

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, February 19, 2022  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Lower Auditorium 2:00pm

MP3  
RBOT20220219

Mr. Rashid called the meeting to order at 2:01 PM.

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

Present: Mr. Rashid, Mr. Silvera, Ms. Shaheed, Ms. Sharpley, Mr. Silvera, Ms. McDonald

A quorum exists. Present – 5; Absent - 2

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

Audience: Rick Cooper, Major Harrison, Dr. Jacklyn Chisholm

**II.**      **LIFT EVERY VOICE AND SING**

**(Everyone is invited to sing.)**

**III.**      **APPROVAL OF THE AGENDA**

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

Ms. Sharpley seconds the motion.

Discussion: None

Mr. Silvera moved, and Ms. Sharpley seconds the approval of the agenda.

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

Yes – 5

Motion passes.

The agenda is approved.

**IV. DEBRA ANN LANE UPDATE**

Dr. Jacklyn Chisholm, President of the Council for Economic Opportunities in Greater Cleveland (CEOGC), addressed the board on the deteriorating state of Debra Ann Lane and how it is a mutual problem for her organization as well as the East Cleveland Public Library. Due to the growing potholes in Debra Ann Lane, there have been rising concerns that forced Dr. Chisholm to reach out to East Cleveland City Hall. She continued, by saying after speaking with council person Cheryl Stevens, Mayor King has committed to filling the potholes.

Dr. Chisholm informed the board as to what CEOGC does and she also reached out to ECPL to talk about a partnership around programming to serve the community.

**V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JANUARY 15, 2022.**

Ms. Sharpley makes a motion for the approval of the January 15th, 2022 Regular Board Meeting Minutes

Ms. Shaheed seconds the motion.

Discussion: None

Ms. Sharpley moved, and Ms. Shaheed seconds the approval of the 01-15-2022 minutes.

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

Yes – 5

Motion passes.

The  
01-15-2022  
minutes are  
approved.

**VI. COMMUNICATIONS.**

(None)

**VII. PRESIDENT’S REPORT**

Mr. Rashid started his report by saying that this is an exciting time to be actively engaged with the East Cleveland Public Library. And I'm also happy to report that we're making progress on our ongoing projects. Although I know we would all like to see more visible activity with the new sign and the copy center, but I assure you that our director is focused on getting both products fully operational as quickly as possible. We met with a consulting firm for the process of gathering additional information on creating the East Cleveland Public Library Charitable Foundation. We are advancing in the formulation of the foundation. And if you would like to become more a part of this process, please let me know. The major focus of the foundation is to provide support to the library for further advancements of our services to the community. The current goal is to create a fund to help construct the newly proposed expanded parking area on the land located in the rear our building. This expansion and new construction will include direct entry into the library from the new area. As we all know, the library itself has very limited parking spaces for our events and programs. Our patrons are forced to park next door, at the church, down the street or across the street when all the curbside parking has been taken. Most of the current parking in the rear is used by the staff. This expansion will be designed to provide additional space needed by our library. ...We've

made significant progress on a resolution that will be presented to the city of East Cleveland for the acquisition of the land located on Debra Ann Lane behind our building. I think this is good news and I'm looking forward to the update from that committee by those engaged in that process today. The Director shared with me that our concert series is back on schedule. And we have the group Forecast appearing in our performing arts center and in March. Seats will be going fast. So please make sure you take care of your seating requests with staff as soon as possible. We are still observing safe spacing restrictions. This has been a very busy month at the library and very productive over the next 30 days. I think it's going to be fun to watch as things unfold. I think the copy center should be open and generating business. I anticipate we should have a grand opening event to celebrate the opening. We should all be witnessing the act of constructing around our new marquee and have a solid day for its activation. We have presented our resolution to the city of East Cleveland to acquire the land needed for our planned expansion. I also think it's going to be important for all of us that can make it to attend any meetings that our request is on the city's agenda. We have lots of work to be completed and a great team to get it done. This year is unfolding as a great time of progress for the East Cleveland Public Library. And I want to personally and sincerely thank everyone that's involved for the part that they play to make it happen. If anyone has any questions or comments I welcome your novel that concludes my report.

