

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, April 16, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00pm

Mr. Rashid called the meeting to order at 2:03 PM.

MP3
RBOT20220416

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

Present: Mr. Rashid, Mr. Silvera, Ms. Shaheed, Mr. Mays, Ms. Sharpley, 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)

II. **LIFT EVERY VOICE AND SING**

(Everyone is invited to sing.)

III. **APPROVAL OF THE AGENDA**

Mr. Mays motions to move the executive session to the end of the agenda.

Dr. Harris seconds the motion.

Discussion: None

Mr. Mays moved, and Dr. Harris seconds the amending of the agenda.

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

Yes – 7

Motion passes.

The amended agenda is approved.

IV. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES FROM MARCH 05, 2022.

Mr. Mays makes a motion for the approval of the March 05, 2022, Special Board Meeting Minutes.

Mr. Silvera seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Mays moved, and Mr. Silvera seconds the approval of the 03-05-2022 minutes.

The 03-05-2022 minutes are approved.

I. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM MARCH 19, 2022.

Mr. Silvera makes a motion for the approval of the March 19, 2022, Regular Board Meeting Minutes.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

Mr. Silvera moved, and Ms. Shaheed seconds the approval of the 03-19-2022 minutes.

The 03-19-2022 minutes are approved.

VI. COMMUNICATIONS.

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

VII. PRESIDENT'S REPORT

Mr. Rashid stated that the items he wants to discuss will be discussed during the executive session.

VIII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began his report by stating that he sent out a committee update for each committee chairs that they can report out in your sections on the agenda. Also, as we are

three moments into statistics for the year. Library usage has increased. Our Wi Fi usage has almost doubled from January to March to date. You will see in these handouts the number of visitors is up as well. All of our hot spots are in circulation we had 17 New checkouts for the month of March. Virtual programming is down because we are more focused on in person programming. We had 17 in person programs for the month of March. Our in-person programming has increased, other than big programs that we do, so we had 158. The snack program is increasing, computer sessions have doubled, website views have almost doubled as well as Facebook followers, Twitter followers, Instagram, LinkedIn, our entire social media has increased except for our YouTube subscribers. We've had several staff training, information requests have increased. ...Patrons have been coming in for faxing, and scanning. There has been an increase in library card sign ups, and notary. We did have one passport for the month, we did have two last month in February. Look at the meeting rooms. We have we had 1 when we came back open on February 11th. We now have 71 in the month of March, and that continues throughout April as well. One on one computer sessions have doubled. Outreach, and new printed materials. In January we passed out 378 COVID test kits. Obviously, because COVID-19 had decreased in the months of February, and March. Last month in March we gave up 20. So that's just a snapshot of statistics of what the activity in the library looks like. Things are getting back to normal in regard to use. Our upcoming concerts you'll see it in your packet, Sunday, April 24th Akron's Real Deal. Also, in May, we'll have The Voices of Gospel featuring Dr. David Thompson. These events are going to be well attended, we believe. Also, here are some of our many programs that I passed out to you as well. That concludes the Director's report.

Mr. Rashid inquired if the handouts that the Trustees received were from the copy / print center?

Mr. Latimer replied that all but the hot cards were created inhouse

Mr. Rashid also inquired if business is picking up in the copy / print center?

Mr. Latimer answered by saying that it is slowly increasing and promotions for it will be deployed soon, and it is expected that activity will quickly pick up.

Mr. Mays inquired as to if the hot spots are being returned?

Mr. Latimer said that with over 100 in circulation, most of the patrons are returning the hot spots, but in some cases the library will makes calls or will send a notice to return the hotspot.

Mr. Rashid asked if the hot spots are included in the library's fine free policy, and he also wanted to know when the grant relating the hot spots runs out?

Mr. Latimer stated that the hot spots are included in the fine free policy and the details are being worked out with CLEVNET. He also went on to say that he can't recall when the grant runs out, but the library has applied for more funding.

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

Mr. Mays seconds the motion.

Discussion: None

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

Yes – 7

Motion passes.

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

The Director's report is approved.

