

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, January 21, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

MP3
RBOT20230121

Ms. Shaheed called the meeting to order at 2:14 PM.

I. **CALL TO ORDER**
 A. **ROLL CALL**

Present: Ms. Shaheed, Ms. Sharpley, Dr. Harris, Mr. Mays

A quorum exists. Present – 4; Absent - 2

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. Ross Cockfield (Fiscal Officer), Mr. E.F. Turner III (Exec. Admin. Assistant)

II. **LIFT EVERY VOICE AND SING**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

Ms. Sharpley motions to approve the agenda.

Mr. Mays seconds the motion.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Mr. Mays (yes)

Yes – 4

Motion passes.

Ms. Sharpley moved, and Mr. Mays seconds approving the agenda.

The agenda is approved.

IV. SWEARING IN OF NEW BOARD MEMBER

Dr. Jordan takes the opportunity to introduce herself and some of her family members and also thanks the East Cleveland School Board and the library for giving her a chance to come back home.

Judge Una Keenon takes a moment to remind everyone of the hard-fought battle to keep the library in East Cleveland.

The honorable Judge Una Keenon Swears in Dr. Joy Jordan.

V. SELECTION AND SWEARING IN OF THE BOARD OFFICERS

Board members were given ballots and Mr. Latimer collected the ballots after the Board members have voted.

Mr. Latimer reads off each ballot collected from the Trustees.

Mr. Turner reads off the total number of votes for each candidate:

President: 5-votes for **Ms. Shaheed**; no-votes for Mr. Silvera
Vice President: 5-vote for **Mr. Mays**; no-votes for Ms. Shaheed
Secretary: no-votes for Dr. Harris; 1-vote for Dr. McDonald; 4-votes for **Ms. Sharpley**
Fiscal Officer: 5-votes for **Mr. Cockfield**

The honorable Judge Una Keenon Swears in Board President, Ms. Carol Shaheed; Vice President, Mr. O. Mays; Secretary, Ms. Sheila Sharpley; Fiscal Officer, Mr. Ross Cockfield.

VI. REESTABLISHING OF COMMITTEES

Ms. Shaheed asks for volunteers for the various committees.

Ms. Shaheed then stated that she will contact the absent Board members and will confirm the committees at the next Board meeting.

VII. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM DECEMBER 17, 2022.

Mr. Mays makes a motion for the approval of the December 17, 2022, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Dr. Jordan (yes), Mr. Mays (yes)

Yes – 5

Motion passes.

Mr. Mays moved, and Ms. Sharpley seconds the approval of the 12-17-2022 minutes.

The 12-17-2022 minutes are approved.

VIII. COMMUNICATIONS.

Mr. Latimer presented the results from the East Cleveland Public Library retreat that took place on 01/07/2023 with Robert Madison International Business. Mr. Latimer asked the Trustees to read over the information and longer discussions can take place in the prospective committees.

IX. PRESIDENT'S REPORT

Ms. Shaheed thanked everyone that voted for her, and she said that she will work to make everyone proud.

X. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer stated that there is no formal Director's report. However, Mr. Latimer stated that there is an upcoming concert happening the following day at the library. He also stated that he will share with the Board the statistics, data and additional programming as the library moves into Black History Month.

Mr. Mays motions for the approval of the Director's Report.

Dr. Harris seconds the motion.

Discussion:

Mr. Mays inquired about the status of the room dedication.

Mr. Latimer stated that ECPL is looking to do a ribbon cutting the second week of March (which is also Women's History Month). Mr. Latimer also stated that more information will be provided as it becomes available.

Mr. Mays moved and Dr. Harris seconds approving the Director's report.

Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Dr. Jordan (yes), Mr. Mays (yes)

Yes – 5

Motion passes.

The Director's report is approved.

XI. FISCAL OFFICER'S REPORT (R. COCKFIELD)

Mr. Cockfield read from his report that was prepared in January 2023.

December's reconciled total cash/fund balances as of 12/31/22 are \$1,701,716.98. Reconciled General Fund balances are \$1,599,410.46. In October I had estimated that our General Fund balance would be approximately \$1,600,000. I was off by \$589.54. Our 2022 year-end balance is up from 2021 by approximately \$250,000. Our fund balances have been strong principally due to unexpected increases in the PLF distribution and more than expected revenue from property tax settlements

Our books are still open as we've not completed our final review. Our final report is due to the Auditor of State by February 28th.

Total revenues for the year were \$2,898,465.75 with our PLF and Intergovernmental revenue accounting for 66% of the total and Property tax revenue accounting for another 31% of the total at \$899,189.92. These two income sources represented 97% of our revenue. Our Star Ohio account that I was transferring \$10,000 to every month had a year-end balance of \$297,675.56 and is part of our overall cash balance.

On the expenditure side we had total spending at \$2,597,985.83. Our spending as a percentage of revenue was 89.6% or put differently, for every dollar we received we spent 89 cents. After making our final appropriation adjustments we're at budget for year end with all appropriation accounts showing a year-to-date expenditure level below budget.

Moving forward into 2023 we will be establishing spending priorities for our general operations, facilities and IT departments as well as establishing commitments for new projects or developments. As a reminder, the Board by

resolution has established that our legal level of appropriating is at the fund level. However, budget adjustments to line items will be presented to the Finance committee for review and discussion. Our final budget is due.

to the Board by March 31st but will be reviewed in committee prior to that time.

As a final note, I'll be happy to go over our financial reports for our new Board member to bring her up to speed and will welcome any other member to join us.

This completes my report.

Dr. Harris motions to approve the Fiscal Officer's report.

Mr. Mays seconds the motion.

Discussion:

Mr. Mays inquired if there has been a drop in revenue?

