

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, December 16, 2023
14101 Euclid Ave., East Cleveland, Ohio 44112
Flewellen Room 2:00 PM

Ms. Shaheed called the meeting to order at 2:03 PM.

MP3
RBOT20231216

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

Dr. Harris motions to approve the agenda.

Mr. Mays seconds the motion.

Dr. Harris
moved, and
Mr. Mays
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 NOVEMBER 18th, 2023.

Dr. Jordan makes a motion for the approval of the November 18th, 2023, Regular Board Meeting Minutes.

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)

Yes – 7

Motion passes.

Dr. Jordan moved, and Mr. Mays seconds the approval of the 11-18-2023 minutes.

The
11-18-2023
minutes are
approved.

V. PRESIDENT'S REPORT

Ms. Shaheed began by stating that 2023 has been a great year for the library and she thanks everyone for their hard work making the library great. She then reminds everyone that the Nominating Committee will report out later during this meeting.

Dr. Jordan makes a motion for the approval of the President's Report.

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)

Yes – 7

Motion passes.

Dr. Jordan
moved, and
Mr. Mays
seconds the
approval of the
President's
Report.

The
President's
Report is
approved.

VI. FISCAL OFFICER'S END OF YEAR REPORT (R. COCKFIELD)

Mr. Cockfield began by reading his report that was prepared in December 2023.

Our financials are reconciled with the bank through November 30, 2023. Our reconciled total cash/fund balance at 11/30/23 is \$2,056,628.83. Our General Fund balance is \$1,951,541.36.

Year to date revenue for our two largest revenue sources is as follows: General Property Tax revenue is showing at 110.4% of what was projected at the beginning of the year and PLF revenue is at 89.5% of what was projected with one month remaining.

On the expenditure side, through eleven months we're below budget for general fund expenditures with 88.4% of budget spent as against a 91.6% benchmark.

The board is being presented with a resolution to approve our Temporary Appropriations for 2024. Temporary appropriations set our budget for the first three months of the year after which a permanent resolution must be passed for the balance of the year.

This completes my report.

From there, Mr. Cockfield leads into the library's financial performance for 2023.

He started by saying this presentation provides an overview of our financial performance in the year 2023. The year end numbers are projections, and obviously since we are not finished with the year, I cannot give you exact figures. All information presented, is available to the public. So, this is all public information.

Mr. Cockfield later stated that he wants to begin by talking about our fiscal highlights. What we have done is right sized our operations to the budget. Staffing costs and stabilizing facilities costs have become predictable and manageable. IT expenditures are keeping pace with technology changes and public needs without becoming a burden on budget. And growing cash balances provide flexibility to meet new challenges.

He went on to say that under grants and support, we're expanding the range of opportunities by developing new partnerships. Case in point is the PLA presentation that was done here at the library. Certainly, given the fact that we have received the recognition that we did. They stepped in and provided us with relief by bringing in AT&T and some of the other players to give us the recognition we deserve.

Mr. Cockfield continued by saying under growing new revenue streams, we have a Copy / Print Center and marquee. He mentioned that we are going to be switching out our high-speed copier to a better high-speed copier. We are trying to meet the needs of the public by improving our equipment.

He then summarized our general fund activity by saying we began last year with \$1,302,630. We started this year with \$1,606,627. Last year, we had total appropriations of \$2,710,218 and this year \$2,962,201. So, you can see our appropriations increased by a couple hundred thousand.

Mr. Cockfield then moved on to the total revenue and support last year, we did \$2,898,466. This year, it is estimated to be \$3,157,039. So, our fund balances at the end of the year are steadily growing, which will be phenomenal.

He added that the bulk of our money is received through the PLF. The public library fund receives 1.7% of all state general revenue fund taxes. So, the more people spend, the greater the tax revenue, the greater the PLF. And that is pretty much how it works. Mr. Cockfield added that 31% of our revenue is from property taxes, roughly 3% of our revenue is from fines, grants, interest, and other sources, and intergovernmental revenue of 4.1%.

Mr. Cockfield then reviewed how the library's budget is used. 6% is spent for capital outlay, 16.7% is public services and programs, 6.7% is collection development and processing, 15.3% is information services, 20.7% is facilities operation and maintenance, and the remaining 30.3% is spent on general overhead and administration.

Mr. Cockfield stated that going forward into 2024. We intend to grow our Copy / Print Center and explore revenue opportunities with the digital display. He also stated that we are going to continue to right size our operations by spending to effectively match levels of activity and community needs. We intend to budget for new strategic initiatives, reaching out to support the community. And lastly, he said, we want to seek grants to fund new programs and improve our relationships. And that sums up the library's financial performance for 2023.

Mr. Mays inquired about the need for a new printer.

Mr. Cockfield replied that an updated printer will allow ECPL to provide much more professional jobs from the Copy / Print Center.

Ms. Blade asked if monies that have not been spent at the end of the year, must be reallocated.

Mr. Cockfield replied by saying that unspent monies must be reallocated in the new year.

Ms. Sharpley expressed concern over what should and should not be posted on the digital display outside the library.

Mr. Latimer responded by saying a policy will be created to set those parameters as part of the strategic plan.

Mr. Mays motions to approve the Fiscal Officer's Year End Report.

Mr. Paige seconds the motion.

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

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 Fiscal Officer's Report is approved.

VII. DIRECTOR'S END OF YEAR REPORT (C. LATIMER)

Mr. Latimer stated that 2023 has been a very challenging and yet a great year for the library. He thanked everyone for their hard work and sacrifices. He continued by saying that the Board had 27 scheduled meetings, 17 committee meetings and passed 22 resolutions. Mr. Latimer also mentioned the unprecedented challenges facing the Board this past year, yet it did not prevent the work of the library from getting done.

