

East Cleveland Public Library
Regular Board of Library Trustees Meeting
December 18, 2017
14101 Euclid Ave. East Cleveland, Ohio 44112
Performing Arts Center
6:30 PM

Ms. Synor called the meeting to order at 6:31 PM

1198 MP3

I. **CALL TO ORDER**
a. **ROLL CALL**

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

A quorum exists. Present – 6; Absent – 1

Also present at the table were: Ms. Sheba Marcus-Bey (Executive Director), Mr.
Ross Cockfield (CFO), Mr. E.F. Turner III (Exec. Admin. Assistant).

Present in the Audience were: The Lions of Therapy, Attorney Angela Bennett and
Dr. Harris.

II. **LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

III. **APPROVAL OF THE AGENDA**

Ms. Synor asked that the drawing be removed from the agenda due to it taking place
prior to the meeting per her request.

Mr. Mays motioned to wave the 24-hour rule to make an addition to the agenda.
introduce resolution 12-06-2017 to the floor.

Ms. McClarin seconds the motion.

Mr. Mays
moved and
Ms. McClarin
seconds the
waving of the
24-hour rule.

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.

The 24-hour rule has been waived.

Mr. Mays moved to add resolution 12-06-2017 to the agenda.

Ms. Turner seconds the motion.

Mr. Mays moved and Ms. Turner seconds the addition of Resolution 12-06-2017 to the agenda.

Discussion:

Mr. Fambrough stated that there hasn't been any information provided from the Buildings and Grounds committee and inquired why Mr. Mays is moving forward with Resolution 12-06-2017.

Mr. Mays stated that it is important to be expedient in resolving the heating issues relating to the failing boiler.

Mr. Rashid stated that there was an informal discussion on the subject because there was no Buildings and Grounds meeting due to Mr. Fambrough not being available to attend. During that discussion with staff, it was mentioned that the previous contract had no bearings on what is currently happening with the boiler.

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.

Resolution 12-06-2017 is added to the agenda.

Mr. Mays 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 (yes), Mr. Rashid (yes).

Yes – 5; No - 1

Motion passes.

Amended agenda approved

Ms. Synor asked the Director to introduce the Library's special guest.

Ms. Marcus-Bey stated that Ms. McClarin invited the Lions of Therapy to visit. Ms. Monica of the Lions of Therapy gave an overview of their program. She also stated that they brought a few therapy dogs with them. She continued by saying these dogs help people feel better when they visit nursing homes, when they are in schools the children feel more comfortable reading, and they also help people feel more comfortable in court rooms while giving testimonies.

IV. ORGANIZATIONAL MATTERS
a. NOMINATION COMMITTEE

Ms. Turner stated that the Nominating committee gathered ballots from the Board at the last regular meeting. Ms. Turner read off the votes and also stated that a ballot will be created from their findings.

Mr. Fambrough nominated Ms. Turner as President.

b. APPOINTMENT OF FISCAL OFFICER

Mr. Mays motioned to deviate from the agenda to the approval of Resolution 12-04-2017.

Ms. McClarin 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.

Mr. Mays moved and Ms. McClarin seconds skipping to Resolution 12-04-2017.

The Board skips forward on the agenda to address Resolution 12-04-2017.

c. ALA Mid-Winter

Ms. Synor asked for approval to go to the American Library Association's Mid-Winter meeting in 2018.

Ms. Turner motioned to approve Ms. Synor's request to attend ALA's 2018 Mid-Winter conference.

Mr. Mays seconds the motion.

Discussion:

Ms. Synor stated that information about upcoming conferences can be found in Trustee's email.

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

Ms. Turner moved and Mr. Mays seconds approving Ms. Synor for attendance at ALA's 2018 Mid-Winter conference.

Yes – 6

Motion passes.

Ms. Synor is approved to attend ALA's 2018 Mid-Winter conference.

V. APPROVAL OF REGULAR BOARD MINUTES FROM NOVEMBER 20, 2017

Ms. McClarin motioned to approve the regular Board minutes from November 20, 2017.

Mr. Fambrough seconds the motion.

Ms. McClarin moved and Mr. Fambrough seconds the approval of the 11/20/2017 minutes.

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.

Minutes for 11/20/2017 are approved.

VI. NEW BUSINESS

a. RESOLUTION 12-01-2017; RESOLUTION APPROVING TEMPORARY APPROPRIATIONS FOR 2018

Ms. Synor explained that this is an estimated temporary budget that may later be changed.

Mr. Rashid motioned to approve Resolution 12-01-2017.

Mr. Mays seconds the motion.

Mr. Rashid moved and Mr. Mays seconds the approval of Resolution 12-01-2017.

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.

The Board approves Resolution 12-01-2017.

b. RESOLUTION 12-02-2017; RESOLUTION AMENDING PERMANENT APPROPRIATIONS FOR 2017

Mr. Mays motioned to amend Resolution 12-02-2017 to read "The Board of Trustees of the East Cleveland Public Library resolves to amend the 2017 Permanent Appropriations totaling \$2,552,732.33."

