

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, May 21, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00pm

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

MP3
RBOT20220521

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 4; Absent - 3

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

II. LIFT EVERY VOICE AND SING

(Everyone is invited to sing.)

III. APPROVAL OF THE AGENDA

Ms. Sharpley motions to for the approval of the agenda.

Ms. Shaheed seconds the motion.

Discussion: None

Ms. Sharpley moved, and Ms. Shaheed seconds the approval of the agenda.

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

Yes – 4

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM APRIL 16th, 2022.

Mr. Mays makes a motion for the approval of the April 16th, 2022, Regular Board Meeting Minutes.

Ms. Shaheed seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays moved, and Ms. Shaheed seconds the approval of the 04-16-2022 minutes.

The 04-16-2022 minutes are approved.

VI. COMMUNICATIONS.

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

VII. PRESIDENT'S REPORT

In Mr. Rashid's absence, Vice President Silvera stated that the East Cleveland City Council will meet to vote on the second read of the property behind the library on June 7th. Mr. Silvera also asked everyone to attend that meeting to show support for the library.

VIII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by saying for those of you who were not available to participate in the Mother's Day events here at the library, up on the screen are photos from the fashion show, and also from the Children's Department's Mother's Day Tea Party, which was well attended. Also, upcoming programs, tomorrow, Sunday, May 22nd at 4:00pm Voices of Gospel, it's going to be an outstanding production here in the Performing Arts Center. We also have flyers for the concert performance by the Dan Wilson Quartet this will be a celebration of Father's Day and also a Juneteenth Celebration. Also thank you to our Library Services Committee, the East Cleveland Public Library is now fine free. I have posters, because people like to take the photos on their phones and send them out on social media. I also have a big flyer to share out to the community this is the 2022 Summer Reading Club, which will happen June 6th through August 5th. Some of the other programming that will take place will be story time, virtual exploration, STEM experiments, guest speaking, you'll also see the Children's room transforming into an ocean, which is the theme of the Summer Reading Club, "An Ocean of Possibilities". So go look at some of the things they're doing over the next couple of weeks, they'll be completing some of the decorations. As I went into the room and I looked at some of the visuals, I felt like I was really in an ocean. So, kudos to the staff working on that. I also want to thank the Board of Trustees that attended the annual OLC board meetings. It was a great dinner. They talk about the importance of early literacy and the Summer Reading Club, the importance of reading to children, the importance of engaging the children during the summer with the Summer Reading Club and how important that is. This is how some of the state legislators see the role of the library. So, we do have a plan, we are moving forward. And hopefully we have a lot of participation this summer from the students. We do have a day camp that will be on site. For the month of June and July, the small children will be (I think pre-K to 3rd grade) hanging out in the children's department. The teenagers will be hanging out in the teen area, and we have programs scheduled. We're not planning any adult programs for the month of July because we know the kids are just going to take over library. This is where they're going to be in this camp, we're going to up our food program with the Food Bank, so we'll make sure we feed the kids as well. We're very excited about this camp identifying this library as their point of location. That concludes the Director's report.

Mr. Mays inquired how the camp came to be at the East Cleveland Public Library?

Mr. Latimer replied that the camp is a summer camp from East Cleveland who visited the library last year and enjoyed the experience, so we expanded the program for this year, and they will spend three days each week at the library throughout June and July.

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

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

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

The Director's report is approved.

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

Mr. Mays motions to omit the Fiscal Officer's report due to the Fiscal Officer's absence because of an emergency.

Ms. Shaheed, seconds the motion.

Mr. Mays moved and Ms. Shaheed seconds omitting the Fiscal Officer's report.

Discussion: None

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

Yes – 4

Motion passes.

The Fiscal
Officer's
Report is
omitted.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera stated that the Finance Committee did not meet this month. He went on to say that the Finance Committee does have a resolution to present to the board for approval.

Mr. Silvera introduces resolution 05-01-2022 by reading it into the record.

Resolution No. 05-01-2022: To Adjust Mileage and Per Diem Rates

Members of the East Cleveland Public Library's Board of Trustees have, met
discussed and reviewed the following items in an open meeting on
May 21, 2022:

Resolution No. 0-01-2022: To Adjust Mileage and Per Diem Rates

Sponsored by G. Silvera and C. McDonald

WHEREAS, The East Cleveland Public Library seeks to adjust its mileage reimbursement and per diem rates in accordance with the market changes and;

WHEREAS, these rates will be pegged to the GSA (General Services Administration) M&IE (Meals and Incidentals) per diem rates for the travel destination city and the allowable IRS mileage reimbursement rates:

BE IT RESOLVED, The Board of Trustees of the East Cleveland Public Library adopt these changes effective immediately for the balance of the year and going forward.

Mr. Silvera motions for adoption of this resolution.

Ms. Sharpley seconds the motion.

Mr. Silvera moved, and Ms. Sharpley second the adoption of resolution 05-01-2022.

Discussion:

Mr. Latimer stated that these changes are in accordance with the General Service Administration set by the federal government guidelines.

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

Yes – 4

Motion passes.

Resolution 05-01-2022 is adopted.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed stated that the Personnel Committee did not meet this month.

Mr. Latimer stated that there was one resignation and that a plan is in place to fill the hole in staffing.

