

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, December 17, 2022  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Flewellen Room 2:00 PM

Mr. Silvera called the meeting to order at 2:19 PM.

MP3  
RBOT20221217

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

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

A quorum exists. Present – 5; 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**

Mr. Mays motions to remove the swearing in ceremony from the agenda.

Ms. Shaheed seconds the motion.

Discussion: None

Mr. Mays moved, and Ms. Shaheed seconds removing swearing in from the agenda.

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

Yes – 5

Motion passes.

Swearing in is removed from agenda.

Mr. Mays motions to accept the amended agenda.

Ms. Shaheed seconds the motion.

Discussion: None

Mr. Mays moved, and Ms. Shaheed seconds approving the amended agenda.

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

Yes – 5

Motion passes.

The amended agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM OCTOBER 15, 2022.**

Ms. Shaheed makes a motion for the approval of the October 15, 2022 Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

(Dr. Harris joins the meeting at 2:23 PM)

Discussion: None

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

Yes – 6

Motion passes.

Ms. Shaheed moved, and Mr. Mays seconds the approval of the 10-15-2022 minutes.

The 10-15-2022 minutes are approved.

**V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM NOVEMBER 19, 2022.**

Mr. Mays made a motion for the approval of the November 19, 2022 Regular Board Meeting Minutes.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Mays moved, and Ms. Shaheed seconds the approval of the 11-19-2022 minutes.

The 11-19-2022 minutes are approved.

## **VI. PRESIDENT'S REPORT**

Mr. Silvera started his report by thanking everyone that braved the cold weather to join today's meeting. He continued by announcing and welcoming the East Cleveland Public Library's newest trustee, Dr. Joy Jordan. Mr. Silvera stated that Dr. Jordan has served as a member of the East Cleveland School Board and also as a member of the East Cleveland City Council.

Mr. Silvera mentioned the previous Board President, Zakee Rashid, and how the library has experienced great strides under his leadership and that we are all appreciative of his service.

Mr. Silvera also thanked the Executive Director, Carlos Latimer and the staff of the library for their service and commitment to make the East Cleveland Public Library one of the best libraries in the United States.

Mr. Silvera goes on to mention that there are several challenges that await the library moving forward into the future. This includes digital currency that will reshape the economic landscape and the global monetary system. He concluded by stating that the library Administration and Board will meet on January 7<sup>th</sup> to plan how the library will meet the challenges of tomorrow and come out ahead.

Mr. Mays motions to amend the agenda to allow the Nominating Committee to meet.

Ms. Shaheed seconds the motion.

Discussion: None.

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

Yes – 6

Motion Passes

Mr. Mays moved and Ms. Shaheed seconds amending the agenda for the Nominating Committee to meet.

The agenda has been amended.

**VII. FISCAL OFFICER'S END OF YEAR PRESENTATION (R. COCKFIELD)**

Mr. Cockfield began his year end report by summarizing the year and projecting into 2023.

He continued by saying that addressing the following area is why the library is in good economic standing. Balanced budget, right sizing operations, controlling staffing costs, stabilizing facilities expenditures while meeting the community's needs allows for the library's finances to be predictable and manageable.

Mr. Cockfield also stated that the library's growing cash balance allows for flexibility to meet new challenges that lay ahead. This is done through seeking out new grants and opportunities in non-traditional areas like the library's new Copy / Print Center and possibly the digital display in front of the library.

Fiscal oversight, according to Mr. Cockfield, has produced clean audits for 2020 and 2021. He continued that every year the fund balance grows by about \$300,000. He also stated that the Public Library Fund provides about 62% of the library's revenue, 31% comes from property taxes, intergovernmental provides 4.1%, and various grants, interest make up the remaining 3%.

Mr. Cockfield went on to say that the library's expenditures include Public Services & Programming is 16% of the library's budget, collection development is 7%, information services is 15.3%, Facilities and maintenance is 20.7%, and general overhead and administration is 30.3%. He concluded his report by stating that the library will continue to be fiscally sound by finding new revenue streams like the Copy / Print Center and the digital display. The library will also continue to provide programming that meets the needs of the community and the library will continue to make facilities improvements and seek grants to support operations.

Mr. Mays inquired if revenue can be acquired from the digital display?

Mr. Cockfield responded that this is something that will be considered in the future.

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

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

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

The Fiscal Officer's Report is approved.

