

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, February 18, 2023  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:00 PM

MP3  
RBOT20230218

Ms. Shaheed called the meeting to order at 2:07 PM.

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

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

A quorum exists. Present – 6; Absent - 1

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**

Dr. Jordan motions to approve the agenda.

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 5, Absent - 1

Motion passes.

Dr. Jordan moved, and Ms. Sharpley seconds approving the agenda.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JANUARY 21, 2023.**

Dr. Jordan makes a motion for the approval of the January 21, 2023, Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 4, Abstain – 1, Absent - 1

Motion passes.

Dr. Jordan moved, and Mr. Mays seconds the approval of the 01-21-2023 minutes.

The 01-21-2023 minutes are approved.

## V. COMMUNICATIONS.

Mr. Latimer stated that there are two communications. He read the first communication from the State Librarian of Ohio, Wendy Knapp

“As was the case in so many areas across the world, 2020 was a remarkable year for Ohio's public libraries. Libraries across the state were closed for many weeks of that year and that lead to challenges in calculating statistics for the Institute of Museum and Library Services' annual Public Library Survey.

The majority of Ohio's public libraries calculate annual visits based on a "typical week" determined by each library. As very little was typical about the 2020 calendar year, we recommended that Ohio libraries that use a typical week input "not available," a value that reflects our goal of ensuring the highest data integrity in what we submit to the federal government. Like so many other amazing things libraries do to support their patrons, many things are difficult, if not impossible, to quantify for the Public Library Survey.

We do not believe the East Cleveland Public Library's omission from the 2022 America's Star Libraries list indicates anything about the quality of services to your patrons nor the great value you offer your community. Furthermore, Library Journal indicates in the Frequently Asked Questions section on whether the LJ Index measures, "the quality, excellence, effectiveness, value, or appropriateness of library services." They state that, "(n)o, the index measures none of these. By definition, service outputs do not reflect quality, excellence, effectiveness, or value of services to the library's community."

As our recommendation regarding determining annual visits was limited to data collected in 2020, this issue will not be reflected in future Library Journal Indexes.”

Mr. Latimer stated that ECPL was omitted like most libraries in the state of Ohio. He went on to say that there was data being requested on the national level that the state recommended not to be entered. Therefore, ECPL was not a part of the ranking.

Mr. Latimer continued by reading the second communication, it is from the Mayor of East Cleveland.

“Thank you! The East Cleveland Public Library

WEREAS: Brandon L. King, Mayor of the city of East Cleveland pauses to thank the East Cleveland Public Library of r hosting the First Spirit of Black Wall Street Community Conversation Presentation and for promoting awareness with the East Cleveland community and to inspire us to explore, achieve, and contribute to approving our quality of life and;

Now: I, Mayor Brandon L. King, on behalf of the entire City of East Cleveland, would like to Declare Saturday, February 11<sup>th</sup>, 2023, The Spirit of Black Wall Street Day!"

## **VI. PRESIDENT'S REPORT**

Ms. Shaheed began her report by stating that the committees have been reestablished.

- Buildings and Grounds: Chair- Mr. Mays / Co-Chair Ms. Sharpley
- Finance: Chair Mr. Silvera / Co-Chair Dr. McDonald
- Library Services: Chair- Dr. Harris / Co-Chair Ms. Sharpley
- Personnel: Chair- Ms. Sharpley / Co-Chair Ms. Shaheed
- Strategic Planning: Chair- Dr. McDonald / Co-Chair Dr. Harris / Co-Chair Mr. Silvera

Ms. Shaheed continued her report by stating that the American Library Association conference takes place between June 22<sup>nd</sup> – June 27<sup>th</sup> in Chicago. This conference brings together thousands of library staff, educators, authors, publishers, libraries, trustees, special guests, and exhibitors with discussions on legislation and policies that impact libraries. She also reminded the Trustees to contact Mr. Turner as soon as possible if they are interested in attending this conference.

Ms. Shaheed later referenced an incident that took place in Beachwood, when she mentioned that she was a Trustee of the East Cleveland Public Library and received a very negative response from those in the conversation. Ms. Shaheed said she was quick to respond with the positive accolades and achievements the library has earned. Ms. Shaheed referenced this incident to remind the Trustees that people are watching and it is important to continue doing what they have been doing and to continue to maintain dignity and grace.

