

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, May 20, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Flewellen Room 2:05 PM

MP3
RBOT20230520

Ms. Shaheed called the meeting to order at 2:05 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 (yes), Dr. Jordan (yes), Dr. McDonald (absent)

Yes – 6, 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 APRIL 15th, 2023.

Dr. Jordan makes a motion for the approval of the April 15, 2023, Regular Board Meeting Minutes.

Mr. Silvera 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), Dr. McDonald (absent)

Yes – 6, Absent - 1

Motion passes.

Dr. Jordan moved, and Mr. Silvera seconds the approval of the 04-15-2023 minutes.

The 04-15-2023 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that Mr. Dillard, the library's Digital Navigator who attended the Colorado National Technology Conference, wrote a letter to share his experience with the Trustees. Mr. Latimer asked that this letter be included in the minutes of this meeting and encouraged staff and Trustees who attend conferences to share your experience in writing.

Below is Mr. Dillard's Letter:

Troy Dillard

April 2023

NTEN Conference

As an NTEN fellow for the East Cleveland Public Library, I am writing this letter to inform you about my recent trip to the NTEN Conference. The NTEN conference is a conference dedicated to bridging the digital divide. I attended this conference Monday April 10th through Saturday April 15th.

First, I would like to say I had a great time, not only did I meet my other fellows from other organizations, but I got to see the nonprofit space in its entirety outside of just libraries. I did not know how many organizations are dedicated to helping the less fortunate or lower income areas have a better digital experience. Every day during the conference we had the freedom to pick the classes that resonated with us. We had to choose 5 classes with one being some sort of stress relief class. The classes I choose were based around improving teaching skills, empathy, project management, and I also even took a class dedicated to web design, because I knew ECPL was actively looking for a new web design direction. In one class we discussed increasing productivity in seniors and broke down how to lift seniors up even when they do the smallest things which encourages them to do more. My favorite class there was from Matthew Sucre, he works at Cleveland Public Library and is also a part of my Digital Navigator/Ambassador team. He taught a class that was on "Holistic Teaching", this class was my favorite because he talked about the importance of meeting people where they are and having the patience to deal with any situation. Classes like this have helped me become better not only as a teacher but as a professional. My experience in East Cleveland has taught me that not everyone knows what you know, have what you have or think like you do. There's a certain type of sensitivity that you need to really understand the people of this community. I am always willing to learn and improve which has helped me tremendously, so I really enjoyed everything he discussed in this session. There were a lot of vendors there for sales force, grant writing and more, many of them did not cater to libraries specifically however the one that did talk about mass communication platforms like texts to patrons which I know other libraries use. We have email notification and social media pages, but I think having some type of text blasting service would be great for us as well. One thing I picked up from my students is that even if they aren't tech savvy or have social media pages, they know how to read a text! Having a text blast service would help inform more of our patrons of our programs and bring more patrons inside the building. I would even be willing to learn and even lead a pilot test run of something of this magnitude as well.

Overall, I feel like I am better equipped with the knowledge to run my project for NTEN fellowship, a NorthStar Digital Literacy training to assist seniors on getting back into the workforce. The better I become at being the best Navigator I can be the more people I can help and make feel comfortable. Without NTEN and The East Cleveland Public Library this wouldn't be possible so thank you very much for this opportunity.

VI. PRESIDENT'S REPORT

Ms. Shaheed said at this time she has nothing to report out. However, she added that she has some ideas that she would like to share with the Director that could be beneficial for the community.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer shared that on Sunday, May 21st the East Cleveland Public Library is hosting another installment of its jazz series featuring the Thomas Ransom Quintet. Mr. Latimer added that the summer reading club will kick-off at Founder's Day on May 27th, and ECPL's Pre-Juneteenth event will be on June 10th featuring a pop-up shop in the parking lot and two theatrical performances in the Performing Arts Center. Mr. Latimer also introduced ECPL's Summer Program Guide. Mr. Latimer shared information relating to the partnership with Euclid Public Library for an upcoming book discussion on June 5th and the author will be on hand to answer questions.

Mr. Latimer also used some of this time to have the following new staff members introduce themselves to the Trustees:

- Lia Harge
- Shontay Addison
- Liz Anastasiadis
- Autumn Chisholm
- Zakia Robinson

The Trustees also took this time to introduce themselves to the new staff members as well.

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

Mr. Mays seconds the motion.

Discussion: None

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

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.

The
Director's
report is
approved.

