

East Cleveland Public Library
Regular Board of Library Trustees Meeting
November 21, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Lower Auditorium 7:00 p.m.

Ms. Synor called the meeting to order at 7:00 p.m.

1140 MP3

I. CALL TO ORDER
a. ROLL CALL

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

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), 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

Ms. Turner motioned to approve the agenda.

Ms. McClarin second the motion.

Discussion:

Ms. Marcus-Bey and Ms. Synor agree that a supplemental agenda be created to include the date, time and location of this Board meeting.

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

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

Yes – 5

Motion carries.

Motion Passes

IV. APPROVAL OF MINUTES FROM OCTOBER 17, 2016

Mr. Mays motions to approve the minutes from October 17, 2016.

Ms. McClarin motioned.

There is no second.

Mr. Mays moved
and Ms.
McClarin second
for the adoption
of the minutes
from 10/17/16.

Discussion:

Ms. Synor states that changes to the minutes will be discussed during the "Unfinished Business" section of the agenda.

V. COMMUNICATIONS

Ms. Marcus-Bey stated there were none.

VI. PRESIDENT'S REPORT

Ms. Synor stated that a lot has been done, but more could've been done. She continued by saying that it is important that trustees attend the meetings. She said people must have pride in what they do and she wants to leave knowing that she did a good job. Ms. Synor thanked everyone for their hard work. She also said for those unwilling to do the work, they should consider stepping down to allow others the opportunity to do the work that needs to be done.

VII. DIRECTOR'S REPORT

Director's Report –October 2016, S. Marcus-Bey

Communications:

- **Enclosure**

ADULT PROGRAMMING

- **Birth of a Nation Film Discussion, October 22, 2016**
The Library hosted a community discussion in relation to the film, Birth of A Nation and panelist, Robert Banks, Amanda King, and Prestor Pickett engaged in dialog related to the new film and the original 1915 silent film that was adapted from the novel and play *The Clansman*.

CHILDREN'S PROGRAMMING

- **SCHOOL FIELD TRIPS:**
Mon. thru Thursdays 12:30 and 1:30, Attendees: 265

During the month of October, 19 East Cleveland classes, grades K-2, visited the library. Library visit themes centered on library orientation. During field trips, students are encouraged to come to the library with parents/guardians and checkout books and movies. The teachers, administrators, and students are very excited about the field trips!

- **WEEKLY VISITS TO SCHOOLS:**
Tues. thru Fri. 8:30-11:00, Students serviced: 120

The Literacy Specialist is visiting K-3 classes at the four elementary schools, including Caledonia, Chambers, Mayfair and Superior. Four to five small groups are seen during each week. During visits, students were provided small group interventions, as well as in-class instructional support. Concepts covered were reading comprehension and sequencing of events (second and third grade), alphabetic awareness, phonemic awareness, letter recognition, and distinguishing letters from words, and making predictions (Kindergarten and first grade). The Literacy Specialist also served as liaison between ECPL and the schools by distributing library card applications to all students in grades K-3, and encouraging all students to sign up for a library card. She also returned completed applications to the library.

- **AFTER SCHOOL ACTIVITIES:**

Wednesdays at 3:30 in the Children's room, Attendees: 15

- Children are enjoying "Wacky Wednesdays". They have created apple weaving projects, and will be creating spiders and spider webs in the upcoming weeks, in celebration of Halloween.
- *Mad science and Center for Arts Inspired Learning* are scheduled to visit in November. Flyers have been created and are available in the children's area, as well as being distributed to the elementary schools. The children should enjoy this programming.
- Students from CWRU are coming a few days/week to provide homework help for children. The children love having them.

IMPROVEMENTS TO CHILDREN'S AREA:

- During the month of October, the re-arrangement of shelves has begun. The children's area has been stocked with more manipulatives, a puppet theater, and puppets. Phonemic awareness activities are available to the children in the form of a magnet board and letters. STEM activities have been purchased and displayed. The children are enjoying these.
- Children are interacting in a productive and social manner with the toys. The literacy specialist hopes to see the children grow in phonemic awareness and communication skills, using the toys as a vessel.
- Once shelves have been moved, the setup of the young children's area will continue, including an organized shelving unit for toys and manipulatives.

SPECIAL PROGRAMS AND PARTNERSHIPS

- **October 31, 2016 , Strategic Plan**
The Library launched its strategic plan and invited the public to engage; the survey has been posted on-line and 275 participants have engaged thus far. The survey will close on October 31
- **Library Sign-Up Campaign Extension**
In an effort support the board's commitment to support the literacy needs of East Cleveland the library participated with the Library Sign-Up Campaign during the month of September.
- **Shooting Without Bullets Exhibit**
A commitment with the creative director, Amanda King of the acclaimed exhibit – "Shooting Without Bullets" was made in October to bring the exhibit to ECPL in December 2016 and remain in place until April 2017.

Shooting Without Bullets is a youth advocacy and fine arts education program that focuses on identity development in black teens in northeast Ohio through expressive arts healing, photography, and open-dialogue. The program assists youth to process complex social problems experienced by them, including police encounters and provides an expressive platform for them to inform and impact criminal and juvenile justice related reform.