## **VII. DIRECTOR'S REPORT (C. LATIMER)**

Mr. Latimer began his report by stating the next concert will be on Sunday February 26<sup>th</sup>, the Jazz Heritage Orchestra. He also made the Trustees aware that the Saturday prior to the jazz concert, the East Cleveland Public Library will present a Natural Hair Show at 3:00 PM in the Performing Arts Center and students from the cosmetology program will be a part of this program, so please show your support by attending. Mr. Latimer later stated that there will be more data to report once the committee meetings begin. He concluded his report by stating that ECPL is in the process of hiring new staff members and that will be covered in the Personnel committee.

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

Dr. Jordan seconds the motion.

Discussion:

None.

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

Yes – 6

Motion passes.

Mr. Mays moved and, Dr. Jordan seconds approving the Director's

The Director's report is approved.

**VIII. FISCAL OFFICER'S REPORT (R. COCKFIELD)**

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

January's total cash/fund balances as of 1/31/23 are \$1,712,500.52. January's books have not been reconciled to the bank because 2022 is still open pending the submission of our 2022 financials to the Auditor of State. All transactions for January have been accounted for. The notes to the 2022 financials — which summarize various sections of the year-end report - are completed. The report will be submitted next week.

I'll complete the reconciliation for January and will present a full set of financials for both January and February next month.

The administrative team is finalizing the permanent budget for 2023 and will be presenting it to the Finance Committee next month for approval. Our permanent appropriations for 2023 must be completed and submitted to the County by March 31<sup>st</sup>.

Additionally, I'll be presenting our tax budget to the Board for approval next month. This budget represents our estimate of property tax revenue to be received in 2024 which we submit to the School Board for approval, and which then must be sent to the Budget Commission by July 15<sup>th</sup>. Submitting our tax budget early gives the School Board time to get it on their agenda.

Lastly, I've registered for the Ohio Sunshine Laws Training (which is one of my requirements). I would strongly suggest that every Board member sign up for the training as it presents an excellent overview of the open meetings requirements and what constitutes a public record. I've taken the liberty to send everyone a link to the training schedule.

With this being the beginning of the year there's very little to report in the way of financial activity.

This completes my report.

Mr. Cockfield added that the Sunshine training will be on April 11<sup>th</sup> from 1-4pm and Trustees as well as Administration are invited to join.

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

Dr. Jordan seconds the motion.

Discussion:

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

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

Yes – 6

Motion passes.

The Fiscal  
Officer's  
Report is  
approved.

### **IX. NEW BUSINESS**

Mr. Rashid stated that he had a meeting with RTA and Madison & Madison. RTA requested a site layout and Madison & Madison is in the process of providing that. Internally, RTA is also in the process of developing a formal agreement that will be shared with the ECPL Board when it is available to approve or reject. Mr. Rashid stated that he had a few conversations with Mr. Ozanne as to how the properties could possibly be laid out relating to the redevelopment of the land.

Mr. Rashid asked the Board if a committee could be formed to narrow down ECPL's expectations of the new development to share with the architect. He also reminded the Board that RTA is paying for the site development plan and the library does not have to spend money on developing one. Mr. Rashid stated that he thinks the partnership with RTA is the way to go, because there are federal monies that can be accessed to develop the property to provide the library with the much needed parking that it needs, but also so much more.

Mr. Rashid also suggested that ECPL may need additional legal representation if it chooses to move forward with this project.

### **XIII. OLD BUSINESS**

Mr. Mays asked for an update relating to the room dedication that the Board previously agreed on.

Mr. Latimer replied that the staff is moving forward with the project. A ribbon cutting ceremony has been planned for April 1<sup>st</sup> at 10:00 AM. ECPL is continuing to work with its

partners on the school board and will be sending out invites in March. The Women’s Political PAC will have their business meeting at 11:00 AM that morning downstairs and will also be a part of the ribbon cutting ceremony. Mr. Latimer continued that ECPL is physically changing the space to reflect her legacy and history.

