

**East Cleveland Public Library**  
**Regular Board of Library Trustees Meeting Minutes**  
Saturday, June 18, 2022  
14101 Euclid Ave., East Cleveland, Ohio 44112  
Flewellen Room 2:00pm

Mr. Rashid called the meeting to order at 2:04 PM.

MP3  
RBOT20220618

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

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

A quorum exists. Present – 6; Absent - 1

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**

Mr. Silvera motions to for the approval of the agenda.

Ms. Shaheed seconds the motion.

Discussion: None

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

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

Yes – 5

Motion passes.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM MAY 21, 2022.**

Mr. Mays makes a motion for the approval of the May 21, 2022 Regular Board Meeting Minutes.

Mr. Silvera seconds the motion.

Discussion: None

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

Yes – 5

Motion passes.

Mr. Mays moved, and Mr. Silvera seconds the approval of the 05-21-2022 minutes.

The 05-21-2022 minutes are approved.

## VI. COMMUNICATIONS.

Mr. Latimer stated that East Cleveland resident and promoter, Twon Billings submitted a request to use the East Cleveland Public Library's Performing Arts Center for a concert series. Mr. Latimer stated that he was tasked with finding out the legal risk of dealing with third parties on this matter. The programs that take place in the Performing Arts Center is either a ECPL program or ECPL sponsored program. Mr. Latimer later stated that moving forward the promoter should carry a certificate of insurance. Mr. Latimer suggested that this stipulation be added to the library's policies through the Library Services committee. Mr. Latimer also stated that he would like to consult with the Fiscal Officer to get a better understanding of how much third-parties would be expected to be insured. Mr. Latimer stated that private venues require a certificate of insurance. He also went on to say that the library will work to make its policy more clear and easier to understand.

Dr. Harris inquired about the nature of the proposed events from Mr. Billings.

Mr. Rashid asked Mr. Billings to introduce himself and to share with everyone information about his concert series.

After Mr. Billings introduced himself, he stated that this event will be hosted by the East Cleveland Democratic Club and be a 3-part series that will feature R&B musical groups. Mr. Billings also stated that the program would take place on Saturdays during the summer months and would bring some unity to the community.

Dr. Harris inquired about youth involvement with this program.

Mr. Billings stated that this concert featured older music that caters to older people. He later said that the plan was already put into play when the grant was written. But the money from the grant is only to cover the cost of the band and advertisements. Mr. Billings stated that he thought the library would provide the facility for free because the concert would be free to the public.

Mr. Latimer stated that the concern is the risk management of the concerts, because this is not a library program. Library programs are protected on the library's insurance.

Several members of the library's board of trustees expressed concern about this program having political affiliations.

Mr. Billings replied that this program is about families and not politics.

Mr. Rashid stated that this board would continue to review Mr. Billings' proposal and contact him with a decision. He also stated that the East Cleveland Public Library and its board are bound by the rules, laws and guidelines of the Ohio Library Council.

**VII. PRESIDENT’S REPORT**

Mr. Rashid begins his report by updating the board on the land acquisition. He goes on to say that the Mayor has vetoed City Council’s vote to award the land to the library. However, the next City Council meeting will be on 06/21/2022 and the hope is that Council will override the Mayor’s veto, allowing ECPL to take possession of the land. Mr. Rashid stated that he received a letter that was written by the Mayor of East Cleveland for City Council relating to his veto. In the letter Mayor stated his objections on the matter. Mr. Rashid went on to say that ECPL is in compliance and submitted all the documents that were requested in a timely manner.

Mr. Rashid later went on to say that He, Mr. Silvera and Mr. Latimer met with JarosStrategy to explore the possibilities of the creation of a foundation to assist the raising of funds for the library. Mr. Rashid added that Porter Wright Morris & Arthur LLP have agreed to assist in the founding of this foundation pro bono.

