

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, January 15, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00pm

MP3
RBOT20220115

Mr. Rashid called the meeting to order at 2:07 PM.

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

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

A quorum exists. Present – 7

Also present at the table were: Mr. Carlos Latimer (Executive Director), Mr. Cockfield (Fiscal Officer), Mr. E.F. Turner III (Exec. Admin. Assistant)

Audience: Judge Keenon, Coy Bush, Dr.Rice, Mr. Anderson, Dr. Blochowiak

II. **LIFT EVERY VOICE AND SING**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

Mr. Mays motioned for the approval of the agenda as presented.

Ms. Shaheed seconds the motion.

Discussion: None

Mr. Mays moved, and Ms. Shaheed seconds the approval of the agenda.

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

Yes – 7

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM DECEMBER 18th, 2021.

Mr. Mays makes a motion for the approval of the December 18th, 2021 Regular Board Meeting Minutes

Mr. Silvera seconds the motion.

Discussion: None

Mr. Mays moved, and Mr. Silvera seconds the approval of the 12-18-2021 minutes.

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

Yes – 7

Motion passes.

The
12-18-2021
minutes are
approved.

V. SELECTION AND SWEARING IN OF THE BOARD OFFICERS

Mr. Rashid deferred to the Nominating committee.

Mr. Silvera stated that the Nominating committee's recommendation was based on the Board Bylaws' rule of selecting the two candidates with the most nominations for each office. Mr. Silvera then reviewed the candidates for each office:

President: Mr. Rashid & Mr. Mays
Vice President: Mr. Mays & Dr. Harris
Secretary: Ms. Shaheed & Ms. Sharpley

Mr. Silvera opens the floor for any additional nominations.

Mr. Mays makes a motion to accept the Nominating committee's original recommendation, as previously stated, with the candidates that received the most nominations.

Dr. Harris seconds Mr. Mays' motion.

Discussion:

Ms. Shaheed stated that the Board should proceed with the previously established process.

Ms. McDonald questioned as to whether there is any mention of a closing date for nominations in the Board Bylaws? She also stated that since she has not voted, she would like to make a nomination.

Roll Call Vote: Mr. Rashid (no), Mr. Mays (yes), Ms. Shaheed (no), Ms. Sharpley (no), Mr. Silvera (no), Dr. Harris (yes), Ms. McDonald (no)

Yes – 2; No - 5

Mr. Mays
moved, and
Dr. Harris
seconds
accepting the
original slate
from the
Nominating
committee.

Motion fails.

Motion does not pass.

Ms. McDonald motions for the Board to accept her nomination of Mr. Silvera for Vice President.

Ms. Shaheed seconds the motion.

Discussion:

Mr. Mays stated that this is contrary to the Board norms.

Ms. McDonald replied by saying no one is changing the Board norms. Because there is no cutoff date listed in the Board Bylaws that leaves the floor open for her to make a nomination. She also went on to say, the Board Bylaws are currently inadequate and too vague and need to be tighten up.

Ms. McDonald moved and Ms. Shaheed seconds accepting her nomination for Vice President.

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

Yes – 6; Abstain - 1

Motion passes.

Motion passes to accept Vice President nomination.

Mr. Silvera stated that Mr. Mays has 3-nominations, Dr. Harris has 2-nominations, and he has 2-nominations for Vice President.

Mr. Latimer reads off each ballot collected from the Trustees.

Mr. Turner reads off the total number of votes for each candidate:

President: 5-votes for **Mr. Rashid**.
Vice President: 1-vote for Mr. Mays; 5-votes for **Mr. Silvera**
Secretary: 5-votes for **Mr. Shaheed**; 1-vote for Ms. Sharpley
Fiscal Officer: 5-votes for **Mr. Cockfield**

Mr. Latimer congratulates the new officers.

Mr. Silvera motions for a 15-minute recess.

Ms. Shaheed seconds the motion.

Mr. Silvera moved and Ms. Shaheed seconds a 15-minute recess.

(The Board agrees to a recess by general consensus)

Motion passes.

