

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, August 19, 2023  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:05 PM

MP3  
RBOT20230819

Ms. Shaheed called the meeting to order at 2:02 PM.

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

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

A quorum exists. Present – 5; 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**

Mr. Mays motions to approve the agenda.

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 5, Absent - 1

Motion passes.

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

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM MAY 20th, 2023.**

Ms. Sharpley makes a motion for the approval of the May 20th, 2023, Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 5, Absent - 1

Motion passes.

Ms. Sharpley moved, and Mr. Mays seconds the approval of the 05-20-2023 minutes.

The 05-20-2023 minutes are approved.

**V. COMMUNICATIONS.**

Mr. Latimer stated that The August 8<sup>th</sup>, 2023 edition of the Cleveland Observer gave a positive review of the theatrical performance of “The Trial of Willie Lynch” that took place at the East Cleveland Public Library during our Pre-Juneteenth events on June 10<sup>th</sup>, 2023.

**VI. PRESIDENT’S REPORT**

Ms. Shaheed stated just how saddened and shocked everyone was to learn of the quick passing of Board member, Gerald Silvera. She also stated that she reached out to Mr. Silvera’s mother but wasn’t able to directly contact her. However, she left a message that everyone at the East Cleveland Public Library offers their condolences and prayers along with information on how to contact us.

Ms. Shaheed also mentioned that there is a memorial resolution coming from the Personnel Committee that officially declares an opening on the library’s Board of Trustees. A new member is expected to be named in October and sworn in by November.

**VII. DIRECTOR’S REPORT (C. LATIMER)**

Mr. Latimer stated that for August there is no formal report. However, for the month of September he will be reporting on all of the summer activities, and collaborations. Mr. Latimer added that from June through July he has shared information about library activities during this time to the various library committees.

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

Dr. Harris seconds the motion.

Discussion: None

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

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

Yes – 5, Absent - 1

Motion passes.

The  
Director's  
report is  
approved.

(Dr. Jordan joins the meeting at 2:09 PM)

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

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

*July's reconciled total cash/fund balances as of 7/31/23 are \$1,991,243.80. All financials have been previously emailed to the Board.*

*Through 7 months the Library has received approximately 70.9% of its of budgeted property tax revenue and 60.9% of Intergovernmental revenue to include our PLF distribution. Our General Fund balance is \$1,875,546.33 with a portion of that, \$377,602.69 representing the balance of money we were setting aside every month. The difference (\$115,697.47) between our total fund balance and general fund balance is comprised of fund balances from our Performing Arts Fund, Corona Virus Relief Fund, and Capital Project Fund.*

*On the expenditure side, through seven months we're well below budget for all general fund expenditures showing a 54% y-t-d percent of budget expenditure percentage as against a 58% benchmark.*

*We're currently reviewing anticipated spending for the balance of the year and will be bringing those budget revisions to the Board in September for your review. I would anticipate minor revisions.*

*I've received the report from the Ohio Department of Taxation certifying to Cuyahoga County the estimated PLF entitlement for 2024. Of the total, the East Cleveland Public Library receives 2.59% by virtue of the agreement among the county libraries.*

*The projection is approximately \$100,000 less than what was projected for this calendar year. I'll keep the Board abreast of any changes or updates.*

*This completes my report.*

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

Ms. Sharpley seconds the motion.

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

Discussion:

Mr. Mays inquired about the \$100,000 that Mr. Cockfield mentioned in his report.

Mr. Cockfield replied that the projection for 2024 is \$100,000 less than what was projected in 2023.

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

Yes – 6

Motion passes.

The Fiscal Officer's Report is approved.

**IX. COMMITTEE UPDATES**

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

Ms. Sharpley stated that the Finance Committee met this month and Mr. Cockfield went over the financials but stated that \$15,000 was still outstanding for the month of July.

Mr. Cockfield replied that the \$15,000 has been reconciled and are going to be posted in the August financial as opposed to being posted in July.

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

Ms. Sharpley reviewed the personnel report that was discussed during the Personnel Committee earlier in the month.

Ms. Sharpley asked Mr. Latimer to expound on the expansion of one of ECPL's positions.

