

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, April 15, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

MP3
RBOT20230415

Ms. Shaheed called the meeting to order at 2:01 PM.

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; 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

Mr. Mays motions to approve the agenda.

Dr. Jordan 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.

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

The agenda is approved.

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

Dr. Jordan makes a motion for the approval of the March 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 03-18-2023 minutes.

The 02-18-2023 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there is a communication from the library's attorney, Mark Musson, that will be discussed during the executive session part of this meeting.

VI. PRESIDENT'S REPORT

Ms. Shaheed stated that the children are now coming into the library again and we can begin to move forward with pushing the summer reading program.

Ms. Shaheed also reminded the Board members of the Ohio Library Council Trustee dinner coming up on May 4th at 6:00 PM.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by thanking the Board of Trustees for their support. He then listed several upcoming programs like the Mike Austin Project concert on April 23, the Summer Reading Club that will start at ECPL's Founder's Day on May 27th, a Pre-Juneteenth Extravaganza (this is a partnership with the Friends of ECPL that includes pop-up shops from 11am to 4pm. There will be "Road to Freedom an Interactive Juneteenth Celebration" and also a play "Lynch: The Trial of Willie Lynch" performed by FamFest USA all happening on June 10th. Mr. Latimer invited others to take part in the pop-up shop. Mr. Latimer also added that he will be in Columbus in a couple of weeks to represent the library for Legislative Day, where several discussions are set to take place around library issues and budgets.

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

Mr. Silvera seconds the motion.

Discussion: None

Mr. Mays moved and, Mr. Silvera seconds approving the Director's report.

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.

The
Director's
report is
approved.

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

Mr. Cockfield read from his report that was prepared April 2023.

March's reconciled total cash/fund balances as of 3/31/23 are \$2,031,490.81. Through 3 months the Library has received approximately 57% of its budgeted property tax revenue and 24% of the PLF. This is the first time since I've been here that our overall fund balances have exceeded two million dollars. This has happened as a result of the Library spending less than received which has allowed our fund balances to grow. Our General Fund balance is \$1,903,301.14 with \$331,384 of that representing the balance of money we were setting aside every month.

On the expenditure side, through three months we are within budget with 24% of our budget spent with 25% being the benchmark.

Our State report has been filed with the OLC which was due by March 31st. This report summarizes operational and programmatic statistics for the previous year. Information from all the libraries throughout the state can be retrieved and compared.

I recently attended – via video – the mandated Ohio Sunshine Law presentation. I ordered a copy of the new manual and also have a downloaded version for anyone wanting it.

This completes my report.

Mr. Silvera motions to approve the Fiscal Officer's report.

Mr. Mays seconds the motion.

Discussion:

Mr. Mays asked about the library's budget exceeding \$2 million.

Mr. Cockfield replied that this is the first time that he can remember this happening and that this is a great thing. Mr. Cockfield went on to say that he and Mr. Latimer work closely together to maintain operational levels within the library's budget.

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.

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

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera stated that the Finance Committee has no resolutions and nothing to report at this time.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley updated the Board by reading the Personnel report. The Personnel report listed 9 salaried, 13 full-time hourly, and 6 part-time employees. She continued by saying the library is currently in the process to fill the remaining open positions shortly.

Ms. Sharpley mentioned a few new employees and that the Print Center Coordinator position was filled internally.

Mr. Latimer added that the new hires will be introduced at the next meeting.

Ms. Sharpley continued that all staff members are encouraged to complete the Northstar Digital Literacy training program by June 1st, so they can receive the \$500 incentive that the Board agreed to. She then concluded that there was one termination in the past month.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays started his report by stating that the Buildings and Grounds committee did not meet this month.

However, Mr. Mays commended the staff for their work in completing the Judge Una Keenon History room in time for the dedication ceremony on April 1st, 2023. The event was very well attended by the public. Mr. Mays also thanked Dr. Rice for her work on this project as well.

(Dr. Harris joins the meeting at 2:26pm)

- 1. Resolution No. 04-01-2023: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 05/04/2023 for the ECCAMP end of year program.**

Mr. Mays introduces the resolution.

Resolution Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 05/04/2023 for the ECCAMP end of year program.

Sponsored by O. Mays, 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 April 15, 2023:

Resolution No. 04-01-2023: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 05/04/2023 for the ECCAMP end of year program.

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the Friends of the East Cleveland Public Library and ECCAMP are partners and a part of the of East Cleveland’s community; and

WHEREAS, the library supports its partners for the betterment of city of East Cleveland; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 05/04/2023 at 6:00 PM for a performance in the Performing Arts Center from ECCAMP.

Mr. Mays makes a motion to approve Resolution 04-01-2023.

