

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, October 21, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:06 PM

MP3
RBOT20231021

Ms. Shaheed called the meeting to order at 2:06 PM.

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 4 ; 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. Harris motions to approve the agenda.

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

Dr. Harris moved, and Ms. Sharpley seconds approving the agenda.

The agenda is approved.

IV. SWEARING IN of BOARD MEMBERS

Ms. Sheila Hunt-Sharpley is sworn on to the ECPL Board of Trustees for another term.

Mr. Nathan Paige is sworn on to the ECPL Board of Trustees.

Ms. Tyisha Blade is sworn on to the ECPL Board of Trustees.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM SEPTEMBER 16th, 2023.

Dr. Harris makes a motion for the approval of the September 16th, 2023, Regular Board Meeting Minutes with one correction.

Mr. Mays seconds the motion.

Discussion: None

Dr. Harris moved, and Mr. Mays seconds the approval of the 09-16-2023 amended minutes.

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

Yes – 6; Absent - 1

Motion passes.

The
09-16-2023
minutes are
approved.

VI. COMMUNICATIONS.

Mr. Latimer stated that there are two communications, they both come from the library's 50th Anniversary of Hip-Hop, they are awards awarded to members of the local Hip-hop community who passed away, William "Silver B" Richards Jr. and Aron "Lil Chico" Rodgers.

VII. PRESIDENT'S REPORT

Ms. Shaheed started her report by welcoming the new trustees to the Board.

Ms. Shaheed informed everyone that their Officer nominations must be submitted to Mr. Turner before the Nominating Committee meets in December and Officers will be selected in January's meeting.

Ms. Shaheed concluded by saying that forms need to be completed by Trustees in order to evaluate the Executive Director and Fiscal Officer.

VIII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer started his report by letting the Trustees know that he and the Fiscal Officer have already begun discussing the finances for 2024. He added that Trustees should inform administration of conferences that they are interested in attending as soon as possible, so the library can indulge in early registration discounts in order to keep travel cost down.

During the Director’s report, Mr. Latimer mentioned the Digital Navigator’s Celebration happening at the library on November 15th that the Board is invited to attend.

Mr. Latimer later turned the floor over to Liz Anastasiadis (ECPL’s Marketing and Program Associate) to go over the survey data that was collected from the community as it relates to the library’s evolving strategic plan. From the 94 surveys that were recorded, data showed that the library’s hours of operation do not need to be changed, the quality of reading materials pleases the community, the need for more parking, and better accessibility for the disabled & handicapped. The survey also revealed that library patrons would like a community garden, and they would also like more programs relating to mental health, financial literacy, and entrepreneurship.

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

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 6; Absent - 1

Motion passes.

Mr. Mays moved and, Ms. Sharpley seconds approving the Director’s report.

The Director’s report is approved.

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

Mr. Cockfield read his report that was prepared in October 2023.

Our financials are reconciled with the bank through September 30, 2023. Our reconciled total cash/fund balance at 9/30/23 is \$2,208,033.31. Our General Fund balance \$2,097,285.84. The balance of our Star Account set aside is \$401,210.

Year to date Property Tax revenue is higher than budgeted (107.48%) \$901,965.56 This represents our final figure since we'll not be receiving any more property tax revenue for the year. Our PLF and intergovernmental revenue is at budget at \$1,479,011.58.

On the expenditure side, through nine months we're below budget for general fund expenditures showing a 69% y-t-d percent of budget expenditure percentage as against a 75% benchmark.

We'll be presenting our Temporary Appropriations for 2024 next month for your review. Temporary Appropriations must be approved by December 31st.

This completes my report.

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

Dr. Harris seconds the motion.

Discussion: None

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

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

Yes – 6; Absent - 1

Motion passes.

The Fiscal
Officer's
Report is
approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

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

1. Resolution No. 10-01-2023: To Receive Tax Advances in 2024

Ms. Sharpley introduces the resolution.

Resolution To Receive Tax Advances in 2024.

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 10/21/2023:

Resolution No. 10-01-2023: To Receive Tax Advances in 2024

WHEREAS, the County Treasurer requires Board approval to receive Tax Advances; and

WHEREAS, Tax Advances will be credited to our Star Ohio Account according to the following schedule; and

NOW BE IT RESOLVED; Board of Trustees of the East Cleveland Public Library adopt Resolution 10-01-2023 to receive Tax Advances to be deposited in the Star Ohio account #38967.

