

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

MP3  
RBOT20230318

Ms. Shaheed called the meeting to order at 2:11 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.

Mr. Silvera 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), Dr. McDonald (absent)

Yes – 5, Absent - 2

Motion passes.

Dr. Jordan moved, and Mr. Silvera seconds approving the agenda.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM FEBRUARY 18, 2023.**

Dr. Jordan makes a motion for the approval of the February 18, 2023, Regular Board Meeting Minutes.

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), Dr. McDonald (absent)

Yes – 5, Absent - 2

Motion passes.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of the 02-18-2023 minutes.

The 02-18-2023 minutes are approved.

## **V. COMMUNICATIONS.**

Mr. Latimer stated that there are two communications. The Director stated that he received a letter stating that the library's board doesn't attend the Sunday concerts at the library, so Mr. Latimer stressed the importance of Board members attending the concerts.

Mr. Latimer continued by stating that the next communication is from staff members who are members of the Founder's Day Committee. Mr. Latimer presented the Board with the posters that the Founder's Day Committee created to help promote the event scheduled for Saturday, May 27<sup>th</sup>, 2023.

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

Ms. Shaheed began her report by stressing the importance of early registration for the American Library Association's conference in Chicago starting on June 22<sup>nd</sup>. Early registration will help to keep the travel cost down.

Ms. Shaheed also stated that she reached out to Paula Elders, the Head of Curriculum and Instructions in the East Cleveland School system. Ms. Elders seems to be open to school visits to the library to learn about various library services and programs. Ms. Shaheed continued that a meeting had been scheduled with Ms. Elders to discuss the details and she will report out to the Board the results of their meeting.

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

(Dr. McDonald joins the meeting at 2:21 PM)

Mr. Latimer began his report by stating that the activity level around the library is high. He stated that he has attended a high number of meetings with other organizations, the management team of the library, and the Friends of the Library in a consorted effort to move the library forward. Mr. Latimer mentioned some of the upcoming programming like Juneteenth, Founder's Day, and the concert series. He also mentioned that students from a local group home had a wonderful experience at the East Cleveland Public Library and other teachers are beginning to reach out to bring their students here as well. Mr. Latimer mentioned that transportation may be an issue for bringing some classes to the library.

Dr. Harris motions for the approval of the Director's Report.

Ms. Sharpley seconds the motion.

Discussion:

Dr. Harris stated that the bus drivers are paid for the day, so there should not be an issue for drivers to transport students back and forth.

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

Motion passes.

Dr. Harris moved and, Ms. Sharpley 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 March 2023.

February's total cash/fund balances as of 2/28/23 are \$1,886,579.37. Our book and bank balances are reconciled through February 2023. Financial statements for February had been email to the Board for review.

Our annual report to the Auditor of State has been filed.

Permanent appropriations representing our budget for 2023 have been completed, reviewed by our Finance Committee and are presented to the Board for approval. Two major items are included in this year's budget which include the creation of additional parking at the rear of the building and the replacement of our security system. The approved cost of living increase passed last year by the Board is also reflected in this year's budget along with a projected 7% increase in the cost of medical insurance. All other items remain close to last year's appropriations.

Our tax budget for 2024 is before the Board for approval. This budget identifies the proposed amount of revenue we're anticipating based on approved tax millage and PLF distribution. Since the School Board is our taxing authority our budget has to be passed by them and sent to the County Budget Commission by July 15th. Submitting our tax budget early gives the School Board time to get it on their agenda.

I'm finalizing the financial portion of the State Report which is due to the Ohio Library Council by March 31st.

This completes my report.

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

Mr. Silvera seconds the motion.

Discussion:

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

Mr. Mays asked if it is expected that the library will receive the same amount as last year.

Mr. Cockfield stated that there have been some slight increases in the PLF distribution. But the budget submitted is very similar to last year with a few exceptions.

Mr. Mays asked if the diminishing population in the city will affect what the library receives in local taxes.

Mr. Cockfield stated that will have very little effect on the budget.

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

Motion passes.

The Fiscal  
Officer's  
Report is  
approved.

## **IX. COMMITTEE UPDATES**

### **A. Finance Committee Update (Chairperson)**

#### **1. Resolution No. 03-01-2023: To Approve Tax Budget**

Mr. Silvera introduces the resolution.

#### **Resolution to Accept the Tax Budget**

Sponsored by G. Silvera, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on March 18, 2023:

**Resolution No. 03-01-2023: To Accept the Tax Budget.**

**WHEREAS:** Ohio Revised Code Section 5705.28 requires the East Cleveland Public Library Board of Library Trustees to submit its Tax Budget to the Board of the East Cleveland School District on or before May 31, 2023.