MEETINGS AND PROFESSIONAL DEVELOPMENT

- **Professional Development for East Cleveland City School District for Teachers - Oct. 11 and Oct. 18, Attendance 25**

The Literacy Specialist provided a series of two in-service workshops and information sessions regarding the Daily Five. This is a popular instructional method for structuring elementary literacy blocks. The in-service followed the concepts introduced in the Boushey and Mouser book, *The Daily Five*. A Powerpoint was created and shown, and teachers were provided and outline of the structure of the daily five routine to use in their classrooms. A number of resources were provided to teachers. Principal McCants was in attendance, and provided positive feedback regarding the program.

ROOFING STATUS

- The Library was able to receive a proposal from Architect August Fluker, AIA for the purpose of being able to carry out the bidding project for the replacement roof. Considering the Board has granted the Director the ability to enter into a contract for the amount of \$15,000. Mr. Fluker proposal has come in \$600.00 over the original budget. The proposal was presented to the director on November 11, 2016 and shared with the Board via e-mail on the same day for assessment and review.
- Currently, in the Main Reference area, there continues to be ongoing failure with the plaster on the north wall and in the corners of the building in the Library. Staff and public are subject to the micro particles that have been disrupted by the water.

Ms. Turner stated that it is necessary for there to be a maintenance schedule for the building in order for it to operate properly without surprise major repairs being needed. This is something that may be discussed with the architect. Ms. Turner also stated that ADA compliance is a necessity.

Mr. Fambrough mentioned that ADA compliance was discussed by several Boards in the past and the new section that was added to the Library was grandfathered in and was legal without ADA issues as long as this was addressed in the future. Mr. Fambrough continued by saying that those issues weren't previously addressed due to the infighting of the Board.

Mr. Mays stated that much of the Director's report and the discussion that has followed are items that should be in the Buildings and Grounds report.

Ms. Synor asked how long the library card sign up was extended. Ms. Marcus-Bey replied that it was extended to November 15, 2016.

Mr. Fambrough stated that the hire and fire information was missing from the Director's report.

Ms. McClarin said that information will be addressed in the Personnel committee

Ms. Marcus-Bey also stated that the reason the Personnel committee was created was to address those issues.

VIII. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

November 2016

Through five sixths of the year YTD General Fund expenditures are running well within budget – 78.69% vs 83.3% benchmark. Library materials purchasing and supplies purchases have been concluded to allow purchases to arrive and purchase orders to be cleared. All discretionary purchases except for the most necessary items have been suspended. Book orders that have not yet been filled by vendors would represent carry forward purchases orders for 2017.

Year-to-date revenues exceed expenditures by \$66,731.12, which when added to our beginning fund balances and adjustments give us \$891,034.40 in overall cash fund balances as of 10/31/16. Compared to 2015 thru ten months we have received \$199,011.04 less in overall revenue. The drop in revenue has been matched with a corresponding drop in spending between both years. Ten month spending in 2015 was \$2,083,630 compared to \$1,979,795 or a difference/decrease of \$103,835. We received less and we spent less between both years.

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 have prepared a preliminary budget which will go out to all Board members with accompanying budget justifications for all items reflecting a percentage change of +- 10% and a dollar change of +- \$5,000. The budget and line item explanations will be out to you by the first week in December.

The audit is underway. Up to this point everything is going as expected. To continually improve our system of internal control I will be presenting to the Board suggestions for improvement. In keeping with these improvements there's a resolution before the Board to adopt a modification to our Credit Card Policy. The Auditor of State released a bulletin in September 2016 calling for increased controls in the use of credit cards. Copies are available for those interested. In addition there's a resolution 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 architectural 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.

Lastly, last month I mentioned looking into a change from ADP as our payroll processing service. I've subsequently had discussion with the Auditor of State who said they've reviewed ADP's processing controls and look favorably upon the use of ADP as a payroll processing service.

Unless I have a significant reason to change our payroll processing, I'm going to forgo any further efforts to find another processing service.

Mr. Mays asked how will the \$150,000 approved by the Board be factored into the carry-over to the next year.

Mr. Cockfield stated we will need to re-appropriate the roofing funds if a contract is not signed before January 1, 2017.

Mr. Mays inquired about how the money for the roof is going to affect the Library overall?

Mr. Cockfield answered by stating this allows the Library to channel funds back into operations.

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

Discussion: None

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

Yes – 5

Motion carries.

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

Motion Passes

IX. Finance Committee Report

Ms. Synor stated there was no Finance Committee meeting.

X. Buildings and Grounds Committee Report

Mr. Mays said that many of the items for this committee have already been discussed.

Mr. Fambrough stated the meeting was not a legal meeting because the President was not present nor was the co-chair.

Ms. Synor stated that she checked the Sunshine laws before asking Ms. Turner to attend the meeting in her place.

Mr. Mays began by saying a Buildings and Grounds meeting took place on November 3, 2016. Architect August Flucker was discussed as the advising the Library in the roof repairs. Tuck pointing work has already begun on top of the Library. Mr. Mays stated that the flat roof work has been done. Mr. Mays also said that something has to be done to the floor of the Lower auditorium due to its poor condition.

