

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, November 18, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Ms. Shaheed called the meeting to order at 2:04 PM.

MP3
RBOT20231118

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Harris, Dr. Jordan, Ms. Blade

A quorum exists. Present – 7

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.

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

Discussion: None

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

Yes – 7

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM OCTOBER 21st, 2023.

Dr. Jordan makes a motion for the approval of the October 21st, 2023, Regular Board Meeting Minutes.

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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Dr. Jordan moved, and Dr. Harris seconds the approval of the 10-21-2023 minutes.

The 10-21-2023 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there were no communications to report.

VI. PRESIDENT'S REPORT

Ms. Shaheed started her report by asking the Trustees who have not completed the evaluations forms to do so as soon as possible and turn them in.

Ms. Shaheed then asked for volunteers for the Nominating Committee to elect new officers for the coming year.

Mr. Mays agreed to chair and Ms. Blade & Mr. Paige agreed to co-chair the Nominating committee.

Mr. Turner stated that the Nominating committee meeting will happen before the next regular board meeting.

The Trustees then completed their nomination forms and Mr. Latimer collected the forms and gave them to Mr. Turner to keep until the Nominating Committee meets.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by reviewing some of the successful events that took place over the past month including the 3-day Halloween event, the Modern Warriors film screening, "Stolen People, Stolen Bones, and Stolen Art" hosted by Dr. Paul Hill, a concert by Artist in the Night, a chess tournament, a digital literacy celebration sponsored by the Public Library Association and AT&T, and a book discussion of D.L. Hughley's "How to Survive America".

Mr. Latimer added that the administration team has met about the strategic plan and there will be a presentation later during this meeting. He also added that they are evaluating the possibility of reintroducing Friday services to the community.

Mr. Latimer concluded his report by informing everyone that the Winter Program Guide is now available.

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

Mr. Paige 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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

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

The Director's report is approved.

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

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

Our financials are reconciled with the bank through October 31, 2023. Our reconciled total cash/fund balance at 10/31/23 is \$2,086,706.12. Our General Fund balance \$1,979,018.65. The balance of our Star Account set aside is \$413,146.83.

Year to date revenue is at 103.2% of what we budgeted through ten months. This is because our property tax revenue was higher than budgeted, and grants and donations have exceeded our budgeted expectations.

On the expenditure side, through ten months we're below budget for general fund expenditures showing a 81.1% percent of budget spent as against an 83.3% benchmark.

The board is being presented with a resolution to approve a cost-of-living adjustment of 3.5%. In contrast the Federal Govt. Is giving a COLA of 3.3%. I estimate that the adjustment would increase our current salary costs by approximately \$58,000 over our current level. The increased costs include wages and OPERS retirement benefits.

We've completed our Temporary Appropriations budget and will be presenting it to the Board for approval next month. The Temporary Appropriations establishes our 2024 budget for the first three (3) months of the year at which time we must pass a permanent budget for the balance of the year.

Lastly, I would like to meet with the new board members to go through the financial statements and clarify any questions they might have.

This completes my report.

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

Dr. Jordan 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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Mr. Mays moved, and Dr. Jordan 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 meet this month and discussed the need for a resolution to accept various grants and donations for the year of 2023.

1. Resolution No. 11-01-2023: To Accept Grants and Donations in 2023

Ms. Sharpley introduces the resolution.

Resolution No. 11-01-2023: Resolution to Accept Grants from Various Donors and Foundations in 2023.

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 November 18, 2023:

WHEREAS, the East Cleveland Public Library’s Board of Trustees hereby accepts the recommendation from the Executive Director, Fiscal Officer and the Finance Committee of the East Cleveland Public Library to accept the following grants listed below:

- | | |
|---|----------|
| - The Cleveland Foundation Digital Navigators 2023 | \$46,000 |
| - Public Library Association Digital Literacy Digital Literacy 2023 | \$10,000 |
| - Teen Tech Program from ALA Teen Tech Center 2023 | \$10,000 |
| - Ohio Department of Developmentally Disabled Program/Project 2023 | \$4,500 |
| - Neighbor Up Action Grants Garden 2023 | \$2,445 |

The sum of the listed grants totals \$72,945. And,

BE IT RESOLVED, adoption of Resolution No. 11-01-2023 for the acceptance of the grants from the donors and foundations listed above totaling \$72,945 for the East Cleveland Public Library to use as noted. Receipt of the grant funds will be recorded to “Restricted Contributions – Foundations” account code 613 and grant costs will be charged to “Other Purchased & Contracted Services” account code 110-390.

Ms. Sharpley makes a motion to approve Resolution 11-01-2023.

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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Ms. Sharpley moved, and Dr. Harris seconds approval of Resolution 11-01-2023.

Resolution 11-01-2023 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley stated that the Personnel Committee did meet this month and discussed the options of increasing salaries to adjust for the national cost of living.

Ms. Sharpley also stated that five part-time Page positions were filled and one part-time Housekeeper position was also filled and there was one termination of a part-time Page.