Mr. Cockfield answered that ECPL is expecting to see an increase in revenue.

Mr. Mays also inquired if the room dedication project will impact the budget?

Mr. Cockfield replied that it will impact the budget but not in a negative manner due to this being something the library has been planning for some time.

Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Dr. Jordan (yes), Mr. Mays (yes)

Yes – 5

Motion passes.

Dr. Harris moved, and Mr. Mays seconds approval of the Fiscal Officer's report.

The Fiscal Officer's Report is approved.

XII. NEW BUSINESS

Ms. Shaheed stated that there is a resolution under new business.

1. Resolution No. 01-01-2022: To Accept \$500 Donation from First Baptist Church of Greater Cleveland.

Mr. Latimer introduced Resolution 01-01-2023:

Resolution No. 01-01-2023: To Accept \$500 Donation from First Baptist Church of Greater Cleveland

Sponsored by O. Mays

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on January 21st, 2023:

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director to accept the \$500 donation from the First Baptist Church of Greater Cleveland. And,

WHEREAS, the donation accepted from the First Baptist Church of Greater Cleveland will be used to purchase blankets that will be given away to patrons who need them. And,

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees of the East Cleveland Public Library accepts this donation and will use the monies as stated above.

Dr. Harris makes a motion to approve Resolution 01-01-2023.

Dr. Jordan seconds the motion.

Dr. Harris moved, and Dr. Jordan seconds adopting resolution 01-01-2023.

Discussion:

Mr. Latimer stated that the money from this donation is to be used to purchase blankets that will be given out to those in need.

Mr. Mays stated that he would sponsor the resolution due to the parties who were originally sponsoring it being absent.

Motion Does not pass.

Motion dies by consensus.

Mr. Mays made a motion to amend the resolution to include his name as the sponsor.

Dr. Harris seconds the motion.

Mr. Mays moved, and Dr. Harris seconds adopting the amended resolution 01-01-2023.

Roll Call Vote: Ms. Shaheed (yes), Ms. Sharpley (yes), Dr. Harris (yes), Dr. Jordan (yes), Mr. Mays (yes)

Yes – 5

Motion passes.

The amended resolution 01-01-2023 is adopted.

XIII. OLD BUSINESS

Mr. Latimer stated that there is no old business.

XIV. AUDIENCE PARTICPATION

Dr. Rice started by congratulating Dr. Joy Jordan on her new appointment to the East Cleveland Public Library's Board of Trustees. She then states that she will work to expedite the delivery of the items that will be used for the room dedication. Dr. Rice concluded by thanking everyone at the library for the good work that they do.

Mr. Bibb recounted how East Cleveland almost lost its library to County Library. He also congratulated Dr. Rice on her appointment as school board President. Mr. Bibb continued by also congratulating Dr. Jordan on her appointment to the library board.

Rich Weiss of the Neighborhood Media Foundation introduced himself and spoke of Tyisha Blade whom he has partnered with to create a new publication called "The East Clevelander" set for launch in April 2023. Mr. Weiss stated that he and his wife have produced for the past 11 years "The Tremonster" a neighborhood newspaper that serves the Tremont area and he wants to help Ms. Blade do the same in East Cleveland. Mr. Weiss, in Ms. Blades' absence, read a letter that she wrote to address the East Cleveland Public Library's Board of Trustees. Ms. Blade's letter stated that the media has disproportionately gives East Cleveland negative press and the people of East Cleveland deserve more. Her letter continues, by saying the people of East Cleveland deserve to be properly depicted in society. The letter continues by stating that Ms. Blade has been in conversation with several prominent people from around East Cleveland from the Mayor and the Shaw High School Alumni Association to business operators from the East Cleveland Theater, Tucker's Casino, the East Cleveland Growth Association and more. Ms. Blade concluded her letter by asking for the support of the East Cleveland Public Library.

Dr. Harris congratulates the library's new Board officers and Dr. Jordan as well was Judge Una Keenon and Dr. Rice along with Mr. Cockfield. Dr. Harris stated that she believes if the organizations in East Cleveland all come together and meet they will be able to find funding for a neighborhood newspaper.

Mr. Mays welcomes Dr. Jordan to the Board and thanks Judge Keenon for being at the meeting to assist. He also congratulates President Shaheed.

XV. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

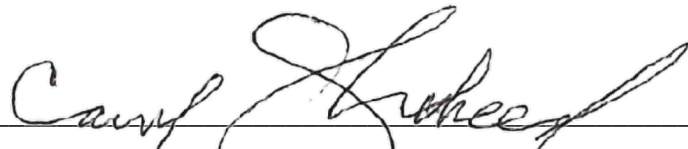
Discussion: None

Motion passes by consensus.

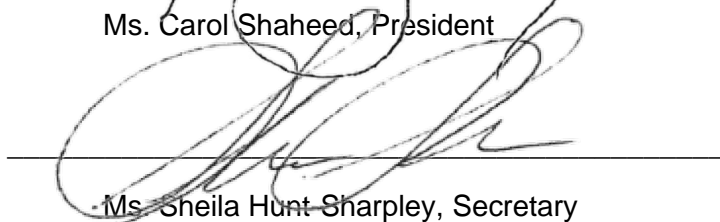
[Meeting is adjourned at 3:21 PM]

Dr. Harris
moves and
Dr. Jordan
seconds for
adjournment.

Meeting is
adjourned.

A handwritten signature in cursive script, appearing to read "Carol Shaheed", written over a horizontal line.

Ms. Carol Shaheed, President

A handwritten signature in cursive script, appearing to read "Sheila Hunt Sharpley", written over a horizontal line.

Ms. Sheila Hunt Sharpley, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 02/18/2023.