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

Mr. Cockfield read from his report prepared April 2022:

March's reconciled total cash/fund balances are \$1,773,596.47. Reconciled General Fund balances, which we pay most attention to, are \$1,669,955.99.

Through the first quarter we've spent 21% of our General Fund budget as against a 25% benchmark. On the revenue side we've received 58% of budgeted Property Tax revenue and 27% of PLF revenue. Property tax revenue which is received in lump sum settlements in the first and second half of the year will typically be showing ahead of budget at this time. PLF revenue, which is received every month, is showing very slightly ahead of budget which indicates that state PLF collections are running higher than anticipated. Cash balances are historically high through the first eight months of the year due to tax settlements and PLF receipts being received.

Our Tax Budget for 2023 has been received by the School Board and will be placed on their May agenda for approval.

Before the Board is a resolution to approve a service agreement with Smith & Oby. Mr. Cooper reviewed competitive proposals from Gardiner and Smith & Oby and has selected

the latter. The proposal is for three years with six (6) semi annual payments of \$6,445.00 beginning May 1st. We budgeted for the service agreement.

In regard to our interest in acquiring the parcels behind the Library, I've received a public records request from the City requesting our charter. The library was established by resolution by the School Board as a school district library. I've requested the assistance of the district treasurer to locate that resolution. I also reached out to the State Library for assistance and received information regarding the formation of the library circa 1903. I've made copies of that information for your review. Once I hear from the district treasurer about locating any documentation I'll prepare a formal response to the City's request.

This completes my report.

Mr. Cockfield added that the public records request came from the Law Director at the request of the mayor.

Ms. McDonald suggested that it is within a public institution's rights to ask the requestor to be as specific as possible as to what information they are requesting.

Dr. Harris inquired about what is included in the maintenance agreement.

Mr. Cockfield replied that the agreement covers all moving parts.

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

Dr. Harris seconds the motion.

Discussion: None

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

Yes – 7

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

Motion passes.

The Fiscal
Officer's
Report is
approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera stated that the Finance Committee did not meet this month.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed stated that the Personnel Committee did not meet this month, but the Director has already summarized what this committee would have reported.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays informed the board that the library's administrative offices were renovated.

Mr. Latimer stated that Wilson Electronics will begin the removal of the current library sign by the end of April or the beginning of May.

Mr. Mays introduces resolution 04-01-2022 by reading it into the record.

Resolution No. 04-01-2022: To Accept Maintenance Agreement from Smith & Oby

Members of the East Cleveland Public Library's Board of Trustees have, met
discussed and reviewed the following items in an open meeting on
April 16, 2022:

Resolution No. 04-01-2022: To Accept Maintenance Agreement from Smith & Oby

Sponsored by O. Mays and Z. Rashid

WHEREAS, The East Cleveland Public Library seeks to manage its HVAC equipment through routine service, and;

WHEREAS, Smith & Oby has presented a least cost proposal to service our HVAC equipment:

BE IT RESOLVED, The Board of Trustees of the East Cleveland Public Library resolves to accept the three (3) year Preventive Maintenance Agreement Plan by Smith & OBY at an annual cost of \$12,890.00 per year payable in equal semi-annual installments of \$6,445.00 starting May 1, 2022.

Mr. Mays motions for adoption of this resolution.

Dr. Harris seconds the motion.

Mr. Rashid asked if the Facilities Manager was consulted in the decision process.

Mr. Cockfield stated that Mr. Cooper recommended Smith & Oby.

There was concern and discussion relating to the vague wording in the contract about response time.

Mr. Mays also expressed concern over the high price.

Mr. Cockfield stated that Smith & Oby's competitor (Gardiner) charged more for the same services. Mr. Cockfield also stated that it is his understanding, after talking with Mr. Cooper, that this service agreement is less expensive than a maintenance agreement and it mostly covers routine service to keep things running smoothly.

Due to the lack of clarity, many of the board members were uncomfortable with agreeing to this service contract at this time.

Mr. Latimer stated that the library has spent hundreds of thousands of dollars because there was no service agreement in place and that he will make sure the board has more information relating to this service agreement at a later time.