1. Resolution No. 11-02-2023: To Accept COLA Increases in 2024

Ms. Sharpley introduces the resolution.

Resolution No. 11-02-2023: To Approve a 3.5% Cost of Living Adjustment for Staff and Administration Beginning with the First Payroll of 2024.

Sponsored by C. Shaheed, 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 November 18, 2023:

WHEREAS, The Fiscal Officer in conjunction with the Executive Director have made provisions for a 3.5% cost of living increase. The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendation from the Director and the Personnel and Finance Committees.

BE IT RESOLVED; Adoption of Resolution No. 11-02-2023 for the acceptance of a (3.5%) cost of living increase for staff and administration beginning with the first payroll of 2024.

Dr. Jordan makes a motion to approve Resolution 11-02-2023.

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 (yes), Ms. Blade (yes)

Dr. Jordan moved, and Mr. Mays seconds approval of Resolution 11-02-2023.

Yes – 7

Motion passes.

Resolution 11-02-2023 is approved.
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C. Library Services Committee Update (Chairperson)

Ms. Sharpley stated that the Library Services Committee did meet this month and discussed the success of several programs like the Halloween program that was attended by around 400 children. Ms. Sharpley credited the success of that event on the staff's engagement.

There was also mention of the success of ECPL's chess tournament. The tournament attracted the nation's highest ranked 10-year-old who was just ranked as a master.

Ms. Sharpley shared that the Public Library Association's digital literacy celebration of the East Cleveland Public Library's provided free laptop computers to more than 50 people.

Ms. Sharpley also announced a few upcoming events like the November 26th concert by the Band with No Name, a Pop-Up-Shop on December 2nd hosted by the Friends of the East Cleveland Public Library.

Ms. Sharpley concluded her report by mentioning a few upcoming conferences in 2024. The Public Library Association (PLA) will start on April 3rd in Columbus, the ALA it starts on June 22nd in San Diego, the Black Caucus starts on July 24th in New Orleans, the National Book Expo will take place in May at New York city.

1. Resolution No. 11-03-2023: To Approve Special Closings and Holidays in 2024

Ms. Sharpley introduces the resolution.

Resolution No. 11-03-2023: Approval of Special Closings and Holidays in 2024.

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

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 18, 2023:

WHEREAS, The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendations of the Personnel Committee and Director.

BE IT RESOLVED; Adopting Resolution No. 11-03-2023 allowing the East Cleveland Public Library to be closed in 2024 in observance of the following holidays and special closings as listed below:

<u>Date</u>	<u>Day</u>	<u>Holiday</u>
January 1	Monday	New Year’s Day
January 15	Monday	Birthday of Martin Luther King, Jr.
February 19	Monday	Presidents Day
May 27	Monday	Memorial Day
June 19	Wednesday	Juneteenth
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
October 14	Monday	Indigenous People’s Day
November 11	Monday	Veteran’s Day
November 28	Thursday	Thanksgiving Day
December 24	Tuesday	Christmas Eve
December 25	Wednesday	Christmas Day
December 31	Tuesday	New Year’s Eve

Whereas, the Director has identified the computers, computer equipment and furniture that is no longer used by the library and asking permission to have a public sale.

Now, therefore be it ordained by the Board of the East Cleveland Public Library’s Board four-seventh (4/7) concurring.

Section 1. That the Director herby is authorized to take such actions as in his judgement are necessary to carry out intent and objectives of this resolution.

Section 2. Be it is found and determined that all formal actions of this Board concerning and relation to the passage of this resolution were adopted in an open meeting of the Board and that all such deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

Section 3. That this resolution receives the affirmative vote for four seventh (4/7) of the Board members, it shall take effect and be in force immediate upon its passage and approval by the Director, otherwise it shall take effect and be in force from and after the earliest period allowed by law. This resolution is also in accordance with the Ohio Revised Code allowing for proper notice to the general public via a newspaper.

Be it resolved, Adoption of Resolution No. 11-03-2023 authorizes the East Cleveland Public Library’s Director to publicly sell computers, computer equipment and furniture which are unfit for public use during the time, date and location listed below:

When: Saturday, December 16, 2023 at 11:00 AM – 4:00 PM

Where: The East Cleveland Public Library’s Lower Auditorium

All proceeds of the sale will be deposited into the East Cleveland Public Library’s general fund.

Mr. Mays makes a motion to approve Resolution 11-03-2023.

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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Dr. Harris reported that she attended the 41st Annual National Black Storytelling Festival & Conference in Salt Lake City, during her time in the city she stated that she visited the Children’s Department of the library in Salt Lake City and notices life-sized chess pieces and

Mr. Mays moved, and Dr. Harris seconds approval of Resolution 11-03-2023.

Resolution 11-03-2023 is approved.

suggested that ECPL look into this to generate interest from younger players. Dr. Harris added that this conference will be in Buffalo next year sometime in October.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings & Grounds Committee did not meet this month. However, he did note that there are some issues with the freight elevator in the library, and the front fence.