#### **VIII. DIRECTOR'S REPORT (C. LATIMER)**

Mr. Latimer began his report by saying, We will have a more detailed print center update from Mr. Cockfield in his report. We also are building back in person programming. One of the biggest draws is our concert series, we actually received an extension from the Cleveland Foundation, where our reporting deadline won't be until November 30th of 2022. The schedule of concerts that are planned are Forecast on Sunday, March 20th at four o'clock. We should have the publicity late this week, early next week. We also have a concert scheduled for April 24th, Akron's Real Deal. May 22, will be a gospel concert, and June 19th we'll celebrate Father's Day and Juneteenth too. So that'll be a nice concert, we're still working on it. On the table in front of you are the Black History Activity kits are moving very well, a lot of teachers requested classroom sets. So this is kind of a new model, so if children don't come in the library, we find them into schools and they get activity kits. So

these are very, very popular and our teachers have been calling so we have to order another set. So our team we're looking to do these types of themed activities around Mother's Day, Father's Day really any other holidays in the fall. So this is part of a free outreach relationship with the school district. We all know when we were kids, we loved getting things. So we are in the process of submitting our state library report. Ms. Flood has all the information from Ms. Green and that data is being entered, and Mr. Cockfield is also working on the financial reporting or to the state. We will meet that deadline. The East Cleveland Public Library received from the federal government a thank you for submitting our annual invitation for our facility, everything is in order and our facility is compliant for another year in regards to passports. We also completed our FCC form for OPLIN to see if the library is eligible for assistance from the State Library Administrative Agency under the Library Services Technology Act, so that information was submitted. Also the Governor signed a bill allowing for the board and committees can go for virtual up until June 2022. So, I will recommend that our in person meetings remain. However, if the committee chairs want to go virtual we do have that flexibility.

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. Silvera (yes), Ms. Shaheed (yes), Ms. Sharpley (yes), Ms. McDonald (yes)

Yes – 5

Motion passes.

(Mr. Mays arrives at 2:20 PM)

Mr. Silvera 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 from his prepared report:

January's reconciled total cash/fund balances are \$1,496,021.46. Reconciled General Fund balances, which we pay most attention to, are \$1,392,380.98.

First month expenditures represented 7.19% of our temporary budget as compared to 8.3% which represents a one-month percentage. Next month I'll be presenting our Permanent Appropriations for Board approval. Permanent appropriations are due to be submitted by March 31st. Our department heads are currently working on their respective budgets.

Our 2021 state report has been electronically submitted to the Auditor of State. I expect that within the next month we'll be notified of our audit. Due to Covid restrictions, I expect that most of the audit will be conducted by sending requested reports or files by email.

The five-year forecast I promised to present this month has been postponed a month. I needed completed 2021 data to combine with 2019 and 2020 to use those three years as a basis for projections. The forecast will be completed and presented next month.

A resolution is being presented to offer a means for the Library to set aside money to be used for a "rainy day" or some capital project. The Library currently has two Star Ohio accounts. The main account is the one that receives our PLF and Property Tax deposits. I then transfer money from this Star Account to our Operating account at US Bank to cover checks that are written. The second Star Ohio account is dormant and simply accumulates interest. The resolution authorizes me to transfer \$10,000 from one Star account to the other every month starting this month. By year-end the account balance in the second Star account will have increased by \$110,000. This suggested procedure provides more flexibility, since if we were to transfer monies to our Building Fund, we would not be able to transfer them back to our General Fund in the event of emergency.

To update everyone on the progress of the Copy/Print Center:

- Mr. Gooch and Ms. Dial return to work from vacation
- Staff training from Meritech for the print center will take place the first week in March
- TV bracket waiting to come in for digital display

- Collection and money handling procedures will be developed after meeting with US Bank next week. They will supply information on a POS system. This will be the fastest and most cost-effective way to go until we can determine volumes and scope of services.
- Ceiling tiles and baseboards should be done by the end of next week

This completes my report.

Mr. Rashid inquires about the Copy/Print Center being cashless.

Mr. Cockfield replies that cashless is encouraged, but some cash will still be necessary.

Mr. Silvera motioned for the approval of the Fiscal Officer's report.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Silvera moved and Ms. Shaheed seconds approving the Fiscal Officer's report.

The Fiscal Officer's Report is approved.

**X. COMMITTEE UPDATES**

**A. Finance Committee Update (Chairperson)**

Mr. Silvera stated that there was an informal conversation held on February 9<sup>th</sup> due to all of the committee members not being able to attend. He also mentioned that there was discussion about the new ADP services that are being added.

1. **Resolution No. 02-01-2022: To Transfer Funds Between Star Ohio Accounts.**

Mr. Silvera presented the following resolution:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on February 19, 2022:

**Resolution No. 02-01-2022: To Transfer Funds Between Star Ohio Accounts.**

Sponsored by Z. Rashid

**WHEREAS**, the East Cleveland Public Library requires to establish a procedure to set aside monies for future building projects, and

**WHEREAS**, the Library currently has two Star accounts, one of which is dormant and simply accrues interest:

**BE IT RESOLVED**, The Board of Trustees of the East Cleveland Public Library authorizes the Fiscal Officer to transfer \$10,000 each month from Star Ohio Acct#38967 to Star Ohio Acct#38976 to establish a pool of money for future use.