**NOW BE IT RESOLVED:** that the following Tax Budget indicating the income needed by the East Cleveland Public Library for the year 2024 is \$2,722,190 of which, approximately \$1,753,206 would be received from the Public Library Fund of the State of Ohio, be submitted to the East Cleveland School Board for submission to the County of Cuyahoga on or before July 20, 2023.

Mr. Silvera makes a motion to approve Resolution 03-01-2023.

Dr. Jordan seconds the motion.

Mr. Silvera moved, and Dr. Jordan seconds resolution 03-01-2023.

Discussion: None

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

Motion passes.

Resolution 03-01-2023 is approved.

**2. Resolution No. 03-02-2023: To Accept Permanent Appropriations**

Mr. Silvera introduces the resolution.

**Resolution to Approve the 2023 Permanent Appropriations**

Sponsored by G. Silvera, Co-sponsored by S. Sharpley

Members of the Library Finance Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-02-2023: To Approve the 2023 Permanent Appropriations.**

**WHEREAS:** the Finance Committee has met, reviewed and discussed the appropriations budget. And,

**WHEREAS,** the Permanent Appropriations must be approved by March 31<sup>st</sup>.

**NOW BE IT RESOLVED:** that the Permanent Appropriations be approved for the following - General Fund \$2,962,200.50; Covid Relief Fund \$12,262.86; and Performing Arts Center Fund \$33,100.00 for total appropriations of \$3,007,563.36.

Mr. Silvera makes a motion to approve Resolution 03-02-2023.

Dr. Jordan seconds the motion.

Discussion: None

Mr. Silvera moved, and Dr. Jordan seconds the amended resolution 03-02-2023.



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

Motion passes.

Resolution 03-02-2023 is approved.
--

**B. Personnel Committee Update (Chairperson)**

Ms. Sharpley updated the Board on the new hires, promotions, and open positions. She also added that staff compensation and incentives were also topics of discussion.

**1. Resolution No. 03-03-2023: To Accept the 2023 Compensation Rates**

Ms. Sharpley introduces the resolution.

**Resolution to Accept the 2023 Compensation Rates of the East Cleveland Public Library.**

Sponsored by S. Sharpley and Co-sponsored by C. Shaheed

Members of the Library Personnel Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-03-2023: To Accept the 2023 Compensation Rates of the East Cleveland Public Library.**

**Whereas:** the State Auditor, Executive Director, and Fiscal Officer have made recommendations to document compensation rates of employees to assist with future audits. And,

**Whereas:** the East Cleveland Public Library seeks to be fiscally responsible and in compliance with fiscal norms. And,

**Be it resolved:** the East Cleveland Public Library Board of Trustees accepts the recommendations of the State Auditor, Executive Director, and Fiscal Officer to document employee annual & hourly compensation rates.

Ms. Shaheed makes a motion to approve Resolution 03-03-2023.

Dr. Harris seconds the motion.

Ms. Sharpley moved, and Dr. Harris seconds the approval of resolution 03-03-2023.

Discussion:

Dr. Harris mentions the customer service training offered by NEO-RLS.

Mr. Latimer states that all staff members have access to NEO-RLS training.

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

Motion passes.

Resolution 03-03-2023 is approved.

**2. Resolution No. 03-04-2023: To Accept Northstar Training and Incentive.**

Ms. Sharpley introduces the resolution.

**Resolution to Accept the Northstar Digital Literacy Training and Incentive.**

Sponsored by S. Sharpley and Co-sponsored by C. Shaheed

Members of the Library's Personnel Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-04-2023: To Accept the Northstar Digital Literacy Training and Incentives.**

**Whereas:** the Fiscal Officer and the Executive Director have made provisions for a \$500 incentive for staff members when they complete the Northstar Digital Literacy training by June 1<sup>st</sup>, 2023. And,

**Whereas:** the Northstar Digital Literacy training will provide staff with better technical skills to assist library patrons. And,

**Be it resolved:** the East Cleveland Public Library Board of Trustees accepts the recommendations of the Personnel Committee, Executive Director, and Fiscal Officer for the adoption of the Northstar Digital Literacy training and the accompanying \$500 incentive for staff to improve their skills.

Ms. Sharpley makes a motion to approve Resolution 03-04-2023.

Dr. Jordan seconds the motion.

Ms. Sharpley moved, and Dr. Jordan seconds the approval of resolution 03-04-2023.

Discussion: None

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

Motion passes.

Resolution 03-04-2023 is approved.
--

**C. Buildings and Grounds Committee Update (Chairperson)**

Mr. Mays stated that the History room that will be dedicated is currently undergoing electrical rewiring. And with the help of several other community members, the dedication is set to happen on April 1<sup>st</sup>. 2023.

Mr. Mays also stated that new security personnel have been hired.

Mr. Mays asked Mr. Rashid to share where the property expansion project is.