**VIII. DIRECTOR'S END OF YEAR PRESENTATION (C. LATIMER)**

Mr. Latimer started his report by thanking the Board of Trustees, the library staff, and former President Zakee Rashid for all of the success the library has had over the past year. Mr. Latimer then mentions the number of committee meeting that took place over the past year and thanked everyone involved.

He later stated that Board Community Day kicked off the receipt of the parcels of land behind the library. Mr. Latimer continued that the library received \$42,000 in grants for 2022.

Library programming was next on Mr. Latimer's list of items to report on for 2022. He stated that Youth Services provided 73 programs that served 3531 patrons. Those programs included the Summer Reading Club, arts & crafts, movies and virtual programming. He went on to say that ECPL is shifting the Teen department to also include technology like eSports, podcasts and more. He also stated that health and wellness was very popular with older patrons who participated in Adult Services programming. Adult patrons enjoyed movies, natural hair discussions, line dancing, and the chess program. Mr. Latimer moved on to technology programming where the community was treated to computer literacy classes, robotics and emerging technologies like drones in accordance with the library's strategic plan.

Mr. Latimer asked Mr. Cooper to go over some of the improvements that have been made to the library over the past year.

Mr. Cooper began by saying that both the interior and exterior of the library received painting, He also stated that new carpet was installed throughout the library. Included in the improvements, Mr. Cooper stated that the staff lounge and 3 staff restrooms were overhauled. Mr. Cooper continued by going over the repairs that were made to the roof and he reviewed the construction of the digital display. He ended by discussing the community garden that sits on the newly acquired property behind the library.

Mr. Latimer reviewed some of the year's events including Founder's Day, Toys 4 Tots, and the Halloween event that had over 400 children in attendance.

Partnerships became the next topic that Mr. Latimer address. He spoke about ECPL's representative from Ohio Means Jobs and how they have been successful in placing 50 people in employment with help from the city of East Cleveland. Other partnerships that were mentioned were Black Votes Matter, Loiters, Iota Phi Lambda, MYCOMM, First Baptist Church, Black History 101 Mobile Museum, and the Cleveland Foundation.

Mr. Latimer concluded his report by including the following statistics from ECPL for 2022:

- Walk-ins – 12,000
- Career Center visitors – 6000
- Outreach – 1500
- Circulation of materials – 15000
- New library cards – 386
- After school snacks – 2876

- Social media followers – 2800
- Circulation of hot spots – 733

Mr. Mays thanked staff and administration and pointed out what has been achieved by everyone when we work together.

Mr. Latimer also thanked Ms. Flood for compiling everything to provide the visuals that were presented.

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

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

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

The Director's report is approved.

**IX. NEW BUSINESS**

Mr. Silvera asked Dr. McDonald to introduce the first resolution.

**1. Resolution No. 12-01-2022: To Close Putnam and Flewellen Funds.**



Dr. McDonald introduced Resolution 12-01-2022:

**Resolution No. 12-01-2022: Close Putnam Fund and Flewellen Fund**

*Sponsored by G. Silvera, Co-sponsored by C. McDonald*

*Members of the East Cleveland Public Library's Board of Trustees met discussed and reviewed the following items in an open meeting on December 17, 2022:*

**WHEREAS**, On March 10, 2010 the East Cleveland Public Library Finance Committee put forth the "Resolution to Close Fund Accounts" to the Board of Library Trustees, and;

**WHEREAS**, Included in that resolution the Permanent Fund and the Flewellen Fund were identified to be closed.

**BE IT RESOLVED**; That due to inactivity and in keeping with the directive of the past board, the Board of Library Trustees authorize the Fiscal Officer close the Flewellen Fund and transfer the fund cash balance of \$4,673.70 to the General Fund, and;

**BE IT RESOLVED**; That due to inactivity and in keeping with the directive of the past board, the Board of Library Trustees authorize the Fiscal Officer to close the Permanent Fund and transfer the fund cash balance of \$3,792 to the General Fund.

Dr. McDonald makes a motion to approve Resolution 12-01-2022.

Ms. Shaheed seconds the motion.

Dr. McDonald moved, and Ms. Shaheed seconds resolution 12-01-2022.

Discussion:

Mr. Mays inquired as to why these funds need to be closed.