Mr. Latimer stated that the IT Network Manager's position needs to be updated to include all of the responsibilities, duties and projects that they work on and this is a salary adjustment based on the salary schedule that the Board has already approved for this position.

Ms. Sharpley stated that the Personnel Committee has a resolution for consideration.

**1. Resolution No. 08-01-2023: A Memorial Resolution Honoring Gerald Silvera.**

Ms. Sharpley introduces the resolution.

**Memorial Resolution Honoring Gerald Silvera.**

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

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on August 19th, 2023:

**Resolution No. 08-01-2023: A Memorial Resolution Honoring Gerald Silvera.**

**WHEREAS**, the East Cleveland Public Library (ECPL) and the library community recently lost a valued member and colleague with the passing of Gerald Silvera; and

**WHEREAS**, Gerald Silvera proudly served for a total of 7 years on the East Cleveland Public Library Board of Trustees up until his death; and

**WHEREAS**, Gerald Silvera served as Chair of Finance and Strategic Planning Committees up until his death; and

**WHEREAS**, Gerald Silvera was a tireless advocate for strong internal controls and operations of the East Cleveland Public Library; and

**NOW BE IT RESOLVED;** That the East Cleveland Public (ECPL) Board of Trustees, on behalf of its members:

1. Recognizes the significant contributions of Gerald Silvera over the course of his career and mourns his death; and
2. Extends its sincerest condolences to his friends, family, and especially his beloved mother, Martha Silvera; and
3. The East Cleveland Public Library acknowledges the death of Gerald Silvera with the passing of this resolution.

Mr. Mays makes a motion to amended Resolution 08-01-2023.

Dr. Jordan seconds the motion.

Discussion:

Dr. Jordan suggest that Dr. Bennanaye Brooks be added to the resolution.

Several members of the Board agree that the resolution should be updated.

Mr. Mays moved, and Dr. Jordan seconds amending resolution 08-01-2023.

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

Yes – 6

Motion passes.

Resolution  
08-01-2023  
will be  
amended.

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

Ms. Sharpley reviewed several programs that took place over the summer including, but not limited to the Summer Reading Program, the Back to School Backpack giveaway, and the Right to Read film screening.

Ms. Shaheed interjected that the documentary discussed how several states were under scrutiny due to the low reading scores of their students. She stated that the film followed a family that left the state in order to provide their child with a better school system with higher reading scores. Ms. Shaheed added that the film also followed a teacher who developed her own technique that has been very successful in teaching students to read.

Ms. Sharpley continued by sharing information about services that the library offers like Mango, that teaches over 70 different languages. Another service the library offers is Kanopy. Kanopy offers thousands of free streaming movies. OWL is another service offered by the library that allows you to search through historical documents, journals, family ,and genealogy. Ms. Sharpley continued that the library also offers Overdrive an online service where you can borrow books, eBooks, audiobooks, magazines, and more.

There is also a technology migration that the library will be going through on August 21<sup>st</sup> and a concert on August 20<sup>th</sup> by Russell Thompson and the Free Agent Band from 4pm to 6pm.

Ms. Sharpley concluded by going over some of the upcoming programs listed in the new ECPL Fall Program Guide.



### **C. Strategic Planning Committee Update (Chairperson)**

Mr. Latimer added that the Strategic Planning is moving forward even without its chairperson. Mr. Latimer provided the Board with updated surveys for them to complete and return to give the library the community feedback that is needed for the East Cleveland Public Library to move forward in a direction that reflects the community's needs.

### **D. Buildings and Grounds Committee Update (Chairperson)**

Mr. Mays reviewed some of the items discussed during the Buildings and Grounds Committee meeting earlier this month. Some of those things include the full completion of the Una Keenon History Room, the fence that has been put up around the property behind the library, the repairs needed to the front fence after a car damaged it during a police chase with Cleveland Heights police, and the need for work on the library's Aon unit.

Mr. Mays then yielded the floor to Mr. Rashid, the Project Development Officer (temporary) to give a presentation.

