

East Cleveland Public Library
Regular Board of Library Trustees Meeting
December 21, 2015
14101 Euclid Ave. East Cleveland, Ohio 44112
Greg L. Reese Performing Arts Center 7:00 p.m.

Dr. Rice called the meeting to order at 7:00 p.m.

1088MP3

I. (a) ROLL CALL

Present: Mr. Fambrough, Mrs. McClarin, Mr. Silvera, Ms. Synor, Ms. Turner and Dr. Rice

Absent: Mrs. Anderson (excused).

A quorum exists. Present – 6; Absent – 1

Also present at the table were: Ms. Sheba Marcus-Bey (Exec. Director), Mr. Ross Cockfield (CFO), and Mr. Jimmie Moore (Exec. Admin. Assistant).

The meeting is in session.

II. LIFT EVERY VOICE AND SING

Audience invited to sing.

III. INTRODUCTION OF GUESTS

Dr. Rice acknowledged the following guests, with the exception of former East Cleveland Public Library (ECPL) Board members: East Cleveland School Board members, Judge Una Keenon (President), Eve-Lynn Westbrook (Vice-President), Tiffany Fisher (member) and Patricia Blochowiak (member); Carlos Lattimore (Cleveland Public Library); Gladys Walcott and Mr. O. Mays (former East Cleveland City Council persons); Sheila Moshogianes (President of Friends of the ECPL).

IV. APPROVAL OF THE AGENDA

Mrs. McClarin moved to approve the Agenda. Mr. Silvera moved to amend the Agenda item IX (a) to scratch the video summary, as the Fiscal Officer will present a verbal report.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 5; Abstain - 1

Motion carries.

Mr. Silvera moved for the approval of the agenda with one correction. Ms. Synor seconded the motion.

Motion Passes.

V. APPROVAL OF THE MINUTES

Ms. Synor moved to approve the minutes from 11/30/2015 Board meeting.

Ms. Turner seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 5; Abstain - 1

Motion carries.

Ms. Synor moved for the approval of the 11/30/2015 minutes. Mr. Silvera seconded the motion.

Motion Passes.

VI. COMMUNICATIONS

Ms. Marcus-Bey informed the Board that the Library had been invited to participate in the joint project promoting Library Sign-up campaign during November, 2016. An invitation was received by the Library to attend an annual interfaith breakfast in honor of Martin Luther King, hosted by Cleveland Clinic, at the Intercontinental Hotel, on January 15, 2016.

VII. Announcements

Dr. Rice stated that she would hold her announcements till the end of the program.

VIII. Director's Report

November 2015 (S. Marcus-Bey)

Circulation

(Enclosure)

Correspondence

- **On November 3, 2015** East Cleveland Public Library received a request to participate in a joint project promoting National Library Sign-up Campaign in November 2016.
- **On November 5, 2015** the Director received an invitation to attend Cleveland Clinic's Annual Martin Luther King Jr. Day of Celebration and Inter-faith Breakfast to be held on Friday, January 15, 2016 at the InterContinental Hotel & Conference Center at 7:00am.

Programming & Outreach

ADULT PROGRAMMING

Between the Lines- Janet Macoska at the Happy Dog, November 11, 7:00pm-9:00pm

Attendance: 4

In collaboration between ECPL, Literary Cleveland and Happy Dog ECPL library patrons visited this reading at the Happy Dog –Euclid Tavern. As such, three library patrons and members of the Adult Creative Writing Workshop had the chance to network with other writers/readers and they were able to explore the photography of Janet Macoska.

TEEN PROGRAMMING**Future Leaders of the World-FLOW -Tuesdays and Thursdays, 5:00pm-6:30pm****Attendance: 48**

The East Cleveland Public Library in Collaboration with Neighborhood Institute's Daunte Gibbs continued to meet with local youth during the Future Leaders of the World-FLOW program in the Library's Icabod Flewellen Collection area on Tuesdays and Thursdays.