(Dr. McDonald joins the meeting at 2:43 PM)

**XIV. AUDIENCE PARTICPATION**

Judge Dawson of the East Cleveland Municipal Court makes a request to the ECPL Board to allow early entry into the library for a 9:00 AM program that will be presented at the East Cleveland Public Library called the Cycle Breakers Conference. This conference provides food to school children. Also, speakers are invited to the half day event to speak with the children about either business or motivational topics. Judge Dawson stated that this program has been going on for several years at multiple locations. He also added that the tentative date is April 18<sup>th</sup>, 2023 and the program would end at 1:30 PM.

Mr. Mays thanked Judge Dawson for coming before the Board to make this request.

Mr. Mays makes a motion to allow for early entry into the library for this program.

Dr. Harris seconds the motion.

Discussion:

Dr. Harris asked if high school students were included in this program.

Judge Dawson replied that high school students can be included. He continued that given the size of ECPL’s auditorium it should accommodate the addition of high school students.

Dr. Jordan asked how many students are expected to attend.

Judge Dawson responded by saying he’s anticipating maybe 150 students. He continued by adding that there will probably be some media attention and that it will be good for the city of East Cleveland.

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

Yes – 7

Mr. Mays moves, and Dr. Harris seconds early entry into ECPL for Cycle Breakers program.



Motion passes.

Early entry into ECPL for the "Cycle Breakers" program is approved.

Judge Dawson thanked the Board and added that he will be in attendance on April 1<sup>st</sup>. He goes on to say that Judge Keenon was his mentor, and he patterns himself after her by ruling with compassion.

Ephraim Abdullah, the President of the Africa House International and trustee of the African American Museum of Cleveland. Mr. Abdullah stated that the African American Museum of Cleveland would like to develop a partnership with ECPL around the Iccabod Flewellen collection. Mr. Abdullah also mentioned another organization that he works with that educates people on the dangers of lead poisoning and how to prevent it.

Mr. Latimer stated that the library would be in contact with him.

## **XV. ADJOURNMENT**

Dr. McDonald asked to be removed from the Finance Committee and the Strategic Planning Committee. She later asked if trustees could begin using their ECPL email accounts to converse instead of personal email accounts?

Mr. Latimer stated that legally, Trustee's ECPL email account is for conducting library business. He continued by warning trustees that if there were any legal issues, that their personal email could be a part of that. He added that everyone can request how to best be contacted. He also noted that with CLEVNET (the email system used by ECPL), when you do not use the email regularly, it requires that you may have to reset the password or be locked out. Mr. Latimer informed trustees to contact the library's IT department if they get locked out of their ECPL email accounts. He stated that this is an issue with all of the local libraries. Mr. Latimer later went on to say that, previously, Mr. Turner made reference to this in prior meetings about utilizing your personal email and it becoming a legal record.

Dr. McDonald asked that trustees be mindful and use the ECPL email account or something different to protect your personal email.

Dr. Harris motions for adjournment.

Mr. Mays seconds the motion.

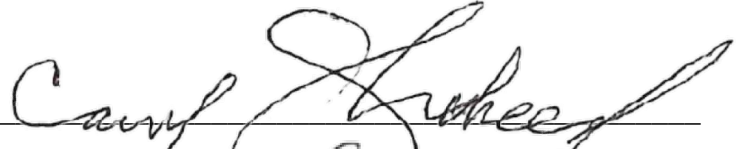
Discussion: None

Motion passes by consensus.

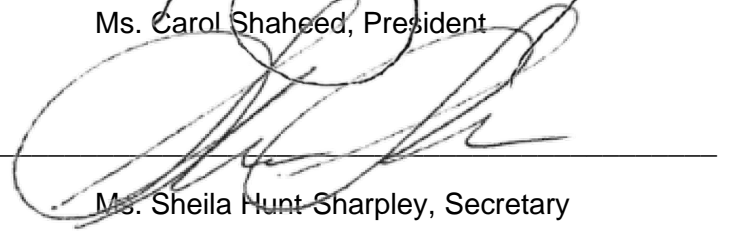
**[Meeting is adjourned at 2:56 PM]**

Dr. Harris  
moves and,  
Mr. Mays  
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 03/18/2023.