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

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

April's reconciled total cash/fund balances as of 4/30/23 are \$1,998,934.44. All financials have been previously emailed to the Board.

Through 4 months – one third of the year – the Library has received approximately 57% of its budgeted property tax revenue and 30% of the budgeted PLF. Our General Fund balance is \$1,873,494.77 with a portion of that representing the balance of money we were setting aside every month.

On the expenditure side, through four months, we are within budget with 29% of our budget spent as against a 33% benchmark.

Before the Board today is a resolution adopting the new rates for major medical, dental, and vision insurance. In addition to accepting the rates, I've proposed that a small percentage increase be passed along to the participating

staff to cover the new rate increases for vision and dental insurance. The new rates will go into effect in July of this year thru June of next year. A rate increase was anticipated, and a 7% increase was factored into the budget. I've attached a sheet to describe the increase and I'm prepared to further discuss the new rates when the resolution is presented.

This completes my report.

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

Mr. Silvera 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), Dr. McDonald (absent)

Yes – 6, Absent - 1

Motion passes.

Dr. Harris moved, and Mr. Silvera 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 two resolutions for consideration.

- 1. Resolution No. 05-01-2023: Approval of MOU for “Cuyahoga Reads” Initiative funded by ODE’s Library’s Accelerating Learning Grant.**

Mr. Silvera introduces the resolution.

Resolution Authorizing ECPL to Participate with Other Libraries in the “Cuyahoga Reads” Initiative.

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 May 20th, 2023:

Resolution No. 05-01-2023: To Approve a Memorandum of Understand 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 BE IT RESOLVED; the East Cleveland Public Library Board of Trustees:

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.

Mr. Silvera makes a motion to approve Resolution 05-01-2023.

Dr. Harris 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), Dr. McDonald (absent)

Yes – 6; Absent - 1

Motion passes.

Mr. Silvera moved, and Dr. Harris seconds resolution 05-01-2023.

Resolution 05-01-2023 is approved.

1. Resolution No. 05-02-2023: Approval of Changes to Medical Insurance.

Mr. Silvera introduces the resolution.

Resolution Accepting the Increases in Medical Insurance.

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on May 20, 2023:

Resolution No. 05-02-2023: Approval of Changes to Medical Insurance.

WHEREAS, The Stark County Schools Council of Governments administers our health care plan through Medical Mutual; and

WHEREAS, each year in May the plan is reevaluated, and new rates are applied to begin in July thru June of the following year; and

WHEREAS, the Library shares the premium percentage increase for medical and prescription drug costs with participating staff, but pays the cost of dental and vision due to the fact that dental and vision costs have not increased over the past four years; and

WHEREAS, participating staff pay 20% of the premium costs for medical/prescription drug; and

WHEREAS, the new increases are as follows:

7.98% premium increase for medical/prescription

5.75% premium increase for dental

2.50% premium increase for vision

NOW BE IT RESOLVED; That the East Cleveland Public Library accept the rate increases with the following changes:

- Participating staff will assume a 7.98% premium increase for medical/prescription drug.
- Participating staff will begin to pay for dental coverage and will assume a 1% increase for dental coverage with the library assuming a 4.75% increase.
- Participating staff will begin to pay for vision coverage and will assume a .5% increase for vision coverage with the library assuming a 2% increase.

Mr. Silvera makes a motion to approve Resolution 05-02-2023.

Dr. Harris seconds the motion.

Mr. Silvera moved, and Dr. Harris seconds resolution 05-02-2023.

Discussion:

Mr. Mays asked why changes needed to be made.

Mr. Cockfield explained that according to the medical insurance provider, effective July 1, 2023, the premium increases for medical and prescription drug coverage will be 7.98%, dental insurance will be 5.75%, and vision will also increase by 5.75%.

Mr. Mays asked why they are going up on the premiums.

Mr. Cockfield stated that inflation was the main factor among many others according to the insurance providers.

Mr. Mays also asked how this will affect the overall budget of the library.

Mr. Cockfield replied that this will be an increase of around \$34,000 per year.

Mr. Latimer added that increases were anticipated when administration was working to right size the library in terms of staffing and operations. He also added that because of this there should be no reason for concern as it relates to the library's finances.

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 05-02-2023 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley went over the increases in medical costs and how the staff would be affected.

Ms. Sharpley also welcomed the new employees to the East Cleveland Public Library.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays yielded the floor to Mr. Rashid.