Discussion:

Mr. Mays inquires as to why this is necessary?

Mr. Silvera moved, and Mr. Mays seconds the adoption of amended Resolution 02-01-2022.



Mr. Cockfield replied that it is similar to having both a checking account and a savings account.

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

Yes – 6

Motion passes.

Amended  
Resolution  
02-01-2022  
is adopted.

**2. Resolution No. 02-02-2022: To Accept the Records Retention Policy.**

Mr. Silvera presented the following resolution:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on February 19, 2022:

**Resolution No. 02-02-2022: To Accept the Records Retention Policy.**

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

**WHEREAS**, the East Cleveland Public Library understands that a records information management and retention policy is essential to the proper maintenance, storage, and destruction of all records used, created, received, maintained or held by the Library; and

**WHEREAS**, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, reduce chances for reckless

disposal, and ensure compliance with the state of Ohio's retention expectations; and

**NOW BE IT RESOLVED**, the East Cleveland Public Library Board of Trustees, agree to comply with the recommendations from the Auditor of State's Office and the Ohio Historical Society by adopting the attached Records Retention Policy.

Discussion:

Mr. Latimer stated that this is standard practices for a public library in Ohio.

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

Yes – 6

Motion passes.

(Dr. Harris arrives at 2:30 PM)

**3. Resolution No. 02-03-2022: To Accept the Public Records Request Policy.**

Mr. Silvera presented the following resolution:

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on February 19, 2022:

Mr. Silvera moved, and Ms. Sharpley seconds the adoption of Resolution 02-02-2022.

Resolution 02-02-2022 is adopted.

**Resolution No. 02-03-2022: To Accept the Public Records Request Policy.**

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

**WHEREAS**, the East Cleveland Public Library understands that openness and transparency leads to better operations and relations with the public ; and

**WHEREAS**, public records being kept by this office at the time of a public records request is made, is subject to applicable exemptions from disclosure under Ohio or Federal law; and

**NOW BE IT RESOLVED**, the East Cleveland Public Library Board of Trustees, agree to comply with the recommendations of the Ohio Attorney General and the Ohio Public Records act by adopting the attached Records Request Policy.

Discussion:

Mr. Latimer and Mr. Cockfield both give an overview of how a public records request will be processed.

Ms. McDonald interjects the importance of redactions while fulfilling these requests.

Mr. Rashid also stated that legal guidance is available from the library's attorney if needed.

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

Yes – 7

Motion passes

Mr. Silvera moved, and Mr. Mays seconds the adoption of Resolution 02-03-2022.

Resolution 02-03-2022 is adopted.

## **B. Personnel Committee Update (Chairperson)**

Ms. Shaheed gave an overview of the Personnel Committee's Zoom meeting that was held on February 9<sup>th</sup>. She stated that Ms. Whitlow will now be working in the print/copy center along with the new hire, Mr. Gooch (Tech Specialist). Ms. Dial will be overseeing the print/copy center.

Ms. Shaheed continued by stating that Ms. Thomas will begin working in March to introduce ECPL's teens to new technology.

Ms. Shaheed also went on to say that there was one resignation and there will be three new hires soon.

Ms. Shaheed concluded her report by informing the board that the East Cleveland Public Library is at full service, and although the COVID-19 cases are declining, they are still too high to forgo social distancing and wearing masks at this time.

Mr. Latimer goes over the new ADP services that will be provided to ECPL and its employees.

## **C. Buildings and Grounds Committee Update (Chairperson)**

Mr. Mays gave an overview of the items that were discussed at the February 10<sup>th</sup>, Buildings and Grounds Committee meeting. Those items included the security cameras, the print/copy center, usage of the meeting rooms and many others.

Mr. Mays asked Mr. Harrison to inform the board of any updates with the digital sign.

Mr. Harrison provided the board with a packet that included a sign permit from the city of East Cleveland, the receipt and approval from the Architectural Review Board.

Ms. McDonald inquired about a \$6,000 change order.

Mr. Harrison replied that the Building Commissioner suggested in a verbal conversation that the depth and width be increased due to the weight of the sign.