Ms. Sharpley makes a motion to approve Resolution 10-01-2023.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 6; Absent - 1

Motion passes.

Ms. Sharpley moved, and Mr. Mays seconds approval of Resolution 10-01-2023.

Resolution 10-01-2023 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reviewed the personnel report that reflected no new hires, one resignation, and the end of the temporary assignment of the Project Development Officer as of September 30th, 2023. Ms. Sharpley continued that there are currently 5 part-time Page positions open. She later stated that there will be a change in Mr. Cooper’s position to Facilities Administrator.

Ms. Sharpley reiterated that Trustees will be receiving evaluation forms for the Executive Director and Fiscal Officer.

Ms. Shaheed added that the information on the forms should be kept confidential and returned to Mr. Turner. She also added that the new Trustees are not expected to take part in the evaluation process at this time.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee did not meet this month. However, the information from the survey states that parking is a major issue for our facility.

Mr. Latimer added that the Department of Transportation removed a handful of parking spaces from the front of the library to make room for a stop light and crosswalk.

D. Library Services Committee Update (Chairperson)

Dr. Harris began by stating that library programs are being well attended by the community.

Ms. Sharpley added Wi-Fi usage is up 100% September from January, and visitors to the library have gone up from 871 in January to 3500 in September.

Ms. Sharpley also mention some of the upcoming programs like the “Last of the Sorcerers” play in the Performing Arts Center, the various Halloween programs for the children from 10/26/23 – 10/31/23, Learn How to Crochet, How to Create an LLC, the Toys for Tots toy drive, and several others.

Mr. Latimer added on the morning of November 15th, the Friends of the East Cleveland Public Library will be receiving the Advocacy Award from NEO-RLS. Mr. Latimer stated that he, Myrtle Mitchell, and Dr. Harris will be in Twinsburg that morning to receive the award.

Mr. Latimer also added on November 15th PLA will be celebrating ECPL and that everyone is invited to attend.

Mr. Cockfield interjected that ECPL will be conducting its City-wide Chess Tournament on November 4th with 90 participants registered for the event.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated that the information that was already shared in the Director's Report relates directly to the Strategic Planning Committee Update.

XI. NEW BUSINESS

There is no new business.

XII. OLD BUSINESS

There is no old business.

XIII. AUDIENCE PARTICPATION

Mr. Zakee Rashid stated that he served as a Trustee for the library for 8 years. In 2021 the library lobbied the City of East Cleveland and worked with the City Council to acquire the land behind the library to expand the building and its services. In 2022 ECPL received five parcels of land for that expansion. The Board voted to create a position on staff to oversee the development of the property. In 2022 he applied and was selected to fill this position and stepped down from the library board. On August 23rd, 2023, he was informed that library leadership decided to no longer move forward with the project, and his employment would end on September 30th, 2023.

Mr. Rashid added that he was told by the Director to work from home and later received a letter from him on August 30th with an explanation of why the decision was made. Mr. Rashid stated that he responded in writing and copied the ECPL Trustees. He added that his response included a formal request to meet with ECPL's Board of Trustees as stated in the employee grievance procedure in the employee handbook and has not received a response from the Director or the Trustees.

Mr. Rashid feels that the reason for the termination of the Development Project was plagued with misinformation and untruths. He concluded that the truth would provide facts that will cause ECPL not terminate this project.

XIV. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.

Discussion: None

The meeting is adjourned by consensus.

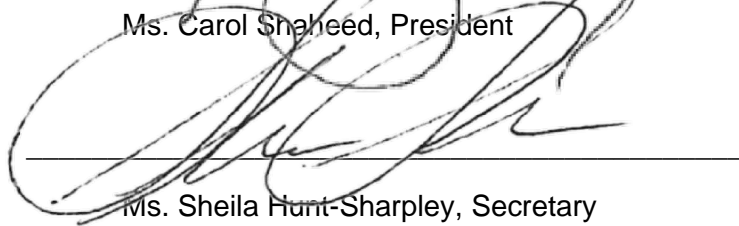
[Meeting is adjourned at 3:13 PM]

Dr. Harris moves and, Ms. Sharpley 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 11/18/2023.