(The meeting moves to a 15-minute recess at 2:45 PM)

(Mr. Rashid calls the meeting back to order at 3:00 PM)

Judge Una Keenon made the following statement before swearing in the board officers, "I want to say congratulations to the East Cleveland library's Director, Mr. Carlos Latimer, Mr. Zakee Rashid, the entire library board and the library staff. I received reports that the East Cleveland Public Library received five stars, the highest number of stars, in the latest annual national ratings from Library Journal, for its expenditure size. The East Cleveland Public Library is ranked fourth in Ohio and 10th nationally. It reminds me of when the East Cleveland library board came to the school board of education some years ago, requesting that the library be turned over to the Cuyahoga County library system because it could not continue to flourish and provide quality services to the residents of East Cleveland. As you know, the East Cleveland Library is a school library fully supported by the funding from the East Cleveland School District. When the request was made not to turn our library system over to the county, there were residents who strongly, strongly recommended to give them a chance and they would recreate the current library and provide better services for the residents. I am so grateful that we didn't follow the request of those people... This report proves that the East Cleveland library can serve our people overcoming all the obstacles and become a shining star of libraries in the national library network. Great job. Give yourselves a hand. ...Make us proud. Again, congratulations Mr. Latimer, our director and

his staff for their tireless energy and congratulations to Mr. Zakee Rashid as President of the board and all the members of the board. Thank you for your service to the community.”

(Judge Keenon swears in Board President, Mr. Zakee Rashid; Vice President, Mr. Gerald Silvera; Secretary, Ms. Carol Shaheed; Fiscal Officer, Mr. Ross Cockfield.)

VI. COMMUNICATIONS.

Mr. Latimer goes over the \$2,200 spending limit of the various training conferences in 2022 for each of the interested board trustees including the following:

- ALA in Washington D.C. June 23-28
- Public Library Association in Portland, OR. March 23-25
- Ohio Library Council in Toledo, OH. September 23-30 (the Director is required to attend)
- BCALA and Association of Black Storytellers have yet to be scheduled.
- The Slavery Museum is still available for trustees who have yet to travel there and also want to work on the library’s next strategic plan.

Mr. Latimer continued by saying, If the trustees are interested in attending any of these conferences, please work with Mr. Turner.

VII. PRESIDENT’S REPORT

Mr. Rashid thanked the library’s Director and team for keeping the library running during Holidays while in the midst of the surge in the COVID-19 pandemic when there almost weren’t enough people to run the library due to staff members being out sick. Mr. Rashid also stated that the Director and his team figured out a way to keep the library open and providing services to the community during that time.

VIII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer began his report by saying, with respect to the time, I Thank you, Zakee (Rashid), also for sending out the public notice to notify the community that we made adjustments to our operating hours. The East Cleveland Public Library will be closed

Monday for the Dr. Martin Luther King, Jr. Holiday. Zakee (Rashid) also mentioned for the past three weeks, the East Cleveland Public Library as a public work place. We were impacted by COVID. We had, at least that we were aware of, 12 library staff members go out with mild or severe symptoms. We are working our way back to our full staff complement. While we're doing that, we still have to provide operations to the community. From January 3rd up to January 30th the library's operating hours will be Monday through Thursday 10 AM to 4 PM and Saturdays 10 - 4. We will begin on January 31st back to our regular hours. Hopefully the COVID surge tapering. We will look at those numbers carefully. We had our first committee meeting yesterday around the public library fund where the 9 county library directors and fiscal officers were divided into committees to come up with recommendations about the current and future formula. So, Ross (Cockfield) and I were both engaged in that process and hopefully the recommendations is to keep the formula as it is. Hopefully we will successfully have a resolution moving that forward towards the end of the year. We had to cancel the gospel concert that was scheduled this Sunday. On January 23rd Greg Reese and I are working together to reschedule not only that concert that's canceled, but the other concerts that we're planning for the remainder of the year. We will begin the interview process this upcoming Thursday. Deputy Director, Theresa Flood, myself and Fiscal Officer, Ross Cockfield for the positions in the print copy center. So, we have some great candidates and I will share that out with the Personnel committee. Also, we have an update we have our consultant Major Harrison III. He can give us a quick update on where we are with the digital display.