Mr. Cockfield replied that the funds were created for the library to accept donations and that has not taken place through either fund per the most recent audit. Donations to the library can still take place. In 2010 the Board agreed to close the Putnam fund, but it was never closed.

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

Yes – 6

Motion passes.

Resolution 12-01-2022 is adopted.
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**2. Resolution No. 12-02-2022: To Accept COLA Increase for 2023**

Ms. Shaheed introduces Resolution 12-02-2022:

**Resolution No. 12-02-2022: To Approve a Five Percent Cost of Living Increase for Staff and Administration Beginning with the First Payroll of 2023.**

*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 December 17, 2022:*

**WHEREAS**, The Fiscal Officer in conjunction with the Executive Director have made provisions for a 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. 12-02-2022 for the acceptance of a five percent (5%) cost of living increase for staff and administration beginning with the first payroll of 2023.

Ms. Shaheed makes a motion to accept resolution 12-02-2022

Mr. Mays seconds the motion.

Ms. Shaheed moved, and Mr. Mays seconds adopting resolution 12-02-2022.

Discussion: None

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

Yes – 6

Motion passes.

Resolution 12-02-2022 is adopted.

**3. Resolution No. 12-03-2022: Approval of Late Opening on 12/20/2023**

Mr. Mays introduces Resolution 12-03-2022.

**Resolution No. 12-03-2022: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 12/20/2022 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 17, 2022:*

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

**WHEREAS**, the East Cleveland City School District is a partner and a part of the foundation of East Cleveland's community; and

**WHEREAS**, the library supports the East Cleveland City School District in 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 12/20/2022 for a performance of the East Cleveland City School District's ECCAMP.

Mr. Mays motions for adoption of this resolution.

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 6

Resolution passes.

Mr. Mays moved, and Dr. Harris seconds the adoption of resolution 12-03-2022.

Resolution 12-03-2022 is adopted.

**4. Resolution No. 12-04-2022: To Establish Legal Level of Control**

Dr. McDonald introduces Resolution No. 12-04-2022.

**Resolution 12-04-2022: To Establish Legal Level of Control**

Sponsored by G. Silvera, Co-sponsored by C. McDonald

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 17, 2022:

**WHEREAS**, The legal level of control is the level (e.g. fund, program or function, department, object level) at which spending in excess of budgeted amounts would be a violation of law. This is established by the level at which the legislative body appropriates; and

**NOW, THEREFORE**, The East Cleveland Public Library Board of Trustees approves that the “Legal Level of Control” for the East Cleveland Public Library is the fund level for all funds and appropriations for all funds will be established as such and hereby authorizes to the Fiscal Officer to establish appropriations at the fund level for CY 2022 and beyond.

Dr. McDonald makes a motion to accept Resolution 12-04-2022.

Dr. Harris seconds the motion.

Dr. McDonald moved, and Dr. Harris seconds adopting resolution 12-04-2022.

Discussion: None

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

Yes – 6

Motion passes.

Resolution  
12-04-2022 is  
adopted.

**5. Resolution No. 12-05-2022: To Establish Temporary Appropriations for 2023**

Dr. McDonald introduces Resolution No. 12-05-2022.

**Resolution 12-05-2022: To Establish Temporary Appropriations for 2023**

Sponsored by G. Silvera, Co-sponsored by C. McDonald

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 17, 2022:

**WHEREAS**, The East Cleveland Library Board of Trustees is required to pass either a Temporary or Permanent Appropriations Budget for 2023; and

**WHEREAS**, The Administration is presenting the Board with Temporary Appropriations to cover spending through March 31<sup>st</sup>, 2023

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

General Fund            \$2,782,160.26

Dr. McDonald makes a motion to accept Resolution 12-05-2022

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

Dr. McDonald moved, and Dr. Harris seconds resolution 12-05-2022.

Resolution 12-05-2022 is adopted.

**6. Resolution No. 12-06-2022: To Update Project Development Officer Job Description.**

Ms. Sharpley introduced Resolution No. 12-06-2022.

**Resolution No. 12-06-2022: To Update the Project Development Officer (Temporary) Job Description.**

Sponsored by C. Shaheed, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on 12/17/2022:

**WHEREAS**, the East Cleveland Public Library has previously agreed to accept the job description of the Project Development Officer (Temporary); and,

**WHEREAS**, the needs of the library have changed, the job description of the Project Development Officer needs to be adjusted to reflect this change; and

**NOW BE IT RESOLVED**, the East Cleveland Public Library Board of Trustees, hereby accepts the attached updated job description for Project Development Officer (temporary) to fulfill the requirements of the East Cleveland Public Library Foundation.