Mr. Rashid gives a brief synopsis that the library's Attorney, Mark Munson, advised the library on the installation of a fence around the newly acquired property behind the library by June 10th in order to fulfill the requirements of the city.

Mr. Rashid also referred to a letter that he submitted from the Greater Cleveland Regional Transit Authority committing to a development project. He also mentioned that there is currently a developer (Flaherty & Collins) who is also committed to this project which will lead to the expansion of the library.

Mr. Rashid stated that the letter from GRTA was comprehensive of their commitment to work with the library and significant because they will help ECPL raise money. He went on to say that the developer will primarily be responsible for raising off of the money.

Mr. Rashid went on to say that ECPL should seek legal representation due to the size and nature of this development project. He later went on to say that he would like to have Flaherty & Collins come in and present to the ECPL Board. Mr. Rashid stated that the presentation would show the larger development that encompasses the expansion of the library parking lot, the outdoor area, the entrance from the rear of the library, and the commercial spaces. The presentation will show everything proposed from the library up towards the RTA Windemere station. Mr. Rashid added that there may be some updates to the preliminary design and that he's waiting to see what Flaherty & Collins submits.

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.

1. Resolution 05-03-2023: Approval to Accept the \$5000 Donation from the Cleveland Foundation.

Dr. Harris introduces the resolution.

Resolution Authorizing the Acceptance of a \$5000 Donation from the Cleveland Foundation.

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on May 20, 2023:

Resolution No. 05-03-2023: To Accept the \$5000 Donation from the Cleveland Foundation.

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director to accept the \$5000 donation from the Cleveland Foundation; and

WHEREAS, funds are to be used for general operating support from the Leonard Krieger Fund.

WHEREAS, the donation accepted from the Cleveland Foundation has been designated to be used to create a maker's space in the Children's Department of the East Cleveland Public Library; and

NOW BE IT RESOLVED; Adoption of Resolution 05-03-2023 for the acceptance of the donation of \$5000 from the Cleveland Foundation will be added to the library's general fund.

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

Mr. Mays seconds the motion.

Dr. Harris moved, and Mr. Mays seconds resolution 05-03-2023.

Discussion:

Dr. Harris asked how the money will be spent. Mr. Latimer stated that it will be used as pop-up maker spaces for the children.

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 05-03-2023 is approved.

E. Strategic Planning Committee Update (Chairperson)

Mr. Silvera stated that the Strategic Planning Committee met on May 20th, 2023. He added that one of the subjects discussed was updating the meeting room policy. This would be the removal of the Performing Arts Center from the room reservation list and make it for ECPL use only.

Mr. Silvera said another subject of discussion during the meeting was the Caledonia neighborhood library service requirements. The Cleveland Heights library will be removing services from that area, however it is within the ECPL's taxing district. So ECPL is looking for ways to fill in that gap.

Mr. Silvera concluded his report by saying there was a discussion on the property development project where Mr. Rashid gave a overview of it.

Mr. Mays stated that the school board should be involved in any decisions around Caledonia.

Dr. Rice added that Caledonia is a part of the Rockefeller estate and although it is in Cleveland Heights, Rockefeller stipulated that East Cleveland schools service that area.

Mr. Latimer stated that ECPL would form an ad hoc committee around this subject and survey the community in question to determine what kinds of services are most desired.

X. NEW BUSINESS

Mr. Latimer stated that the Back-to-School drive takes place from June 1st to July 30th. The Back-to-School event will be on the first Saturday in August..

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICPATION

None.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan 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)

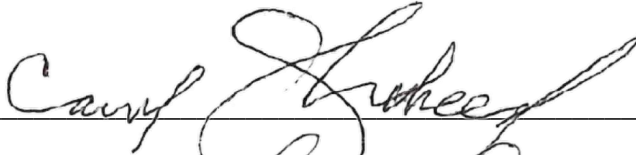
Yes – 6; Absent - 1

Motion passes.

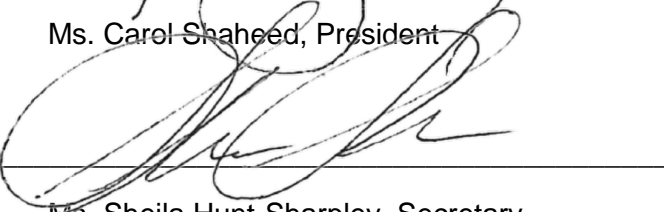
[Meeting is adjourned at 3:07 PM]

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 08/19/2023.