Mr. Mays motions to withdraw his sponsorship of this resolution with the expectation that the service agreement will be revisited at a later time.

Dr. Harris seconds the motion.

Discussion: None

Mr. Mays moved, and Dr. Harris second the adoption of resolution 04-01-2022.

Mr. Mays moved, and Dr. Harris seconds the removal of his sponsorship of Resolution 04-01-2022.

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

Yes – 7

Motion passes.

Resolution
04-01-2022 is
withdrawn.

D. Library Services Committee Update (Chairperson)

Dr. Harris stated that the Library Services Committee did not meet this month, but she continued by mentioning upcoming events like the Mother’s Day Tea Party on May 5th.

Ms. Shaheed inquired about how the concerts are being promoted?

Mr. Latimer stated that promotions are done very strategically. He also stated that Mr. Reese distributes hot cards out to the community because he has maintained those relationships. Mr. Latimer continued by saying that he presents the hot cards at various events at the library and also sends out press releases to library partners and stakeholders. He later stated that there is a marketing team in place and a marketing coordinator is being considered for the future.

Ms. Sharpley inquired about the Natural History Museum passes.

Mr. Latimer replied by saying that East Cleveland Public Library card holders can present their cards at the library and receive a family pass to enjoy the Natural History Museum. He also said that this is a great partnership with the library that allows families (who previously were not able) to enjoy this great local resource.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated that Ms. Green will have an update in May or June.

F. Ad Hoc Committee Update (Chairperson)

Mr. Silvera stated that there were no updates at this time.

G. NEW BUSINESS

(None)

H. OLD BUSINESS

(None)

I. AUDIENCE PARTICPATION

Dr. Brooks inquired if the company doing the library's digital sign is based in East Cleveland?

Mr. Rashid responded by stating that there are no sign companies in East Cleveland that could do the type of sign that is needed. He also shared the process that was used for selecting a contractor for that project.

J. Executive Session to Discuss Ad-Hoc Committee Items.

Mr. Mays motions to move the meeting into executive session.

Mr. Silvera seconds the motion.

Discussion: None

Mr. Mays moved and Mr. Silvera seconds going into executive session.

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

Yes – 7

Motion passes.

[Meeting goes into executive session at 3:13 PM]

Meeting goes into executive session.

Mr. Mays motions to come out of executive session.

Dr. Harris seconds the motion.

Discussion: None

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

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

Yes – 7

Motion passes.

[Meeting comes out of executive session at 3:51 PM]

Meeting comes out of executive session.

VI. ADJOURNMENT

Dr. Harris motions for adjournment.

Ms. Shaheed seconds the motion.

Discussion: None

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

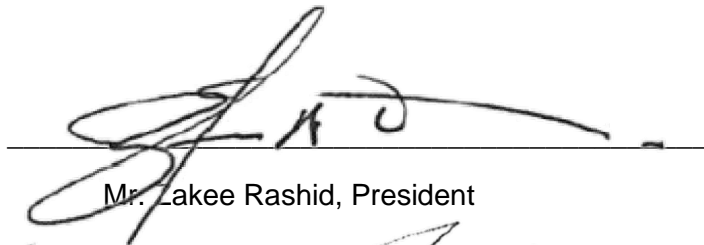
Yes – 7

Motion passes.

[Meeting is adjourned at 3:53 PM]

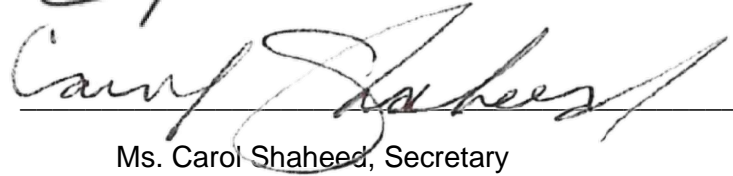
Dr. Harris
moved and
Ms. Shaheed
seconds
adjournment.

Meeting is
adjourned.



Handwritten signature of Mr. Lakee Rashid in black ink, written over a horizontal line.

Mr. Lakee Rashid, President



Handwritten signature of Ms. Carol Shaheed in black ink, written over a horizontal line.

Ms. Carol Shaheed, Secretary