CHILDREN'S PROGRAMMING**Story-time – Mondays and Wednesdays, 11am-12:30pm****Attendance: 21**

In an effort to meet the educational and developmental needs of 0-5year old learners the East Cleveland implementation story-time and movement, sound and learning sessions during the last week of November 2015 on Mondays and Wednesdays 11:00-12:30pm. The event was attended by students enrolled in The Council for Economic Opportunities.

Community Youth Dialog- November 17, 4:00pm-5:00pm**Attendance: 25**

East Cleveland Public Library hosted a special discussion for the children and teens about gun control and East Cleveland as a community. This event was facilitated by Keesha McMillian, LSW. The dialog proved to be interactive for all participants.

Afternoon Snack, Daily 4:00pm-5:00pm**Attendance: 203**

The Library served 203 (6-12 years old) students an afterschool snacks. As a result of the demand, the East Cleveland Public Library reached out the Cleveland Food Bank in anticipation of providing afternoon snack time for young library patrons. Effective January 2016 students will have access to a daily health afternoon snack (Mondays-Fridays) from 3:30pm-4:30pm.

Girls Circle – Wednesdays- 3:00pm-5:30pm**Attendance: 24**

The East Cleveland Public Library in collaboration with The Centers for Families and Children Girl Circle program continued to welcome young ladies visiting via "Girl Circle". The program seeks to shares ways for the students to embrace diversity and develop self-esteem.

Reality Tour - Thursdays

Attendees: 10

In conjunction with Planned Parenthood and Bridges of Hope youth have volunteered for acting roles in a dramatic play about the life of an addicted teenager on drugs. Students from Heritage Middle School and Shaw High School participated in weekly theater based activities associated with the production.

Youth Chess Club**Mondays and Wednesdays****Attendance: 44**

East Cleveland Public Library's Youth Chess Club continued to meet on in November 2015. 4:00-6:00pm. Participants are taught the basics of chess and are engaged through games and competitions.

Committee/Board/Staff Meetings

- The Director attended the Finance and Personnel Meetings on November 12, 2015.
- The Director attended the December Board Meeting on November 16, 2015
- The Staff of East Cleveland Public Library attended the monthly staff meeting.
- The Director attended the Cleveland Museum of Arts – African Advisory Committee Meeting on November 4, 2015.
- The Director and several staff met as a group to address the updating of the Library's Personnel Manual for four sessions in the month of November 2015 in order to meet a January 2016 deadline for revision.
- The Director visited Stark County Public Library on November 6, 2015.
- The Director traveled to Columbus, Ohio on November 19, 2015 along with Brian Gutkoski, Legal Counsel for a hearing at the Ohio Civil Rights Commission.

**(A slide presentation was presented by Director Sheba Marcus-Bey)
(Enclosure)**

Mr. Fambrough requested payment documentation associated with everyone involved in the Johnson Control project and asked if the quarterly report from the Library to the School Board is something require by law.

IX. Fiscal Officer's Report

Fiscal Officer Report
Ross A. Cockfield, Fiscal Officer
November 2015

Through eleven months, the Library has total cash fund balances of \$981,478.52 of which \$570,543.19 is General Fund balances and \$393,845.73 is Building Fund with the remainder representing the other smaller funds.

The Director and I have finalized the 2016 budget and are asking the Board to approve temporary General Fund and Building Fund appropriations totaling \$2,296,945.93. The Temporary Appropriations Resolution sets temporary spending levels for the first three months of the year. Our 2016 objective is to completely fund operations out of revenues and build our cash reserves (fund balances) for future growth.

Next year we anticipate completing necessary renovations and making improvements on existing facilities.

Our need to better control spending will drive our effort to establish and plan for program costs. All library costs will be reevaluated and form the basis of a unit cost system to assist with planning and cost control. All library costs will be rolled up into programs and services to help with planning. This simply means that administrative and facilities costs will be factored into the costs of programs and services to better assess the true cost of providing public services. In addition these costs will assist with establishing pricing for the use of our facilities and auditorium.