Mr. Rashid stated that the main goals of the expansion is to provide more parking, more meeting space, and a teaching kitchen at the lowest cost to the library.

Mr. Rashid said that the team that has been assembled includes Madison and Madison architect and design have done a preliminary design which he and RTA are also working to refine. Ozanne construction and Ismail Samad have been functioning as consultants, and a company called Fast Management has also been approached as a possible developer. With the exception of Madison and Madison, none of the other organizations or consultants are under contract.

Mr. Rashid stressed the importance of the library having legal representation before entering into any contracts or letters of agreements. He suggested discussing with Attorney Musson for alternatives to legal representation for this project.

Mr. Mays asked Mr. Rashid about the speed at which he is working.

Mr. Rashid replied, of the five entities that he has mentioned, his work with them over the past 6 months may possibly yield a letter from RTA in the coming week. He continued that the letter may have a time trigger and the library should be ready to move by having the proper legal representation.

**D. Library Services Committee Update (Chairperson)**

**1. Resolution No. 03-05-2023: To Approve MOU for Ohio Dept. of Education’s Libraries Accelerating Learning.**

Dr. Harris introduces the resolution.

**Resolution to Approve a Memorandum of Understanding Between the Libraries Participating in the “Cuyahoga Reads” Initiative Funded by the Ohio Department of Education’s Libraries Accelerating Learning Grant.**

Sponsored by M. Harris, Co-sponsored by S. Sharpley

Members of the Library Services Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-05-2023: Approval of a Memorandum of Understanding Between the Libraries Participating in the “Cuyahoga Reads” Initiative Funded by the Ohio Department of Education’s Libraries Accelerating Learning Grant.**

**WHEREAS**, the Ohio Department of Education (ODE) has recently awarded “Libraries Accelerating Learning” grants to Ohio libraries, which are focused on helping students recover from the impact of the COVID-19 pandemic, and which are funded by federal Elementary and Secondary School Emergency Relief (ESSER) funds; and

**WHEREAS**, the following eight libraries submitted a collaborative grant proposal for a Libraries Accelerating Learning Grant: Cleveland Public Library, East Cleveland Public Library, Euclid Public Library, Heights Libraries,

Lakewood Public Library, Rocky River Public Library, Shaker Heights Public Library, and Westlake Porter Public Library (“Participating Libraries”); and

**WHEREAS**, the grant proposal identified the Euclid Public Library Director as the ODE’s primary contact and the Euclid Public Library Fiscal Officer as the fiscal agent for the grant; and

**WHEREAS**, the ODE approved this collaborative grant proposal submitted by the Participating Libraries and issued an Accelerating Learning Grant; and

**WHEREAS**, the eight Participating Libraries have prepared a Memorandum of Understanding (MOU) regarding their participation in this initiative, referred to as the “Cuyahoga Reads” initiative, funded by the ODE Libraries Accelerating Learning grant.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the East Cleveland Public Library, Cuyahoga County, Ohio, as follows:

1. The Board of Trustees approves this MOU between the Participating Libraries and authorizes the Director to enter into this MOU; and
2. The Board of Trustees directs the Director or designee(s) to take steps to implement the “Cuyahoga Reads” initiative funded by the ODE Libraries Accelerating Learning grant; and
3. A copy of this resolution and the MOU shall remain on file with the Library.

Dr. Harris makes a motion to approve Resolution 03-05-2023.

Dr. Jordan seconds the motion.

Discussion:

Mr. Mays asks for some clarity regarding the funds.

Mr. Latimer stated that \$21,500 will be used to pay for educational after-school programs over a period of 2 years that are held onsite at the library.

Dr. Harris moved, and Dr. Jordan seconds the approval of resolution 03-05-2023.

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

Motion passes.

Resolution  
03-05-2023  
has been  
approved.

**2. Resolution No. 03-06-2023: To Accept Grant from Cleve. Foundation for Arts Performances.**

Dr. Harris introduces the resolution.

**Resolution to Accept the Grant from the Cleveland Foundation of \$33,100 to Provide 10 Exceptional Music & Arts Performances at the East Cleveland Public Library.**

Sponsored by M. Harris, Co-sponsored by S. Sharpley

Members of the Library Services Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-06-2023: To Accept the Grant from the Cleveland Foundation of \$33,100 to Provide 10 Exceptional Music & Arts Performances at the East Cleveland Public Library.**

**Whereas:** the East Cleveland Public Library’s Board of Trustees hereby accepts the recommendations of the Executive Director and Fiscal Officer to accept the grant from the Cleveland Foundation for \$33,100.00. And,

**Whereas:** \$33,100.00 is to be used to provide 10 exceptional arts performances in the Greg L. Reese Performing Arts Center. And,

**Whereas:** the library will work to diversify its funding sources for the arts center programming and continue developing arts collaborations with other nonprofits. And,

**Be it resolved:** Adoption of Resolution No. 03-06-2023 for the acceptance of the grant from the Cleveland Foundation of \$33,100.00 for the East Cleveland Public Library to use as noted. Receipt of the grant funds will be recorded to “Restricted Contributions – Foundations”.

