

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, September 16, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:06 PM

MP3
RBOT20230916

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. Jordan

A quorum exists. Present – 5

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.

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Dr. Jordan moved, and Dr. Harris seconds approving the agenda.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM August 19th, 2023.

Dr. Jordan makes a motion for the approval of the September 16th, 2023, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of the 08-19-2023 minutes.

The 08-19-2023 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that the most recent issue of the East Clevelander Magazine highlighted some of the library's summer activities.

Dr. Harris added that the Cleveland Associations of Black Storytellers is sponsoring a free online storytelling workshop starting on September 18th.

Dr. Harris also announced that the Iota Phi Omega chapter of Alpha Kappa Alpha Sorority Incorporated is having a 50th year celebration. They would like the library board to take out an ad listing the names of each board member and the names of the executive library staff.

VI. PRESIDENT'S REPORT

Ms. Shaheed began her report by informing everyone that there will be a new trustee orientation in the month of October and all library trustees are welcome to attend to receive a refresher. She also went on to say in November the Nominating Committee will be selected and during the December regular board meeting the staff will present the End of Year report and a special holiday dinner will be served.

Ms. Shaheed concluded her report by stating there will be new board officers elected at the January 2024 meeting.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began his report by introducing Ms. Green and Mr. Gooch as the presenters of the summer presentation, a slideshow showing library programs that took place over the summer and how impactful those programs were with the community and most importantly the student of this community.

(some of the summer programs that were mentioned include Founder's Day, the Youth Financial Literacy Workshop, Junior Cooks and Books, Chalk the Walk, the Community Garden, Community Fingerprint Mural, a Tie Dye workshop, Natural Hair Symposium, the Back-to-School event, Black Voters Matters, and the Summer Reading Challenge).

Mr. Latimer also mentioned artists Bonnie Venable and Rodney Carpenter who are assisting the library in the Art Exploration program.

Dr. Jordan motions for the approval of the Director’s Report.

Dr. Harris seconds the motion.

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

Discussion: None

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

Yes – 5

Motion passes.

The Director’s report is approved.

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

Mr. Cockfield read his report that was prepared September 2023.

I’m presenting an abbreviated report due to August’s financials not being reconciled. There are transactions having to do with our Aflac services that have to be recalculated, adjusted, and posted which are preventing me from closing out August. Once our bank is reconciled, I’ll send completed financial reports to everyone.

Our PLF revenue is lagging behind our budgeted amount through eight months. Property tax revenue is up from our expected amount by approximately \$63,000.

On the expenditure side, through eight months we’re below budget for all general fund expenditures showing a 63% y-t-d percent of budget expenditure percentage as against a 66% benchmark.

I've received revised budgets covering facilities and IT expenditures and the revisions will be reflected in the next month's financial reports. The revisions were minor.

This completes my report.

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

Mr. Mays seconds the motion.

Discussion:

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

Yes – 5

Motion passes.

Dr. Harris 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)

Ms. Sharpley stated that the Finance Committee did not meet this month.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reviewed the personnel report that reflected the hiring of Kenesha Fisher and Jamial Sutton as well as the transfers of Troy Dillard, Andrew Langford, and Zakia Robinson.

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

1. Resolution No. 09-01-2023: To Update the Library's Organizational Chart

Ms. Sharpley introduces the resolution.

Resolution Updating the Library's Organizational Chart.

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 09/16/2023:

Resolution No. 09-01-2023: To Update the Library Organizational Chart.