Dr. Jordan seconds the motion.

Mr. Mays moved, and Dr. Jordan seconds resolution 04-01-2023.

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 (absent)

Yes – 6; Absent - 1

Motion passes.

Resolution
04-01-2023 is
approved.

D. Library Services Committee Update (Chairperson)

Ms. Sharpley began by saying that a few grants were discussed during the Library Services Committee meeting including the grant that covers the cost of the jazz concert series, the grant for the Cuyahoga Reads initiative for accelerated learning, and the grant from the Department of Disabilities as well as a Memorandum of Understanding grant for \$40,000 to support digital literacy for senior citizens and hotspots.

She spoke of the Summer Reading Program that kicks off at our Founder’s Day event on May 27th that includes music, food, and a whole host of other great things to encourage the community to come to the library.

Ms. Sharpley went on to talk about the June 10th Pre-Juneteenth Extravaganza that will feature pop up shops from local vendors, and all are welcome to participate either as a vendor or customer.

The Back-to-School program in August was also discussed and it included donated schools supplies that will be distributed to the children of the community.

E. Strategic Planning Committee Update (Chairperson)

Mr. Silvera stated that there is currently nothing to report from the Strategic Planning Committee.

X. NEW BUSINESS

None.

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICPATION

Walter Milton stated that he has a program entitled "Voices to Help People". On May 20th from 10am to 2pm he wants to hold a power and policy class at the East Cleveland Public Library. This program includes a full catered lunch for the attendees, but the available spaces in the library do not allow for food to be served in them. Mr. Milton stated that he was certified to do this program from 10am to 2pm.

Mr. Latimer stated that he would poll the Board and reach out to Mr. Milton with the results.

Mr. Billings asked if anything has changed with the way the library works with groups to do concerts.

Mr. Latimer replied that the library's policy requires Board approval to open outside of library hours. He continued that Mr. Reese manages the library's concerts in the Performing Arts Center and that he could put Mr. Billings and Mr. Reese in contact with one another. Mr. Latimer also went on to say that there are several things that need to be considered when doing concerts at the library like staffing, liability, and costs.

Ms. Vidah Saeed stated that she had an incident in September 2022 where she lost her photos and document files on one of the library's computers at the end of the day. She asked to buy the computer with the hopes of retrieving the lost files.

Mr. Latimer stated that the library's policy is to not retain any files on public computers at the end of every session and that the responsibility falls on the patron to save their work either

in the cloud or another device. Mr. Latimer continued that the library previously apologized that Ms. Saeed was not able to properly save her files and the library has continued to try to work with and accommodate Ms. Saeed.

Ms. Shaheed suggested for Ms. Saeed to submit a request in writing and the library will send her a letter with the answer of what was decided.

Dr. Rice thanked the Board and the Director for all of their hard work for the creation and completion of the Una Keenon Local History Room.

Mr. Rashid commended the ECPL Board for the work that they've done and encouraged them to continue on the path of serving the community that earned the East Cleveland Public Library a 5-Star rating.

XIII. EXECUTIVE SESSION TO DISCUSS LEGAL MATTERS

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

Ms. Sharpley seconds Mr. Mays' motion.

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

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 (absent)

Yes – 6; Absent - 1

Motion passes.

Meeting goes into executive session.

(Meeting goes into executive session at 3:11 PM)

Dr. Harris motions to come out of executive session.

Dr. Jordan seconds the motion.

Dr. Harris moved, and Dr. Jordan 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 (absent)

Yes – 6; Absent - 1

Motion passes.

Executive session ends and the regular meeting resumes.

(Meeting comes out of executive session at 3:47 PM)

The Board agrees to accommodate Walter Miller and move the Regular Board Meeting on May 20, 2023, to the Flewellen Room from the Lower Auditorium.

XIV. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

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 (absent)

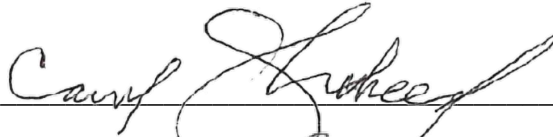
Yes – 6; Absent - 1

Motion passes.

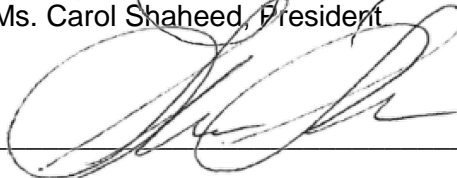
[Meeting is adjourned at 3:57 PM]

Dr. Harris moves and, Ms. Sharpley seconds for adjournment.

Meeting is adjourned.



Ms. Carol Shaheed, President



Ms. Sheila Hunt-Sharpley, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 05/20/2023.