Dr. Harris makes a motion to approve Resolution 03-06-2023.

Ms. Sharpley seconds the motion.

Dr. Harris moved, and Ms. Sharpley seconds the approval of resolution 03-06-2023.

Discussion:

Mr. Mays asks if these are matching funds?

Mr. Latimer replied that the grant pays for the person organizing the concerts, the performers and the use of the library.

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

Yes – 6; Absent -1

Motion passes.

Resolution 03-06-2023 is approved.

**3. Resolution No. 03-07-2023: To Accept Grant from Cleve. Foundation for Hotspots and Digital Literacy.**



Dr. Harris introduces the resolution.

**Resolution to Accept the Grant from the Cleveland Foundation of \$40,000 for Library Hotspots and Digital Literacy.**

Sponsored by M. Harris, Co-sponsored by S. Sharpley

Members of the Library Services Committee have, met discussed and reviewed the following items and recommend approval to the Library Board of Trustees in an open meeting on March 18, 2023:

**Resolution No. 03-07-2023: To Accept the Grant from the Cleveland Foundation of \$40,000 for Library Hotspots and Digital Literacy**

**Whereas:** the East Cleveland Public Library’s Board of Trustees hereby accepts the recommendations of the Executive Director and the Library Services Committee. And,

**Be it resolved:** adoption of Resolution No. 03-07-2023 for the acceptance of the grant from the Cleveland Foundation of \$40,000.00 for the East Cleveland Public Library to use for the continued support for the library hotspot lending program and digital literacy support and digital readiness consortium creation. Receipt of the grant funds will be recorded to “Restricted Contributions – Foundations” account code 4613 and grant costs will be charged to “ Computer Services and Information” account code 5416.

Dr. Harris makes a motion to approve Resolution 03-07-2023.

Mr. Mays seconds the motion.

Discussion:

Dr. Harris asked if tablets are also available to loan to the public.

Dr. Harris moved, and Mr. Mays seconds the approval of resolution 03-07-2023.

Mr. Latimer replied that tablets aren't currently available, but that could be budgeted for. However, these funds can't be used for tablets.

Mr. Mays asked if the hot spots are being returned.

Ms. Green stated that the library has 107 hotspots, and they circulate frequently.

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

Motion passes.

Resolution  
03-07-20 is  
approved.

**E. Strategic Planning Committee Update (Chairperson)**

Mr. Silvera stated that the current strategic plan is good until 2024. The topics discussed included the presidential letters, the Performing Arts Center policy, developing the acquired parcels, a satellite location to assist with reaching patrons, and the PLF and library funding.

**X. NEW BUSINESS**

Mr. Mays stated that April 1<sup>st</sup> is the dedication program for the Una Keenon Local History Room.

**XI. OLD BUSINESS**

Ms. Shaheed inquired about the upcoming Sunshine training the Mr. Cockfield previously mentioned.

Mr. Cockfield stated that anyone interested in attending should reach out to administration.

**XII. AUDIENCE PARTICPATION**

Dr. Rice stated that at 10:00 AM on April 1<sup>st</sup>, 2023, will be the ribbon cutting for the Una Keenon Local History Room.

Ms. Shaheed invited Dr. Rice to be a part of her upcoming meeting with Paula Elders.

**XI. EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS**

Dr. Jordan makes a motion to go into executive session.

Ms. Sharpley seconds Mr. Mays' motion.

Discussion: None

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

Motion passes.

**(Meeting goes into executive session at 3:54 PM)**

Dr. Jordan moved, and Ms. Sharpley seconds going into executive session.

Meeting goes into executive session.

Dr. Jordan motions to come out of executive session.

Dr. Harris seconds Mr. Mays' motion.

Dr. Jordan moved, and Dr. Harris seconds coming out of executive session.

Discussion: None

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

Yes – 6; Absent - 1

Motion passes.

Executive session ends and the regular meeting resumes.

**(Meeting comes out of executive session at 4:34 PM)**

**XIII. ADJOURNMENT**

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

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

Discussion: None

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

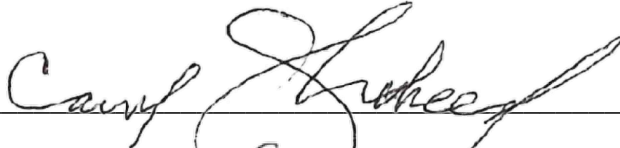
Yes – 6; Absent - 1

Motion passes.

Meeting is adjourned.

**[Meeting is adjourned at 4:35 PM]**



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 04/15/2023.