Ms. Shaheed inquired about the possibility of ECPL getting a social worker.

Mr. Latimer replied that it will come down to budgeting.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee met on May 19th at 3:30pm.

Mr. Mays went on to say that the items discussed at the meeting included the lack of bidders to do the roof work and that the work would go back out for bids. He also stated that the marquee is still in the works and the electrician was recently onsite working. He continued by giving updates on the carpeting, painting, the Copy / Print Center, and the employee restroom updates.

Mr. Mays continued by saying that on June 7th, the East Cleveland City Council will be voting on the property behind the library.

Mr. Mays also went on to say that due to deterioration caused by the use of salt during the winter, the front steps of the library may need to be rebuilt.

Mr. Mays asked Mr. Latimer to elaborate on resolution 05-02-2022: To Accept the Preventative Maintenance Agreement Plan from Smith & Oby.

Mr. Latimer stated that the maintenance agreement was previously presented to the Board, but was tabled due to some uncertainty about the turnaround time. At the Buildings and Grounds Meeting Mr. Cooper stated that the turnaround time would be within 24 hours. That response got the approval of the Buildings and Grounds committee to move the resolution to bring before the full board. However, due to the agreement being presented to the library over 30 days ago, there could be a change in price. This has caused the Fiscal Officer to recommend tabling this resolution again until an up-to-date cost can be attached to this maintenance agreement.

Mr. Mays stressed the importance of the maintenance agreement to the organization and the need to get it done as soon as possible.

Mr. Mays made mention of the upcoming American Library Association conference in Washington DC from June 23rd thru June 28th.

Ms. Shaheed asked about the prerequisites related to vaccinations.

Mr. Turner stated that in order to get into the conference it is required to show proof of your COVID-19 vaccination shots or to show that you have recently received negative COVID-19 test results from a physician.

Ms. Sharpley expressed concern over altering the front steps of a historical building.

Mr. Mays introduces resolution 05-02-2022 by reading it into the record.

Resolution No. 05-02-2022: 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
May 21, 2022:

Resolution No. 05-02-2022: 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 to table this resolution.

Ms. Sharpley seconds the motion.

Discussion: None

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

Yes – 4

Motion passes.

Mr. Mays
moved, and
Ms. Sharpley
second the
tabling of
resolution
05-02-2022.

Resolution
05-02-2022 is
tabled.

D. Library Services Committee Update (Chairperson)

Ms. Sharpley stated that the Library Services committee did not meet this month.

E. Strategic Planning Committee Update (Chairperson)

Mr. Silvera stated there was no meeting this month.

F. Ad Hoc Committee Update (Chairperson)

Mr. Silvera stated that there was not meeting this month.

X. NEW BUSINESS

(None)

XI. OLD BUSINESS

(None)

XII. AUDIENCE PARTICPATION

Mr. Twon Billings introduced himself and gave an overview of his life as a community member within the city of East Cleveland. Mr. Billings stated that he recently secured a grant for a concert series in East Cleveland. Mr. Billings later asked the East Cleveland Public Library Board of Trustees for permission to do a free 3-part concert series.

Mr. Latimer inquired if Mr. Billings was asking the Board of Trustees to waive the fees to use the library's Performing Arts Center?

Mr. Billings replied "yes" and it would be free to attend. He later went on to say that the program would be under the East Cleveland Democratic Club.

Mr. Silvera suggested that Mr. Billings submit a formal request to the library through the director. After the director has reviewed it, the request will be submitted to the appropriate committee within the library Board for further review. But until the formal request is submitted, the process cannot begin.

Mr. Latimer added that the Lower Auditorium of the library accommodates 60 people and is free of charge during library operating hours. He also stated that recently the Board passed a resolution relating to the Performing Arts Center's fees. Mr. Latimer then asked Mr. Billings to submit the proposal at least 2 weeks prior to the Board's June 18th meeting. This will allow the Board time to review the request.

XIII. ADJOURNMENT

Mr. Mays motions for adjournment.

Ms. Shaheed seconds the motion.

Discussion: None

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

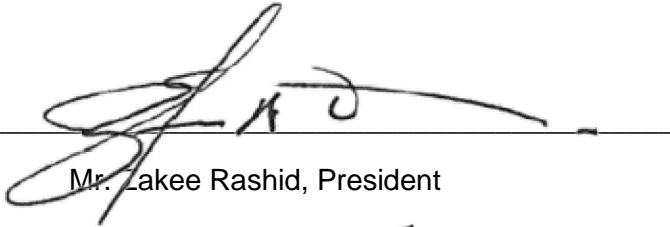
Yes – 4

Motion passes.

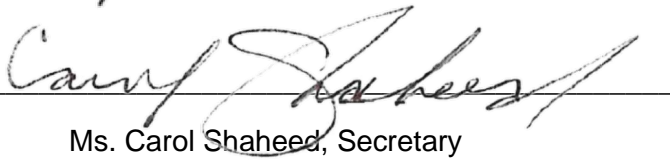
[Meeting is adjourned at 3:06 PM]

Mr. Mays moved and Ms. Shaheed seconds adjournment.

Meeting is adjourned.



Mr. Zakee Rashid, President



Ms. Carol Shaheed, Secretary