Mr. Turner suggested that a board member make a motion to approve board travel to the American Library Association (ALA) conference from June 22<sup>nd</sup> – 28<sup>th</sup>.

Ms. Sharpley made a motion to approve board travel to the ALA conference from June 22<sup>nd</sup> – 28<sup>th</sup>.

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), Dr. Harris (yes)

Yes – 6

Motion passes.

Ms. Sharpley moved, and Mr. Mays seconds the approval of board travel to the 2022 ALA Conference.

Board travel to the 2022 ALA conference is approved.

**VIII. DIRECTOR’S REPORT (C. LATIMER)**

Mr. Latimer started his report by saying the East Cleveland Public Library Summer Program Guide is out and attendance in the library is up. He also stated that on Sunday June 18<sup>th</sup> there will be a free concert for Father’s Day with the Dan Wilson Quartet starting at 4:00 PM. He also shared that the Black History 101 Mobile Museum, a national exhibit, will visit ECPL on July 2<sup>nd</sup>, Dolly Parton’s Imagination Library will be receiving an application from ECPL to expand its outdoor programming and this is being supported by Ohio’s Governor and falls in line with the library’s acquisition of the land behind the library. Mr. Latimer also said that ECPL has given the community surveys to help us understand how the community wants us to expand our services with the newly acquired property behind the library.

Mr. Mays 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), Mr. Mays (yes), Ms. Sharpley (yes), Dr. Harris (yes)

Yes – 6

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. Cockfield read from his report prepared June 2022.

May's reconciled total cash/fund balances are \$1,751,032.43. Reconciled General Fund balances are \$1,647,391.95. All reports had been emailed to the Board for review. As a footnote, because of the \$10,000 monthly transfers to our other Star Ohio account we now have a balance of \$223,453.40 which started out as \$183,164.39. Assuming we don't use these funds for any capital improvements, our yearend balance should approximate \$293,164.39 which doesn't account for earned interest.

I've presented the Board with two new financial statements that are new to the UAN. They're management summary reports and are the Appropriations Summary and Revenue Summary respectively. They don't present the detail of the reports I had been previously submitting but present our financial information according to categories and subcategories of spending, specifically Library services and Support services and their subcategories.

Through the first five months of the year most categories show we're spending roughly 4 percentage points below the budget benchmark of 42%. Most significantly, salaries and benefits our largest expense is running about 5-6 points below budget. Those categories showing spending beyond the 42% benchmark are due to spending patterns where more is spent during the first parts of the year.

On the revenue side we've received approximately 58% of our property tax revenue and a little over 47% of our PLF revenue indicating that more is being received than was originally budgeted.

A most recent email from the Ohio Library Council stated the following:

The Ohio Department of Taxation (ODT) posted the June 2022 Public Library Fund (PLF) distribution of \$44,142,613 – which is about \$2.4 million (+5.7%) above ODT's original estimate that was issued in July 2021.

State tax collections continue to exceed estimates...This means the legislature and the state will have a large surplus as the fiscal year comes to a close. ODT will issue their final estimates for Calendar Year 2022 later this month.

Given the strains being placed on staff due to rising inflationary conditions and pressure being place on the Library to retain staff who might otherwise seek higher paying positions, administration is proposing a \$400 stimulus for all staff to be paid with the first check in July.

The payout (approximately \$11,700) would be less than 1% of our budget and would have a nominal effect on our budgeted salaries and wages.

Our Tax Budget for 2023 has been submitted to the Budget Commission by the School Board.

Our public bid for roof replacement had one response and is on the agenda for approval.

Because the mileage reimbursement rate is increasing \$.625 cents per mile effective July 1, we are increasing our rate— to be applied immediately - which will be in line with the change effective July 1. The changes are pegged to the GSA per diem rate and the IRS mileage rate respectively. This concludes my report.

Mr. Mays inquired about the \$44 million PLF.