We're still awaiting word from the Auditor of State to begin our 2014 audit. I'll inform the Board once I've heard from them.

Mr. Silvera moved that the Board accept the Fiscal Officer's Report.
Ms. Synor seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 6.

Motion carries.

X. Finance Committee Report

Mr. Silvera presented a slide show depicting an overview and general highlights of the Library's financial performance during the year 2015. **(Enclosure)**

XI. Buildings and Grounds Committee Report

Dr. Rice stated that the Buildings and Grounds Committee Chairman, Mrs. Arlene Anderson, had to work and is unable to attend this meeting.

XII. Board Policy Committee Report

Mr. Fambrough provided a dvd which was played for the benefit of the audience.

Mr. Silvera moved for the approval of the Fiscal Officer's report. Ms. Synor seconded the motion.

Motion Passes.

XIII. Board Secretary's Report

Ms. Terra Turner presented a slide show which was an overview of the Strategic Planning Committee's progress. (Enclosure)

XIV. Board Vice-President's Report

Ms. Synor presented a slide show which detailed many of the accomplishments of the Personnel Committee, which she chairs, and progress towards updating Library policy and procedures. (Enclosure)

XV. Unfinished Business

Dr. Rice informed the Board that the Nominating Committee held its meeting on December 10, 2015 and presented its report to Board members present. The results of that report are the nomination of Terra L. Turner to the position of Secretary of the Board; Mr. Gerald Silvera to the position of Vice-President of the Board; and Ms. Leontine Synor to the position of President of the Board.

Mr. Silvera moved that Ms. Leontine Synor serve a second term as Board Secretary.

Mrs. McClarin seconded the motion.

Mr. Fambrough nominated Ms. Terra L. Turner for the position of President of the Board. Ms. Turner declined the nomination.

There were no other nominations for officers to the Board. Therefore, the slate presented by the Nominating Committee stands as presented to the Board.

XVI. New Business

a. Ms. Synor moved for the adoption of **Resolution No. 12-01-2015: Board Authorization to Post the Temporary Full-time Position of Executive Secretary (Executive Administrative Assistant).**

The East Cleveland Public Library Board of Trustees accepts the position description presented to the Personnel Committee in relation to the Executive Secretary (Executive Administrative Assistant) position. The posting of the position shall be effective from December 22, 2015 thru December 27 2015. The Annual Salary Range is \$36,400 - \$57,600.

Mr. Silvera seconded the motion.

Discussion: None.

Ms. Synor moved and Mr. Silvera seconded the motion to adopt Resolution No. 12-01-2015

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 5, Abstain – 1.

Motion carries.

Motion Passes.

b. Ms. Synor moved for the adoption of **Resolution No. 11-02-2015: Board Authorization to Post the Part-time Position of Computer Technician II.**

Ms. Synor moved and Mr. Silvera seconded the motion to adopt Resolution No. 11-02-2015.

The East Cleveland Public Library Board of Trustees accepts the position description presented to the Personnel Committee in relation to the Computer Technician II position. The posting of the position shall be effective from December 22, 2015 thru January 4, 2016. The Annual Salary Range is \$23,300 - \$35,000.

Mr. Silvera seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 5, Abstain – 1.

Motion carries.

Motion Passes.

c. Mr. Silvera moved for the adoption of **Resolution No. 12-03-2015: Board Resolution to Approve a Temporary Appropriation Budget for 2016.**

Mr. Silvera moved and Mrs. McClarin seconded a motion to adopt Resolution No. 12-03-2015.

The East Cleveland Public Library Board of Trustees resolves to approve the following Temporary Appropriations for 2016.

Mrs. McClarin seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 6.

Motion Passes.

Motion carries.

d. Mr. Silvera moved for the adoption of **Resolution No. 12-04-2015: Board Resolution to Approve a 2% (two percent) Cost of Living (C.O.L.A.) increase for the East Cleveland Library Staff ‘*’ for the year 2016.**

The East Cleveland Public Library Board of Trustees resolves to approve a 2% Cost of Living increase for Library staff effective with the first payroll in 2016.