Mr. Rashid seconds the motion.

Mr. Mays moved and Mr. Rashid seconds the approval of amending Resolution 12-02-2017.

Discussion:

Mr. Fambrough inquired about figures and the amounts listed.

Mr. Cockfield stated that the total has not changed, but the changes requested are to more accurately reflect expenditures for 2017.

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.

The Board approves amending Resolution 12-02-2017.

Mr. Mays motioned to approve Resolution 12-02-2017 as amended.

Ms. McClarin seconds the motion.

Mr. Mays moved and Ms. McClarin seconds the approval of Resolution 12-02-2017 as amended.

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.

Resolution 12-02-2017 is approved as amended.

c. RESOLUTION 12-03-2017; RESOLUTION APPROVING RECEIPT OF TAX ADVANCES FOR 2018

Mr. Rashid motioned for the adoption of Resolution 12-03-2017.

Ms. McClarin seconds the motion.

Mr. Rashid moved and Ms. McClarin seconds the approval of Resolution 12-02-2017.

Discussion:

Mr. Fambrough inquired if this is a request for the release of funds.

Mr. Cockfield replied that this is acknowledgment that we want to receive funds.

(Ms. McClarin leaves the room)

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

Yes – 5

Motion passes.

Resolution
12-03-2017 is
approved.

d. RESOLUTION 12-04-2017; RESOLUTION APPOINTING FISCAL OFFICER FOR 2018 CALENDAR YEAR

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.

The Board
approves
Resolution
12-04-2017.

Attorney Angela Bennett swears in Fiscal Officer Ross Cockfield.

e. RESOLUTION 12-05-2017; RESOLUTION APPROVING TO APPROVE SPECIAL CLOSINGS AND HOLIDAYS IN 2018

Mr. Mays motions to amend Resolution 12-05-2017 to remove "January 1 Tuesday New Year's Day 2019".

Ms. Turner seconds the motion.

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
Ms. Turner
seconds
amending
Resolution
12-05-2017.

Yes – 6

Motion passes.

The Board approves amending Resolution 12-05-2017.

Mr. Mays motions to accept Resolution 12-05-2017 as amended.

Ms. Turner seconds the motion.

Mr. Mays moved and Ms. Turner seconds the approval of Resolution 12-05-2017 as amended.

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.

The Board approves Resolution 12-05-2017 as amended.

f. **RESOLUTION 12-06-2017; RESOLUTION APPROVING THE EAST CLEVELAND PUBLIC LIBRARY DIRECTOR AND ARCHITECT TO PREPARE SPECIFICATIONS FOR BID PACKET TO PURCHASE A BOILER AND DECLARING AN EMERGENCY**

Ms. Synor explains that there is a process that needs to be followed in order to spend the Library's money.

Mr. Fambrough expressed concern that he has not received any information regarding this resolution prior to this meeting. He also stated that a professional consultant with knowledge of the boiler should be considered to assist in the bidding process.

Mr. Rashid reiterated that an architect should be consulted in order to go out for bids.

Ms. McClarin stated that the Board should move forward even if this is not deemed an emergency.

Ms. Turner said approving this resolution today, will yield bids in time for the Board's next meeting.

Ms. Synor suggested that the Board should strike "emergency" from this resolution. She also suggested that the resolution include the Director receive specifications from the Architect / Engineer. Ms. Synore said a special meeting could be put in place to review the bids if needed.

Ms. Turner motioned for a recess 5 minute.

Ms. McClarin seconds the motion for a recess.

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.

(The Board votes to return from recess at 8:24 pm)

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

Yes – 6

Meeting is back in session.

Ms. Turner moved and Ms. McClarin seconds the motion for a 5 minute recess.

Meeting is in recess.

Meeting resumes.

Mr. Mays states that the amended resolution should read as follows "Resolution 12-06-2017; The resolution authorizing the East Cleveland Public Library's Director to engage the services of an Architect and or Engineer to prepare specifications for bids to purchase a HVAC system and advertize for bids to purchase a HVAC system."

Mr. Mays motions for the adoption of the amended Resolution 12-06-2017.

Mr. Fambrough seconds the motion.

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 the motion for the adoption of Resolution 12-06-2017 as amended.

Yes – 6

Motion passes.

The Board approves Resolution 12-06-2017 as amended.