Mr. Latimer presented some of the statistics for the year by stating the following:

- ECPL materials circulated 12,725
- Hotspot circulations 264
- Social Media Followers 34,491
- Snack Program 4,040
- New Library Card Holders 273
- Walk-in Attendance 30,509

Mr. Latimer reviewed some of the upgrades that were done to the library including the following:

- The Children's Restrooms
- The Storytime Room
- Storage Room
- Radiator Replacements
- Upgrades to the boiler

He later shared some of the new library services that were made available to library patrons in 2023 including the following:

- Mango Languages
- Digital scanning by patrons of local history
- New library website

Mr. Latimer reviewed some of the sponsored library events that took place in 2023 like:

- The East Side Chess Club Tournament
- The ECPL Back to School event

He then added that there were 334 in-person programs with 7,067 attendees. He stated that some of the more popular programs included:

- Full STEAM Ahead
- Line Dance Wednesdays
- Self-Care Saturdays
- 50 Years of Hip Hop
- Black Voters Matter
- Chess Tournaments

- Born in Blackness

Mr. Latimer shared that the ECPL received \$190,950.00 in grants for 2023. He then stated that those monies came from groups like the Cleveland Foundation, the Neighborhood Up Action Grant, and the PLA Digital Literacy Grant, and others. He added that those monies were used to fund things like the library's Jazz concert series.

Mr. Latimer concluded his report by paying tribute to Gerald Silvera and his seven years of service as an ECPL Trustee.

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

Dr. Jordan seconds the motion.

Discussion:

There were various comments and conversations about upcoming events for 2024 like Black history month programming, and video game programming.

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, Dr. Jordan seconds approving the Director's report.

The Director's report is approved.

VIII. NEW BUSINESS

A. Resolution 12-01-2023: Approval of Late Opening on 12/21/2023 for ECCAMP program.

Ms. Sharpley introduces the resolution.

Resolution No. 12-01-2023: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/21/2023 for the ECCAMP end of year program.

Sponsored by O. Mays, 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 December 16, 2023:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the Friends of the East Cleveland Public Library and ECCAMP are partners and a part of the of East Cleveland's community; and

WHEREAS, the library supports its partners for the betterment of city of East Cleveland; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 12/21/2023 at 6:00 PM for a performance in the Performing Arts Center from ECCAMP.

Ms. Sharpley makes a motion to approve Resolution 12-01-2023.

Mr. Mays seconds the motion.

Discussion: None

Ms. Sharpley moved, and Mr. Mays seconds approval of Resolution 12-01-2023.

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.

Resolution
12-01-2023 is
approved.

B. Resolution 12-02-2023: To Establish Temporary Appropriations for 2024

Ms. Sharpley introduces the resolution.

Resolution No. 12-02-2023: To Establish Temporary Appropriations for 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 December 16, 2023:

WHEREAS, The East Cleveland Library Board of Trustees is required to pass either a Temporary or Permanent Appropriations Budget for 2024; and

WHEREAS, The Administration is presenting the Board with Temporary Appropriations to cover spending through March 31st, 2024; and

NOW, THEREFORE, The East Cleveland Public Library Board of Trustees approves a Temporary Appropriations measure for the following funds:

General Fund **\$2,889,497**

Dr. Jordan makes a motion to approve Resolution 12-02-2023.

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. Jordan moved, and Dr. Harris seconds approval of Resolution 12-02-2023.

Resolution 12-02-2023 is approved.

C. Nominating Committee Report

Mr. Mays shared that the Nominating Committee met before the Board meeting on 12/16/2023. During their meeting they compiled all of the nominations for Board Officers submitted by the library Trustees. The results of the nominations are as follows:

- Board President
 - o Ms. Shaheed – 6 votes
- Vice President
 - o Mr. Mays – 6 votes
 - o Dr. Harris – 1 vote
- Secretary
 - o Ms. Sharpley – 6 votes
 - o Mr. Paige – 1 vote
- Fiscal Officer
 - o Mr. Cockfield – 6 votes

It is the recommendation of the Nominating Committee to accept the slate based off of the majority number of nominations.

Dr. Jordan makes a motion to approve the slate as recommended by the Nominating Committee as the Board officers for 2024.

Mr. Mays seconds the motion.

Dr. Jordan moved, and Mr. Mays seconds approval of Nominating Committee's recommendation as the Board Officers for 2024.

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.

Retaining the Board's current officers for 2024 is approved.

IX. OLD BUSINESS

There is no old business.

X. AUDIENCE PARTICPATION

None

XI. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

Dr. Harris makes a motion to go into executive session to discuss personnel matters.

Ms. Sharpley seconds the motion.

Dr. Harris moved, and Ms. Sharpley seconds going into executive session.

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.

(Meeting goes into executive session at 3:09 PM)

Dr. Harris makes a motion to come out of executive session.

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)

Yes – 7

Motion passes.

Meeting goes into executive session.

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

Meeting comes out of executive session.

(Meeting comes out of executive session at 3:26 PM)

XII. ADJOURNMENT

Dr. Harris motions for adjournment.

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

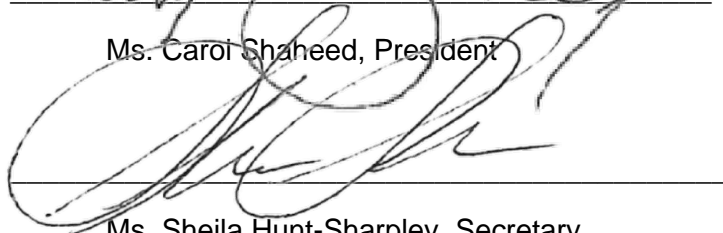
[Meeting is adjourned at 3:28 PM]

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 01/27/2024.