Mr. Rashid began his presentation relating to the expansion of the library development project. He stated that this project involves the property behind the library. He added that the Greater Cleveland Regional Transit Authority (GCRTA) sent a letter of support for the project. He also added that the East Cleveland Public Library (ECPL) is looking for three things from this project: 1) Improved outdoor recreational space 2) Expansion to building 3) Expansion of the parking lot. Mr. Rashid added that while there are still many options to be considered funding is a priority and must be included in the development proposal

Mr. Rashid stated that the expansion of the library could either be behind the library or on the ground level of the GCRTA property facing Euclid with an overhead connector.

He went on to say that he is working with GCRTA to form a development entity with them where they can decide what is beneficial for both organizations.

Mr. Rashid stated that he, Mr. Latimer and, Mr. Cockfield have met with the CEO and Deputy General Manager of operations for GCRTA, Dr. Floun'say Caver and Jim Rusnov, the real estate manager for GCRTA. Mr. Rashid added that both Dr. Caver and Mr. Rusnov have confirmed their support of the ECPL expansion project.

Mr. Rashid stated that he has also been working with Mr. Dominic Ozanne, the President and CEP of Ozanne Construction, the company that built the neighboring Step Forward building.

A member of the East Cleveland city administration has also spoken with Mr. Rashid and said that they would support the library's expansion and would assist in any way that they can.

**X. NEW BUSINESS**

Mr. Latimer stated there is no new business.

**XI. OLD BUSINESS**

Mr. Latimer stated there is no old business.

**XII. AUDIENCE PARTICPATION**

Heather Utsler-Smith, the Executive Artistic Director of Tailspinner Children's Theatre, proposed several performances at the East Cleveland Public Library of " The Toothpaste Millionaire" a production that was written by local playwright David Hansen and is set in East Cleveland in the 1970's.

Ms. Utsler-Smith stated that she is presenting to the library board due to some challenges relating to ticketing, the number of performances, and show times.

Mr. Latimer replied that this is a great starting point and will require more conversation if this is the direction that the Board would like to go in order to meet the needs of the community. This will be discussed more in depth in the Library Services Committee and formally brought before the full Board.

Community activist, Angela Davis, stated that she is speaking on her mother's behalf, who is an East Cleveland resident, and has a couple of questions as to why Flannery Development was the only developer solicited for the project to tear down the apartments?

Mr. Latimer replied that there has been no formal request for proposals or signed agreements with the company that you mentioned.

Ms. Davis stated that she will be keeping an eye on the library and on top of any developments relating to this.

**XIII. EXECUTIVE SESSION: MATTERS REQUIRED TO BE KEPT CONFIDENTIAL**

Mr. Mays 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), Dr. Harris (no), Dr. Jordan (abstain), Dr. McDonald (abstain)

Yes – 3; Abstain -2; No - 1

Motion does not pass.

Ms. Shaheed yields the floor to Mr. Rashid

Mr. Rashid introduces Mr. Rusnov, the Real Estate Manager of the GCRTA.

Mr. Mays moved, and Ms. Sharpley seconds going into executive session.

Motion to go into executive session fails.

Mr. Rosnov begins his presentation by stating that he is the former Real Estate Manager of the GCRTA and is recently retired. He stated that his position was developed in order to focus on transit oriented development (TOD) projects.

Mr. Rosnov stated that he believes GCRTA is interested because it will increase ridership of their system due to medium to high density residential, job creation (with essential employers), and the combination of those two elements with the addition of potential retail / commercial activity.

Mr. Rosnov said that as a property owner interested in a TOD project, we offer the land and location to a private entity and that GCRTA is not the developer of this project. GCRTA is only a participant and ECPL would be in a potential joint contribution deal. Mr. Rosnov shared that he's interested in the project due to unsolicited interest from potential residential developers. He added that there is currently no process in place for selecting a developer at this time. He later expounds on the three different concepts that are shown in the handouts. Mr. Rosnov also informs everyone that the TOD process that the GCRTA uses requires a request for qualifications and proposals are solicited from private developers in order to comply with GCRTA's and the Federal Transit Administration's (FTA) requirements.

Mr. Rosnov spoke on a few other TOD projects like the West 25<sup>th</sup> rail station as well as the West Boulevard station projects currently in development that both includes residential developments. Both of those projects are driving the creation of jobs.