VII. PRESENTATIONS

a. LEONTINE SYNOR – PRESIDENT'S REPORT

Ms. Synor started by reviewing the accomplishments that have taken place during 2017. She said this has been a busy year for the facility. The upgraded ADA compliant front door is a great addition. Ms. Synor also stated that the additions of public art displays and musical performances were welcome additions to the Library that has increased patronage. She continued by commenting on updates to the Library's website. Ms. Synor also commends the Fiscal Officer for keeping the Library in good financial standings. Ms. Synor presented Ross Cockfield and Sheba Marcus-Bey with a resolution of appreciation and recognition. Ms. Synor on behalf of the East Cleveland Public Library's Board of Trustees also presented gifts and awards to several people including the Flewellen Family, Greg L Reese, Nela Florist,

the Friends of the East Cleveland Public Library, and the 2017 award for continued support was presented to Attorney Angela Bennett. Ms. McClarin also presented a gift to Ms. Synor for her tenure as Board President. Ms. Synor concluded by saying it is the literacy that will uplift this community and thanked everyone.

b. PAM MCCLARIN – REMARKS

Ms. McClarin thanked the Board for letting her take the lead on this evening's reception.

c. SHEBA MARCUS-BEY, EXECUTIVE DIRECTOR

Ms. Marcus-Bey presented her Annual State of the Library Address for 2017. She started by saying the Strategic Plan was developed in October of 2016. She later mentioned the Board's involvement in the development of the Vision Statement, Mission Statement as well as the Library's Core Values. The Library's Core Values include community, autonomy, literacy, innovation and integrity.

Ms. Marcus-Bey stated that there are set goals for the Strategic Plan between 2018 – 2020. The first of those goals is to increase literacy by expanding and promoting new programming avenues. This will be done by enlarging the technology infrastructure as evidenced by an increase in technology infrastructure by 10%, developing and implanting a comprehensive marketing plan by an increase in patrons and circulation by 10%, and creating meaningful programming in response to community needs as evidenced by an increase in patrons and programs by 10%. The second of those goals is to elevate the library's status as a beacon of African-American culture and history. This will be done by increasing staff knowledge of African-American culture by 75% as evidenced by a pre- and post-survey of their knowledge from 2018 to 2019, and building collections and programming that emphasizes African-American culture and history as evidenced by an increase in collections and programming by 15%. The third goal of the Strategic plan is to maximize resources through intentional partnerships. This will be done by seeking new funding opportunities as evidenced by an increase in gross revenue by 10% annually, the development of programming partnerships as evidence by 5 partner agreements signed and implemented annually, and the involvement of Staff in the community as evidenced by an increase in Staff volunteer hours given by 10% annually. The fourth and final goal of the Strategic Plan is to create an organizational environment of pride and respect; this will be done through training and empowering Library Staff and Board Members as evidenced by an increase in certified trainings of Staff by 50% annually and Board Members by an increase in their knowledge of roles and responsibilities by 50% annually, instilling a sense of Patron ownership, and delivering an excellent customer service experience for Patrons.

d. ROSS COCKFIELD, FISCAL OFFICER

Mr. Cockfield presented an overview of the financial performance of 2017. He started his presentation by listing the financial highlights of the year. This included the following projected amounts for the fund balance of \$541,792, the total appropriations of \$2,552,732, the total revenue and support of \$2,360,763, the total expenditures of \$2,486,344, and fund balance of \$417,684. He also reviewed revenue, expenditures, comparisons, financial ratios. Mr. Cockfield concluded by saying continued cost control, improved lighting in patron areas, refurbished interior spaces as well as grants and proposals need to be in place moving forward.

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

November 2017

Prepared December 2017

Financial reports as of November 30th have been distributed. Overall expenditures are within our appropriations limit. For the December meeting I've put forth a resolution approving a realignment of appropriations to match our expenditures.

Our total cash fund balance reconciled as of November 30, 2017 was \$589,888.24. Our General Fund balance is \$421,888.56.

We've received our preliminary 2018 Certificate of Estimated Resources from the County. Projected revenue of General Property Tax is \$784,265.46 and PLF (Public Library Fund) revenue is projected to be \$1,353,861.31 for a total of \$2,138,126.77. To this number we would add our carry forward balance to give us a total balance available for appropriation.

Our Temporary Appropriations Resolution is before the Board for approval. This appropriations measure will serve our spending needs through March 31st when a permanent appropriations measure must be passed.

(Ms. McClarin leaves the meeting at 9:02 PM)

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

Ms. Turner seconds the motion.

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

Yes – 5

Motion passes.

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

The Fiscal Officer's Report is approved.

VIII. UNFINISHED BUSINESS

Mr. Fambrough inquired about upgrades in the Greg L. Reese Performing Arts Center and signage in the Teen's Room.

Ms. Synor suggested that these items be presented in the Buildings and Grounds committee meetings.

Mr. Mays presented the Board with contact information for Administration.

Mr. Rashid asked the Director how she would like the Board to interact with Staff.

Ms. Marcus-Bey stated that questions relating to operations should be directed to the Board's two employees, the Executive Director and or the Fiscal Officer.

Mr. Mays disagrees.

IX. AUDIENCE PARTICIPATION

Dr. Harris stated that this meeting was very informative.

X. ADJOURNMENT

Ms. Turner motioned to adjourn the meeting.

Mr. Rashid seconds the motion.

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

Yes – 4; No - 1

Motion passes.

[The meeting adjourned at 9:19 PM]

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

Motion passes for adjournment.



Ms. Leontine Synor, President

Mr. William Fambrough, Secretary