

East Cleveland Public Library
Regular Board of Library Trustees Meeting
December 19, 2016
14101 Euclid Ave. East Cleveland, Ohio 44112
Performing Arts Center 7:00 p.m.

Ms. Synor Call the Regular Board meeting to order at 7:04 p.m.

1145 MP3

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

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

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)

Audience: Judge Una Keenon, Dr. Mary Rice

The meeting is in session.

II. **LIFT EVERY VOICE AND SING**

Everyone is invited to sing.

III. **APPROVAL OF THE AGENDA**

Ms Synor asked to amend the agenda by adding the swearing in of Trustee Otis Mays.

Ms. Synore also added pending litigation to Old business which may lead to an Executive session.

Mr. Mays asked to add a proclamation for Mr. Alfonzo Butts.

Ms. Turner motioned to approve the agenda.

Mr. Silver second the motion.

Discussion: None

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

Yes – 6

Motion carries.

Ms. Turner moved to adopt the amended agenda. Mr. Silvera second the motion.

Motion Passes

IV. SWEARING IN OF TRUSTEE OTIS MAYS

Judge Keenon swears Mr. Mays into the East Cleveland Board of Trustees.

V. APPROVAL OF MINUTES FROM OCTOBER 17, 2016

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

Ms. McClarin seconded the motion.

There is no second.

Discussion: None

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

Yes – 5; Abstained - 1

Motion carries.

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

Motion Passes

VI. APPROVAL OF MINUTES FROM NOVEMBER 21, 2016

Mr. Mays motions to approve the minutes from November 21, 2016.

Ms. McClarin seconded the motion.

Discussion: None

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

Yes – 3; Abstained - 3

Motion does not carry.

Mr. Mays moved and Ms. McClarin second for the adoption of the minutes from 11/21/16.

Motion Fails

VII. RESOLUTION FOR THE PROCLAMATION FOR MR. ALFONZO BUTTS

Ms. Turner read off the proclamation that will be offered to the family of Mr. Alfonso Butts, who was previously a Trustee of the East Cleveland Public Library.

VIII. COMMUNICATIONS

Ms. Marcus-Bey stated there were none.

IX. PRESIDENT'S REPORT

Ms. Synor stated that the Board Policy Manual is very close to completion. Ms. Synor also mentioned that the Employee Handbook was recently submitted to the Board for review and she thanked the Library staff and Administration for their hard work getting it done. Ms. Synor acknowledged the Board for appropriating funds for the restoration of the Library's roof. August Fluker was recognized as the certified architect working with the East Cleveland Public Library to help secure the roof. Ms. Synor mentioned staffing changes that included a Literacy Specialist to assist with early learning to make sure the children of East Cleveland begin learning on the right track. Ms. Synor continued by thanking each member of the Board and Administration.

X. DIRECTOR'S REPORT

Ms. Marcus-Bey started her presentation entitled "There's Something for Everyone". Her presentation started with some of the demographics of East Cleveland. Her presentation then covered information about the East Cleveland Public Library's Collection and Public Services. Programming was the next topic of the Director's presentation, listing the programming highlights of 2016 from bringing national performers like Climbing Poetry and local exhibits like Shooting Without Bullets. Other highlights of the year included relaunching the Library's website and Newsletter. The Director went on to discuss the capital improvements to the building that included the installation of Glass block, upgrading the Lower auditorium, work on the parking lot, the installation of upgraded lighting, the weather proofing of the windows and the commissioning of an Architect. Partnerships with organizations such as GCUFF, NEO MED, Wolphet Fund (Cleveland Foundation) and the Bold Beginnings Grant is what was discussed in this section of Ms. Marcus-Bey's presentation. Her presentation moved on to improvements in Personnel with the filling of new staff positions, the updating of the HR Department and new benefits and cost savings to ECPL.

Discussion:

Mr. Fambrough stated that the addition of a suggestion box to allow the employees to communicate with Trustees.

Mr. Fambrough pointed out that the Director may "effectively recommend" Hiring, disciplining and terminating ECPL's employees, to the board, and that doing this without prior board approval is a direct violation of Board policy.

Mr. Fambrough requested more information in the Director's report to include hiring, firing and disciplines.

Ms. Marcus-Bey stated that she is working within the committee process and she is currently working with Ms. McClarin to better report the information that is being requested.

XI. Fiscal Officer's Report

Fiscal Officer Report

Ross A. Cockfield, Fiscal Officer

December 2016

Through November 30th YTD General Fund expenditures are running well within budget – 86.8% vs 92% benchmark and revenues thru eleven months exceed expenditures by \$84,877.

We've received our preliminary Certificate of Estimated Resources for 2017 with revenues from PLF (Public Library Fund) and property taxes projected to be \$2,176,926. This figure is exclusive of our estimate of collections from fines and fees, grants and donations, and delinquent property tax collections. While this figure is very close to what was projected for 2016, our actual receipts from PLF this year are less than projected by \$36,704. Property tax revenues this year exceeded this year's Certificate by \$52,720 with the difference accounted for by delinquent collections.

Our 2014/2015 audit is proceeding without any complications. Due to audit adjustments that had to be made with the 2013 financials the 2014 and 2015 financials have to be adjusted. Kevin Penn is working on that and will present the adjusted financials to me for submission to the Auditor.

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

Discussion:

Mr. Fambrough asked if there is still an account with Star Ohio.

Mr. Cockfield said that the account has a balance of around \$850,000

Mr. Fambrough asked when that money can be accessed.

Mr. Cockfield said that the money is moved from the Star Ohio account to cover checks.

Mr. Mays asked how much interest was being earned.

Mr. Cockfield stated that about \$250 per month is earned in interest on the Star Ohio account.