Mr. Harrison assured the board that everyone is on the same page and everything is moving accordingly. Mr. Harrison also said the next steps include working with contractors and electricians to handle running the power and network wiring as well as the demolition of the current sign and footer (which could happen in the next 15 days). Mr. Harrison could not give a definitive end date for completion, but he did warn that the new footer may be sitting incomplete for some time due to the unique nature of the sign cabinet being fabricated to put on the footer.

Mr. Rashid asked Mr. Harrison to keep the Buildings and Grounds committee updated on the progress of the sign.

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

Ms. Sharpley seconds the motion.

Discussion: None

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

Mr. Silvera moved and Ms. Sharpley seconds approving the Director's report.

Yes – 7

Motion passes.

The Director's report is approved.

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

Mr. Cockfield started his report by saying the library completed the 2021 year with reconciled cash fund balances of \$1,406,270.86 this is an increase of \$224,993.06 over our beginning cash fund balances for 2021. I attribute the increase in balances to an unexpected increase in our PLF distribution, which came in at 125.674% of budget and our property tax revenue, which came in at 116.836% of budget. Additionally, we received foundation grants in the amount of \$107,330.17. On the expenditure side after the adjusting appropriations resolution in October, we spent 93.68% of the budget. As stated last month in my 2021 summary, buildings & facilities are in a position where routine maintenance and not repair should suffice. We have adjusted payroll hours to accommodate fluctuating operating conditions. And we've taken steps to adjust our services to the changing needs of our patrons. All of this is being done with an eye toward prudence and planning. Once our final report is filed with the state in February, I plan to give the board a detailed evaluation of our receipts and expenditures along with the five year forecast. We've closed the year on a good note and I look forward to our continued progress.

Mr. Mays expressed some concern about the fluctuating operating hours and its effect on the library's finances.

Mr. Cockfield address Mr. Mays' concerns by saying that due to the fluid nature of the pandemic, Administration is making adjustments almost daily to staffing and services.

Mr. Rashid also added that he receives calls from the Director about changes in staffing and services as it relates to the pandemic.

Dr. Harris motioned for the approval of the Fiscal Officer's report.

Mr. Mays seconds the motion.

Discussion: None

Dr. Harris moved and Mr. Mays seconds approving the Fiscal Officer's report.

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

Yes – 6; Absent - 1

Motion passes.

The Fiscal
Officer's
Report is
approved.

X. THE REESTABLISHING OF COMMITTEES

Mr. Rashid asked the board if they were comfortable continuing in their current committees for another year since everything seemed to have work so well?

(Everyone agreed)

XI. NEW BUSINESS

Mr. Mays stated that he is in the process of writing the resolution that was previously requested of him by the board.

XII. OLD BUSINESS

(None)

XIII. AUDIENCE PARTICPATION

Dr. Blochowiak asked whether the library has either an integrated pest management resolution or an asthma friendly / fragrance-free policy? She stated that she could email examples in an effort to decrease the incidence of asthma in East Cleveland.

Mr. Latimer stated that he will share Dr. Blochowiak's examples with the board when he receives them from her.

XIV. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Shaheed seconds the motion.

Discussion: None

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


Yes – 6

Motion passes.

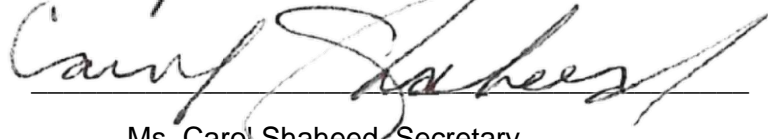
[Meeting is adjourned at 3:40 PM]

Dr. Harris
moved and
Ms. Shaheed
seconds
adjournment.

Meeting is
adjourned.



Mr. Lakee Rashid, President



Ms. Carol Shaheed, Secretary