Ms. McClarin asked what the architect said in regards to the roof.

Ms. Marcus-Bey stated that the architect said that it would not be ideal to repair the room in the winter due to cold temperatures affecting the adhesion of the roofing materials.

Ms. Marcus-Bey agreed to set up a meeting with the Buildings and Grounds Committee and the architect.

Mr. Mays recommends to the Board to pass the resolution to engage the architect.

Ms. Synor commended the building upgrades in and around the Children's area.

XI. Personnel Committee Report

Ms. McClarin said there was no meeting of the Personnel Committee, but there are items to report. She also said that it was their goal to present the Board with the Staff Handbook. So there was a meeting with the Chair, Human Resources manager and Director to make sure the handbook could be provided today. Ms. McClarin also stated that they are working to better document Human Resources activities.

Mr. Fambrough said it is the Board's responsibility to hire and fire employees.

Ms. Synor said that the Director should not be asking the Trustees to do her job.

XII. Library Services Committee Report

Ms. Turner stated there was an informal discussion due to the co-chair not being able to make the meeting. She said video presentation was presented from the Heidi Cohen the Literacy Specialist (due to a scheduling conflict) Ms. Cohen could not attend the meeting. The video was to inform the trustees of her work and objectives for students from K-3. A programming plan was discussed to make programming more seamless. She said she will be meeting with the Director and Fiscal Officer to discuss a programming budget. Ms. Turner also said the strategic plan was a subject of discussion and the consultants will not be available on December 19, 2016. But the consultants will be available from 4:00pm to 8:00pm on December 5, 2016. Ms. Turner asked the Board to read through the Staff Handbook that was presented by Ms. Wood the Human Resources Director. Ms. Turner also stated that Library Services will be moved to December 8, 2016. She also said the policy meeting will be held on December 17, 2016 to finish the policy manual so it can be voted on at the Regular Board Meeting on December 19, 2016.

XIII. Strategic Planning Committee Report

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

Mr. Fambrough motioned to extend the Board meeting 15 minutes.
Mr. Mays seconded the motion.

Discussion:

Ms. McClarin leaves the meeting at 8:56pm.

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

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

Yes – 5

Motion carries.

Motion Passes

XIV. Unfinished Business

Ms. Turner motioned to move resolution No. 11-03-2010 to New Business of the agenda.

Mr. Mays second the motion.

Discussion: None.

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

Yes - 4

Motion carries.

Ms. Turner moved and Mr. Mays second the motion to move resolution 11-03-2016 to New Business.

Motion passes.

XV. New Business

a. Resolution No. 11-01-2016: Resolution to Increase Building Fund Appropriations.

Ms. Turner motioned to adopt resolution 11-01-2016.

Mr. Mays seconded it.

Discussion:

Mr. Fambrough inquires as to why this is needed.

Ms. Synor replied that building repair costs have eaten away from the building fund and this is to encumber the funds in case we are able to find a contractor for the roof before December 31, 2016.

Ms. Turner moved and Mr. Mays seconded the motion to adopt resolution 11-01-2016.

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

Yes – 3; No - 1

Motion does not carry.

Motion fails.

b. Resolution No. 11-02-2016: Resolution to Adopt Revised Credit Card Policy.

Ms. Synor motioned to adopt resolution 11-02-2016.

Mr. Mays seconded the motion.

Discussion:

Ms. Turner stated that this resolution was recommended by the auditor.

Ms. Synor moved and Mr. Mays second the motion to adopt resolution 11-02-2016 .

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

Yes - 4

Motion carries.

Motion passes.

Mr. Mays motioned to wave the 24 hour rule for resolution 11-03-2016

Ms. Synor seconded the motion.

Discussion:

None

Mr. Mays moved and Ms. Synor second the motion to wave 24 hr rule for resolution 11-03-2016.

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

Yes - 4

Motion carries.

Motion passes.

- c. **Resolution No. 11-03-2016: Resolution for the Library to engage the East Cleveland Public Library in supporting the Director in entering into a contract for architectural services for \$15,600.00 with August Fluker.**

Mr. Mays motioned to adopt resolution 11-03-2016.

Ms. Synor seconded the motion.

Mr. Mays moved and Ms. Synor second the motion to adopt resolution 11-03-2016 .

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

Yes - 4

Motion carries.

Motion passes.

Mr. Mays motioned to move to audience participation of the agenda.

Ms. Turner seconded the motion.

Mr. Mays moved and Synor second the motion to adopt resolution 11-03-2016 .

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

Yes - 4

Motion carries.

Motion passes.

XVI. Audience Participation

An unidentified man stated that tarping could help with roofing during the winter months.

Another audience member stated that it is best to work with the very youngest children in the community.

XVII. Adjournment

Ms. Synor moved to adjourn the meeting.

Ms. May seconded the motion.

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

Yes - 4

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

Motion carries for adjournment.

Motion passes.

[The meeting adjourned at 9:19 pm]

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Ms. Leptine Synor, President

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

Ms. Terra L. Turner, Secretary