Mr. Cockfield inquired as to why GCRTA is interested in developing this property now, when it has previously been vacant for so long.

Mr. Rosnov replied that the new CEO and general manager of GCRTA has made TOD projects a priority.

Mr. Mays asked why this property is now of interest to GCRTA?

Mr. Rosnov responded by saying that excess property that belongs to GCRTA becomes a drain to their operations when it is not put to higher use.

Mr. Ozanne stated that the library needs to ask its self if it wants to do anything at all. He also mentioned that this is a great opportunity due to the fact that most of the development has taken place on the west side.

Mr. Rashid stated that he thought involving GCRTA would keep cost down for developing the newly acquired property behind the library. He continued that the city put up a fight because they wanted to see a higher use for the property.

Dr. McDonald stated that the Board is concerned because the still doesn't have any agreements to do anything and this project is still in an incubation stage. She continued that the library does not want to displace residents despite its desire to see growth. Dr. McDonald also asked the question, is this the right time for the library to develop the property given some of the other challenges happening in the community.

Ms. Sharpley expressed concern that this is outside of what the library's purpose is.

Ms. Shaheed thanks the presenters for taking the time to present to the library board.

Mr. Mays makes a motion to go into executive session.

Dr. McDonald seconds the motion.

Mr. Mays moved, and Dr. McDonald seconds going into executive session.

Discussion: None

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

Yes – 6

Motion passes.

Meeting goes into executive session.

**(Meeting goes into executive session at 3:59 PM)**

Mr. Mays motions to come out of executive session.

Dr. Harris seconds the motion.

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

Discussion: None

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

Yes – 6

Motion passes.

Executive session ends and the regular meeting resumes.

**(Meeting comes out of executive session at 4:44 PM)**

Ms. Shaheed stated that the Personnel Committee’s amended resolution remains to be considered.

**1. Resolution No. 08-01-2023: A Memorial Resolution Honoring Gerald Silvera.**

Ms. Sharpley introduces the amended resolution.

**Memorial Resolution Honoring Gerald Silvera.**

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

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2. Extends its sincerest condolences to his friends, family, Dr. Bennanaye Brooks, and especially his beloved mother, Martha Silvera; and
3. The East Cleveland Public Library acknowledges the death of Gerald Silvera with the passing of this resolution.

Dr. Jordan makes a motion to approve the amended Resolution 08-01-2023.

Mr. Mays seconds the motion.

Discussion: None

Dr. Jordan moved, and Mr. Mays seconds the amended resolution 08-01-2023.

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

Yes – 6

Motion passes.

Resolution  
08-01-2023 is  
approved.

**I. ADJOURNMENT**

Dr. Harris motions for adjournment.

Dr. McDonald seconds the motion.

Discussion: None

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

Yes – 6

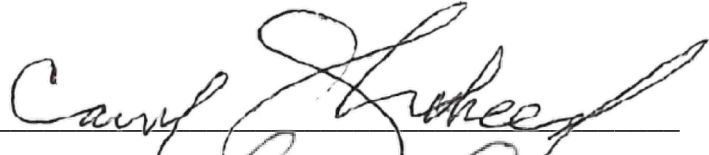
Motion passes.

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

Meeting is  
adjourned.

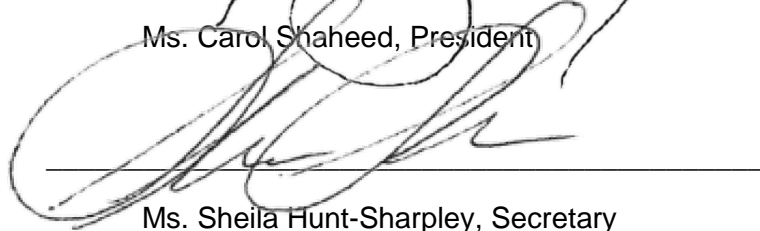
**[Meeting is adjourned at 4:50 PM]**





Handwritten signature of Carol Shaheed in cursive script, written over a horizontal line.

Ms. Carol Shaheed, President



Handwritten signature of Sheila Hunt-Sharpley in cursive script, 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.