1. Resolution No. 11-04-2023: To Approve Library’s Capital Sale

Mr. Mays introduces the resolution.

Resolution No. 11-04-2023: Resolution Authorizing the Director of the East Cleveland Public Library for the Public Sale of Computers, Computer Equipment and Furniture.

Sponsored by: Board member O. Mays, Co-sponsored by: S. Sharpley

Members of the East Cleveland Public Library’s Board of Trustees met discussed and reviewed the following items in an open meeting on November 18, 2023:

Whereas, the Director has identified the computers, computer equipment and furniture that is no longer used by the library and asking permission to have a public sale.

Now, therefore be it ordained by the Board of the East Cleveland Public Library’s Board four-seventh (4/7) concurring.

Section 1. That the Director herby is authorized to take such actions as in his judgement are necessary to carry out intent and objectives of this resolution.

Section 2. Be it is found and determined that all formal actions of this Board concerning and relation to the passage of this resolution were adopted in an open meeting of the Board and that all such deliberations of this Board and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements.

Section 3. That this resolution receives the affirmative vote for four seventh (4/7) of the Board members, it shall take effect and be in force immediate upon its passage and approval by the Director, otherwise it shall take effect and be in force from and after the earliest period allowed by law. This resolution is also in accordance with the Ohio Revised Code allowing for proper notice to the general public via a newspaper.

Be it resolved, Adoption of Resolution No. 11-04-2023 authorizes the East Cleveland Public Library’s Director to publicly sell computers, computer equipment and furniture which are unfit for public use during the time, date and location listed below:

When: Saturday, December 16, 2023 at 11:00 AM – 4:00 PM

Where: The East Cleveland Public Library’s Lower Auditorium

All proceeds of the sale will be deposited into the East Cleveland Public Library’s general fund.

Mr. Mays makes a motion to approve Resolution 11-04-2023.

Dr. Jordan 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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Mr. Mays moved, and Dr. Jordan seconds approval of Resolution 11-04-2023.

Resolution 11-04-2023 is approved.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer surrendered the floor for a presentation from Liz Anastasiadis. She stated that the public was given ECPL's values as identified in the previous strategic plan. The public's response to what ECPL's new values should be are as follows:

1. Community
2. Literacy
3. Education
4. Partnerships
5. Innovation

Mr. Latimer added that the strategic planning process will continue into 2024 and will be submitted to the Board for approval before it is presented to the public.

X. NEW BUSINESS

Dr. Harris introduces the resolution.

Resolution 11-05-2023: Resolution of Congratulations to the Friends of East Cleveland Public Library as a Recipient of the NorthEast Ohio Regional Library System 2023 Advocacy Award

Sponsored by M. Harris PhD., 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 November 18, 2023:

WHEREAS, the Friends of the East Cleveland Public Library received the Northeast Ohio Regional Library System, (NEO-RLS) **Advocacy Award** on Wednesday, November 16, 2023; and

WHEREAS, the NEO-RLS **Advocacy Award** “is given to those who have supported libraries of the Northeast Region through advocacy efforts.”; and

WHEREAS, The Friends of the East Cleveland Public Library has continuously demonstrated support of the East Cleveland Public Library by serving as ushers for Sunday afternoon concerts, sponsoring special celebrations such as Juneteenth, December Pop-up shops, the National African American Read-In, Book Sales, ECPL Founders’ Day, Fundraising trips, and serves as fiscal agent for the East Cleveland Arts and Mentorship Youth Program, (ECAMP), therefore

BE IT RESOLVED; That East Cleveland Public Library Board of Trustees congratulates the Friends of the East Cleveland Public Library for their support and leadership.

Dr. Harris makes a motion to approve Resolution 11-05-2023.

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 (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Dr. Harris moved, and Ms. Sharpley seconds approval of Resolution 11-05-2023.

Resolution 11-05-2023 is approved.

XI. OLD BUSINESS

There is no old business.

XII. AUDIENCE PARTICIPATION

Ms. Deah Bailey, founder of a non-profit that will empower youth, said she attended today's meeting to see how a board operates, this will assist her with setting up her organization. She said that they've already purchased property with plans of a local garden for the children in the community this will also be supplemented by other life skill classes.

Everyone offered support and thanked her for attending.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Sharpley seconds the motion.


Discussion: None

The meeting is adjourned by consensus.

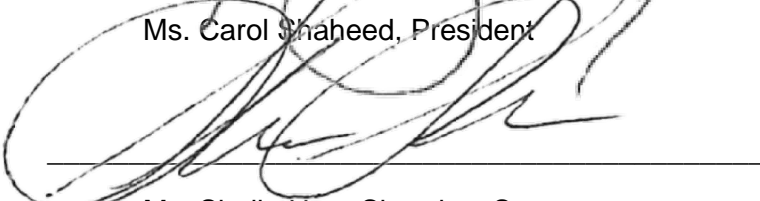
[Meeting is adjourned at 3:26 PM]

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 12/16/2023.