.

Ms. Synor stated that a tour of the Library would be nice to showcase some of the work that was done.

Mr. Rashid moved and Mr. Mays seconds the approval of Resolution 11-01-2017.

Resolution 11-01-2017 is approved.

Ms. Turner suggested that everyone come to a consensus that Ms. McClarin would represent the Board in engaging the Director in the planning of the end of year meeting.

Mr. Fambrough motioned for Ms. McClarin to represent the Board and to be the point person for the end of year meeting.

Mr. Mays second the motion.

Discussion: None.

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

Yes – 6

Motion passes.

### **C. Food for Board Meetings**

Mr. Fambrough stated that due to his dietary restrictions he cannot eat much of what is provided. He requested to provide his own food and to be reimbursed by the Library.

Ms. Synor stated that the food provided is a courtesy of the Library and requests can be made for the consideration of Administration.

Mr. Mays motioned to extend the meeting to 9 pm.

Mr. Rashid seconds the motion

Discussion: None.

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

Mr. Fambrough moved and Mr. Mays seconds the motion for Ms. McClarin to represent the Board in planning the end of year meeting.

Motion is approved.

Mr. Mays moved and Mr. Rashid seconds for the extension of the meeting to 9pm.

Yes – 6

Motion passes.

Motion is approved.

**D. Ms. McClarin's Presentation**

Ms. McClarin presented a plan to make the East Cleveland Public Library a passport acceptance facility. The purpose would be to generate revenue to use as a fundraiser for the Flewellen fund and African-American museum.

Mr. Mays motioned to extend the meeting 20 minutes.

Mr. Fambrough seconds the motion.

Discussion: None.

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

Mr. Mays moved and Mr. Fambrough seconds for the extension of the meeting 20 minutes.

Yes – 6

Motion passes.

Motion is approved.

Ms. Synor asked Ms. McClarin to provide the Board with copies of her presentation for the Board to review.

(Ms. McClarin leaves the meeting at 9:10 pm)

**XV. AUDIENCE PARTICIPATION**

Ms. Harris stated that the School Board will be having a special meeting on December 18<sup>th</sup>.

Mr. Jackson informed the Board of the importance of having an app for the Library to reach the public.

**XVI. ADJOURNMENT**

Mr. Mays motioned to adjourn the meeting.

Mr. Rashid seconds the motion.

Discussion: None

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

Yes – 5

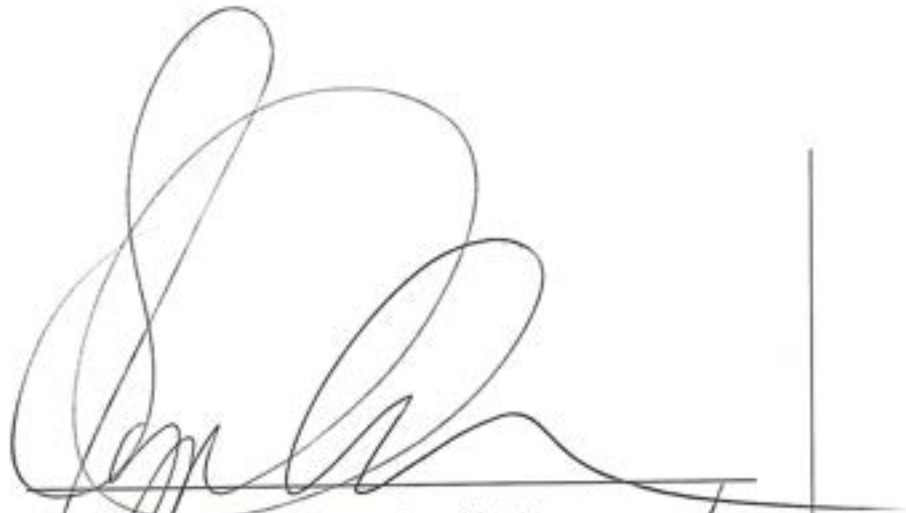
Motion passes.

**[The meeting adjourned at 9:11 pm]**

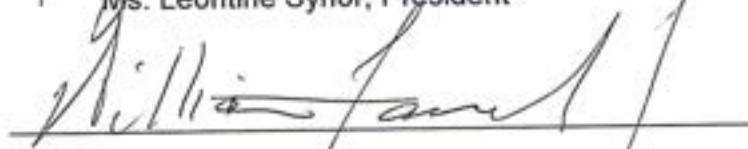
Mr. Mays moved and Mr. Rashid seconds the motion to adjourn.

Motion passes for adjournment.



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

Ms. Leontine Synor, President

A handwritten signature in black ink, appearing to read 'William Fambrough', written in a cursive style with a long horizontal stroke at the end.

Mr. William Fambrough, Secretary