‘*’ Library staff that received individual raises in 2012, 2013, 2014 and 2015 are not eligible for COLA

Mrs. McClarin seconded the motion.

Discussion: None.

Roll Call Vote: Mr. Fambrough (yes), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Yes – 6.

Motion carries.

e. Ms. Synor moved for the adoption of **Resolution No. 12-05-2015: Board Resolution to Permit the Executive Director to Post and Fill any position that is currently on the Library’s Organization Chart that becomes vacant as long as the salary offered to the new person does not exceed \$5,000 over the current salary for that position.**

The East Cleveland Public Library Board of Trustees resolves to authorize the Executive Director to Post and Fill any position that is currently on the Library’s Organization chart that becomes vacant as long as the salary offered to the new person does not exceed \$5,000 over the current salary for that position.

Mr. Silvera seconded the motion.

Discussion: Mr. Fambrough had his questions concerning the Organization Chart answered by Ms. Synor.

Roll Call Vote: Mr. Fambrough (abstain), Mrs. McClarin (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Mr. Silvera moved and Mrs. McClarin seconded a motion to adopt Resolution No. 12-04-2015.

Motion Passes.

Yes – 5, Abstain - 1.

Motion carries.

Motion Passes.

Dr. Rice allowed Mr. Charles E. Bibb, a former Library Board member to address the Board and the audience, representing those former Board members then present, to wit, Mrs. Norma Freeman and Mr. Devin Branch.

Dr. Rice presented a plaque to Ms. Sheba Marcus-Bey for her service to the Board and to the Library on behalf of the Board.

Dr. Rice presented a plaque to Mrs. Sheila Moshogianes for her service and to the Friends of the East Cleveland Public Library for their service.

Ms. Leontine Synor presented an award to Mr. Jimmie L. Moore for his service to the Board over the past years.

Ms. Marcus-Bey presented an award to Dr. Mary E. Rice for her service to the Board and to the Library.

XVII. Audience Participation

The following individuals spoke: Ms. Darlene Ronney (former ECPL employee and entrepreneur), Mr. Roberts, Mr. Davis, Mr. Lynwood Billingsley (Friends of the Library), Ms. Doris Willis (Friends of the Library), Ms. Tiffany Fisher (ECPSB), Dr. Una Keenon (ECPSB), Dr. Harris, Ms. D. Robinson (entrepreneur), Mrs. Norleen Story (US Bank Manager), Ms. Ann Early (Friends of the Library), Mr. Devon Branch (Former ECPL Board member), Mr. O. Mays (Former East Cleveland City Councilman), and Ms. Hadassha Battiste (Concerned parent).

XVIII. Adjournment

Ms. Synor moved to adjourn the meeting.

Mrs. Synor seconded the motion.

Roll Call Vote: Mr. Fambrough (yes), Mr. Silvera (yes) Ms. Synor (yes), Ms. Turner (yes) and Dr. Rice (yes).

Mrs. McClarin was absent for the vote.

Yes – 5

Mr. Fambrough moved and Ms. Synor seconded a motion to adjourn.

Motion carries.

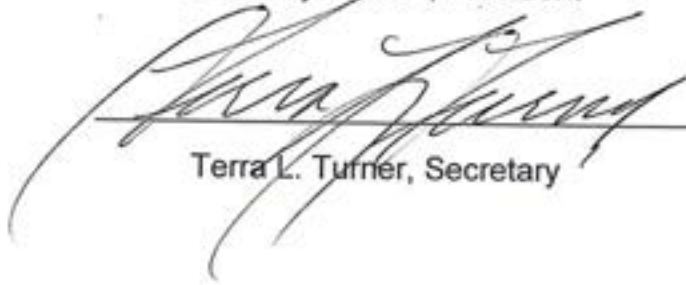
Motion Passes.

[The meeting adjourned at 8:45 pm]



Vice President

Dr. Mary E. Rice, President



Terra L. Turner, Secretary