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

Yes – 6

Motion carries.

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

Motion Passes

XII. Finance Committee Report

Ms. Silvera began his presentation by noting the year's highlights against those of the general fund of 2015. His presentation also compared the general fund revenues of 2016 against that of 2015. Mr. Silvera's presentation showed a slight increase in spending in 2016 on general services and administration and facilities operation and maintenance from 2015. His presentation also showed how the Library's financial status compared with other years of the Library's operations. He also went on to explain how financial ratios are used to measure and track the performance of an organization. He made the recommendations of continuing cost control, improving lighting in patron areas, refurbishing interior spaces and to move forward with obtaining grants and proposals.

XIII. Buildings and Grounds Committee Report

Mr. Mays started his report by mentioning some of the costs involved with the building improvements.

Mr. Mays also made the suggestion that patrons be charged for not cleaning meeting areas that they reserved before vacate.

Mr. Mays said that neglect is the reason for high repair cost to the building.

In conclusion of Mr. Mays report, ADA compliance is the goal for the Elsinor entrance.

Mr. Fambrough asked the amount of the floor renovations of the Lower Auditorium.

Ms. Turner stated that the amount given was a sum of several smaller projects.

XIV. Personnel Committee Report

Ms. McClarin said that the committee met on December 16th. During the meeting they discussed how to make Personnel better, but at this time there is not much to report.

Mr. Fambrough suggested that this committee be renamed.

Ms. Synor stated that the Personnel Committee will present issues that pertain to Personnel.

Ms. Turner said that the Policy Committee is currently reviewing each committee's functions.

XV. Library Services Committee Report

Ms. Turner started her report by talking about spending, the utilization of Library spaces and strategic planning. She continued that the strategic planning process has not been completed, but progress is being made and the hope is to wrap up early next year.

Mr. Fambrough suggested the upgrade of the Performing Arts Center.

Ms. Turner stated that the roof repairs take priority.

Mr. Silvera motioned to extend the Board meeting 30 minutes.
Mr. Mays seconded the motion.

Mr. Silvera moved and Mr. Mays seconded the motion to extend the meeting 30 minutes.

Discussion: None

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

Yes – 6

Motion carries.

Motion Passes

XVI. Unfinished Business

Ms. Turner motioned to go into executive session to address pending litigation.
Mr. Mays seconded the motion.

Ms. Turner moved and Mr. Mays seconded the motion to go into executive session.

Discussion: None

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

Yes – 6

Motion carries

Motion passes.

Mr. Silvera motioned to come out of executive session to address pending litigation. Mr. Fambrough seconded the motion.

Mr. Silvera moved and Mr. Fambrough seconded the motion to come out of executive session.

Discussion: None

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

Yes – 6

Motion carries

Motion passes.

XV. New Business

a. Resolution No. 12-01-2016: Resolution to Approve Temporary Appropriations for 2017.

Mr. Silvera motioned to adopt resolution 12-01-2016 as amended.

Mr. Fambrough seconded the motion.

Discussion:

Ms. McClarin stated that "2017" needs to be added to this resolution

Mr. Silvera moved and Mr. Fambrough seconded the motion to adopt resolution 12-01-2016.

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

Yes – 6

Motion carries

Motion passes.

b. Resolution No. 12-02-2016: Resolution to Approve 2017 Salary and Wage Amounts

Mr. Silvera motioned to adopt resolution 12-02-2016.

Ms. McClarin seconded the motion.

Discussion: None

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

Mr. Silvera moved and Ms. McClarin second the motion to adopt resolution 12-02-2016.

Yes – 5; Abstain - 1

Motion carries

Motion passes.

c. Resolution No. 12-03-2016: Resolution to Amend Regular Meeting Schedule of the Library Board of Trustees due to Federal Holidays

Ms. Turner motioned to adopt resolution 12-03-2016.

Mr. Silvera seconded the motion.

Discussion: None

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

Ms. Turner moved and Mr. Silvera second the motion to adopt resolution 12-03-2016.

Yes – 6

Motion carries

Motion passes.

d. Nomination Committee Report

Ms. Turner stated that the recommendation from the Board was to keep the executive board the same for 2017. A vote will be taken in January 2017

XVI. Audience Participation

None

XVII. Adjournment

Mr. Mays moved to adjourn the meeting.

Mr. Fambrough seconded the motion.

Discussion: None

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

Yes – 6

Motion carries

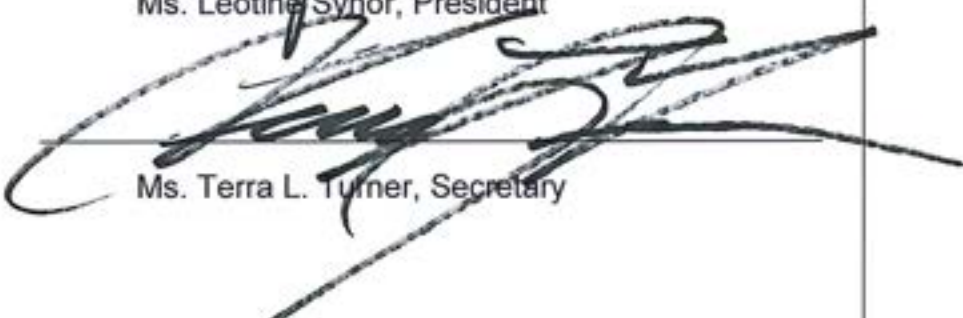
[The meeting adjourned at 9:32 pm]

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

Motion passes.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal tail.

Ms. Leotina Synor, President

A large, stylized handwritten signature in black ink, featuring a prominent loop and a long, sweeping tail.

Ms. Terra L. Turner, Secretary