Ms. Sharpley makes a motion to accept Resolution 12-06-2022.

Ms. Shaheed seconds the motion.

Discussion:

Dr. Harris asked for more information about this resolution.

Mr. Latimer replied that it is necessary to separate this position from the Library Foundation until there is legal clarity and make sure there is no conflict of interest.

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

Yes – 6

Motion passes.

Mr. Mays makes a motion to suspend the meeting for 15 minutes to allow for the Nominating committee to meet.

Ms. Sharpley seconds the motion.

Discussion: None

Ms. Sharpley moved, and Ms. Shaheed seconds resolution 12-06-2022.

Resolution 12-06-2022 is adopted.

Mr. Mays moved, and Dr. Harris seconds suspending the meeting for 15 minutes.



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

Yes – 6

Motion passes.

Meeting is suspended for 15 minutes.

(Meeting is suspended at 3:40PM)

Ms. Sharpley makes a motion to bring the meeting back into session.

Ms. Shaheed seconds the motion.

Ms. Sharpley moved, and Ms. Shaheed seconds resuming the meeting.

Discussion: None

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

Yes – 6

Motion passes.

Meeting is back in session.

(The Regular Board of Trustee Meeting is resumed at 3:54PM)

## 7. Nomination Committee Report

Mr. Mays started his report by reading off the results from the nomination forms that were submitted by each board member.

- Board President
  - o Mr. Silvera received 3 votes
  - o Ms. Shaheed received 3 votes
- Vice President
  - o Ms. Shaheed received 3 votes
  - o Mr. Mays received 3 votes
- Secretary
  - o Dr. McDonald received 2 votes
  - o Ms. Sharpley received 1 vote
  - o Dr. Harris received 3 votes
- Fiscal Officer
  - o Mr. Cockfield received 5 votes

Ms. Sharpley makes a motion to accept the Nominating Committee's report.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

Ms. Sharpley moved, and Ms. Shaheed seconds accepting the Nominating Committee's report.

Nominating Committee's report is adopted.

**X. OLD BUSINESS**

Mr. Latimer passed out literature for the leadership retreat on January 7<sup>th</sup>, Saturday from 12:00PM through 4:00PM where the Board and administration discuss the future plans of the library.

**XI. AUDIENCE PARTICPATION**

None.

**XII. EXECUTIVE SESSION: TO DISCUSS LEGAL MATTERS**

Dr. Harris motions to go into executive session to discuss legal matters.

Ms. Sharpley seconds the motion.

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

Discussion: None

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

Yes – 6

Motion passes.

The meeting goes into executive session.

(The meeting goes into executive session at 3:59 PM)

Dr. Harris motions to come out of executive session.

Dr. McDonald seconds the motion.

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

Discussion: None

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

Yes – 6

Motion passes.

The meeting comes out of executive session.

(The regular meeting resumes at 4:37 PM)

**XIII. ADJOURNMENT**

Mr. Mays motions for adjournment.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 6

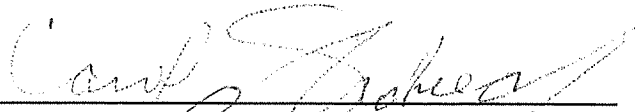
Motion passes.

**[Meeting is adjourned at 4:39 PM]**

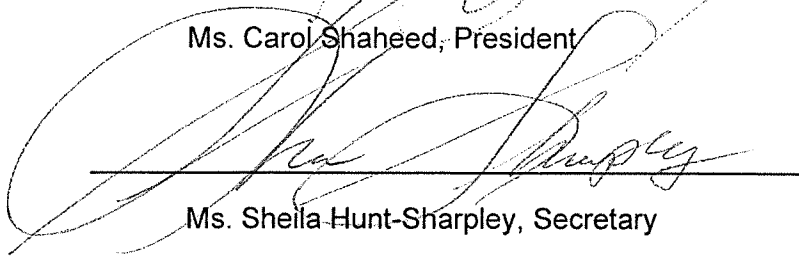
Mr. Mays  
moves and  
Ms. Shaheed  
seconds for  
adjournment.

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 01/21/2023.