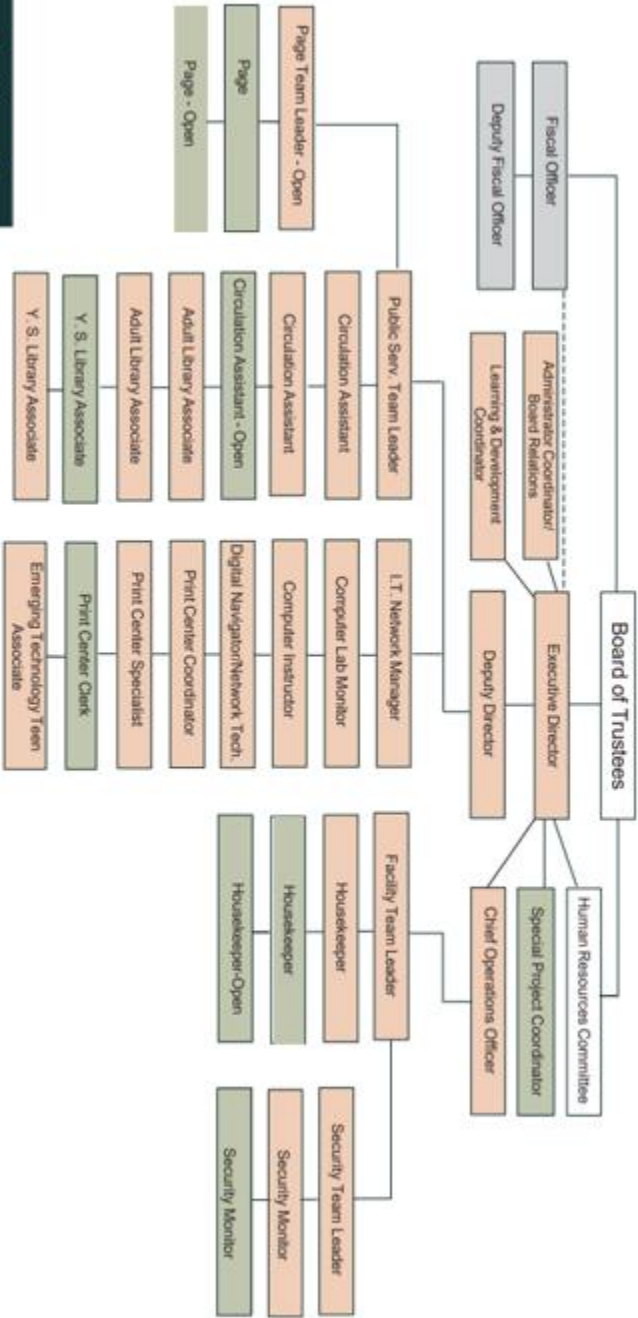
WHEREAS, the East Cleveland Public Library's organizational chart shows the structure of the organization by displaying its various positions and their relationships with each other; and

WHEREAS, the needs of the library have changed, the organizational chart needs to be adjusted to reflect these changes; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees hereby accepts the attached updated organizational chart to fulfill the current requirements of the East Cleveland Public Library beginning on October 1, 2023.



Table of Organization



Key / Legend

- Part-Time
- Full-Time
- Finance Department
- * Renamed or new positions

Your signature indicates that you have received and reviewed the following ECPL Table of Organization (ORG Chart).

Signature: _____ Date: _____

Revised October 1, 2023

Dr. Jordan makes a motion to amended Resolution 09-01-2023.

Mr. Mays seconds the motion.

Dr. Jordan moved, and Mr. Mays seconds approval of Resolution 09-01-2023.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 09-01-2023 was approved.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Maintenance department completed 80% of phase one in the Children’s department. This includes the painting, removal of damaged railing, concrete patch repair, copper installation, and carpet installation.

Mr. Mays continued that other repairs and updates have been made to the A/C system, and the library passed its fire inspection.

Mr. Mays concluded his report by mentioning a break in that occurred at the library on September 7th, 2023. He added that the criminal was able to get away but was unable to take anything given the fast response of East Cleveland Police. There was some damage to a door and window that was repaired.

D. Library Services Committee Update (Chairperson)

Dr. Harris mentioned that on September 24th Vanessa Rubin will perform and the day before will be the library's 50th anniversary of Hip-Hop program. Dr. Harris also suggested doing more programming for Seniors.

Ms. Sharpley reviewed the library's current statistics and noted large increases in programming attendance, hotspot usage and the number of attendees of the snack program.

Dr. Harris suggested book discussions for middle school-aged students as well as more workshops on topics such as domestic violence.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated that the library is in the process of surveying the community and when the information has been compiled it will be brought before the board. Also, Administration will be meeting to bring together our goals and objectives to include in the strategic plan and that will also be brought before the board.

X. NEW BUSINESS

There is no new business.

XI. OLD BUSINESS

There is no old business.

XII. AUDIENCE PARTICPATION

Mr. Lawrence Baker introduced himself as an accredited artist who would like to give back to the community.

Mr. Latimer stated that this is a good starting point, and no decision would be made today, but a proposal in writing would be the next step.

Mr. Baker stated that he would not do that.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

Discussion: None

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


Yes – 5

Motion passes.

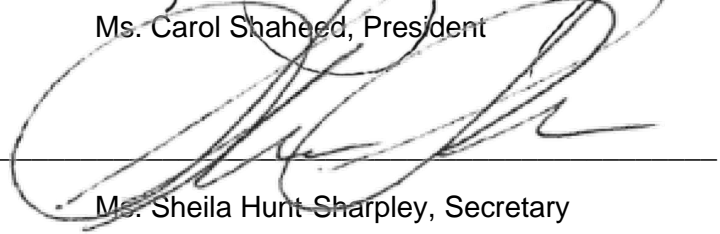
[Meeting is adjourned at 3:16 PM]

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 10/21/2023.