**4. Resolution No. 02-04-2022: To Approve the Change Order for the Digital Sign.**

After much discussion, Mr. Mays reads the following resolution into the record:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on February 19, 2022:

**Resolution No. 20-04-2022: To Accept the Change Order for Digital Sign.**

Sponsored by O. Mays and Z. Rashid

**WHEREAS**, ECPL’s consultant informed us that the Building Commissioner stated that the depth and width of the footer must increase to support the weight of the digital sign, and

**WHEREAS**, the increase in the depth and width of the footer will increase the price by roughly \$6,000 this will bring the total cost to a little over \$89,000:

**BE IT RESOLVED**, the Board of Trustees of the East Cleveland Public Library resolves to approve Resolution NO. 02-04-2022.

Discussion: None

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

Yes – 1; No - 6

Motion fails.

Mr. Mays moved, and Dr. Harris seconds the adoption of Resolution 02-04-2022.

Resolution 02-04-2022 is not adopted.

**5. Resolution No. 02-05-2022: To Approve Going Out for Bids for Security Cameras.**

Mr. Mays present the following resolution:

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on February 19, 2022:

**Resolution No. 02-05-2022: To Approve Going out for Bids for Security Cameras**

Sponsored by O. Mays, Co-sponsored by Z. Rashid

**WHEREAS**, The East Cleveland Public Library is electing to improve its facilities, and;

**WHEREAS**, The Board will seek sealed bids for the removal, placement, and installation of a security camera system, and;

**NOW, THEREFORE BE IT RESOLVED**, that the East Cleveland Public Library Board of Trustees approve that the Fiscal Officer prepare, advertise, publicly open, read and tabulate the public bids immediately after the time for their filing has expired. Also:

**BE IT RESOLVED**, that the bid opening will take place in the Lower Auditorium of the East Cleveland Public Library and that the tabulated bids and a report of the tabulation be presented to the Board at its next meeting following the bid opening.

Discussion:

Mr. Latimer and Mr. Cockfield inform the board that there may be an option to go through the State Procurement Program where government organizations (like ECPL) can use state vetted vendors and bypass the bidding process.

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

Mr. Mays moved, and Dr. Harris seconds the adoption of Resolution 02-05-2022.

Yes – 7

Motion passes.

Resolution  
02-05-2022 is  
not adopted.

**D. Library Services Committee Update (Chairperson)**

Dr. Harris began by saying that there was discussion on the East Cleveland Public Library becoming a fine free library like many other local libraries.

Ms. Sharpley also informed the board on upcoming programs including a bookbag give-away and guest speaker series.

**E. Strategic Planning Committee Update (Chairperson)**

(There was no meeting)

**F. Ad Hoc Committee Update (Chairperson)**

Mr. Silvera stated that both he and Mr. Mays had both drafted documents that should allow the City of East Cleveland to transfer property to the library.

Ms. McDonald suggested that the library's documentation be more specific.

It is agreed that Mr. Mays and Mr. Silvera will meet to fine tune the ordinances that will be submitted to East Cleveland City Council.

**XI. NEW BUSINESS**

(None)

**XII. OLD BUSINESS**

(None)

**XIII. AUDIENCE PARTICPATION**

(None)

**XIV. ADJOURNMENT**

Dr. Harris motions for adjournment.

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 7

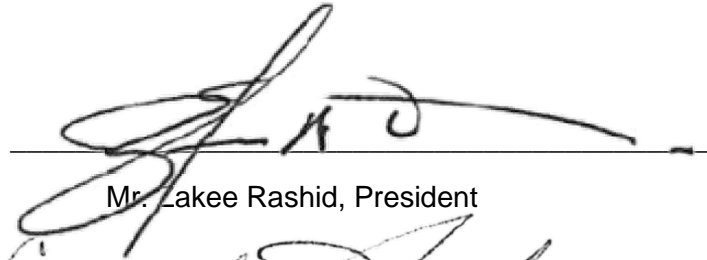
Motion passes.

**[Meeting is adjourned at 4:49 PM]**

Dr. Harris moved and Mr. Mays seconds adjournment.

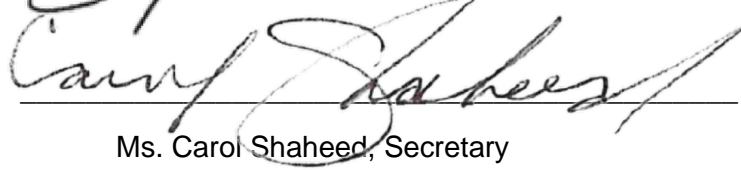
Meeting is adjourned.





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Mr. Lakee Rashid, President



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Ms. Carol Shaheed, Secretary