Mr. Cockfield replied that the monies are divided into the 88 counties of Ohio and within Cuyahoga County the amount that ECPL receives is based on the agreement among the nine library systems.

Mr. Mays also inquired about how the budget would be affected by a stimulus for the staff.

Mr. Cockfield replied that the amount is less than 1% of the library's budgeted salaries, so there is very little impact at all. This was just proposed to assist staff during rising inflation and also to assist with retention.

Dr. Harris asked what fund is this being paid from?

Mr. Cockfield stated that it is coming from the general fund that covers all operating expenses and revenue.

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

Ms. Sharpley, seconds the motion.

Discussion: None

Mr. Silvera moved, and Ms. Sharpley seconds approval of the Fiscal Officer's report.

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

Yes – 6

Motion passes.

The Fiscal Officer's Report is approved.

**X. COMMITTEE UPDATES**

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

Mr. Silvera started by saying the Finance Committee met via Zoom on June 15<sup>th</sup>. He stated that the subjects discussed were the upcoming audit, the stimulus for staff and the internal control policy. 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. 06-01-2022: To Adopt the Internal Control Policy**

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on June 18, 2022:

**Resolution No. 06-01-2022: To Adopt the Internal Control Policy**

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



**WHEREAS**, the East Cleveland Public Library recognizes their responsibility to residents and taxpayers to operate efficiently and effectively; and

**WHEREAS**, the Internal Control Policy will serve as a guideline for operations; and

**NOW BE IT RESOLVED**; the East Cleveland Public Library Board of Trustees, agrees to adopt the Internal Control Policy to ensure the stable operation of the library.

Mr. Silvera motions for adoption of this resolution.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the adoption of resolution 06-01-2022.

Discussion:

Mr. Mays stated that this document should have been presented and discussed before the full board before being brought to the floor for a vote. Dr. Harris agreed.

Mr. Cockfield stated that this is a revision of the internal control policy that is currently in place. He went on to say that this is an evolving document that changes as the library changes. He later stated that the board should review the document and return with questions or changes in the future.

Mr. Rashid recommended that the motions for this document be withdrawn to allow the board time to review it thoroughly and come back at a later time to vote on it.

Mr. Silvera and Mr. Mays both withdraw their motions.

Mr. Cockfield stated that he would compile the updates to the internal control policy and send them to the board.

Motions are withdrawn and resolution is tabled.

Resolution  
06-01-2022 is  
tabled.

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

Ms. Shaheed stated that the Personnel Committee did not meet this month. However, the Personnel Committee does have a resolution to present to the board, it is a \$400 stimulus to offset some of the rising inflation for our employees.

Ms. Sharpley introduces resolution 06-02-2022 by reading it into the record.

**Resolution No. 06-02-2022: To Approve a \$400 Stimulus to Offset Rising Inflation**

*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 June 18, 2022:

**WHEREAS**, The Fiscal Officer in conjunction with the Executive Director have made provisions for a \$400 stimulus for staff and administration to offset increasing inflation. The Board of Trustees of the East Cleveland Public Library hereby accepts the recommendation from the Director and the Personnel Committee.

**BE IT RESOLVED**; Adoption of Resolution No. 06-02-2022 for the acceptance of a \$400 stimulus for staff and administration to be paid on 07/01/2022.

Ms. Sharpley motions for adoption of this resolution.

Mr. Mays seconds the motion.

Ms. Sharpley moved, and Mr. Mays second the adoption of resolution 06-02-2022.

Discussion: None

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

Yes – 6

Motion passes.

Resolution 06-02-2022 is adopted.

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

Mr. Mays started the Buildings and Grounds Committee update by reading resolution 06-03-2022 into the record.

**Resolution No. 06-03-2022: Resolution to Accept the Bid for Roof Repairs**

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

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on June 18, 2022:

**WHEREAS**, the East Cleveland Public Library has previously agreed to open bidding for repair work on failing areas of the roof: and

**WHEREAS**, upon the closing of the bids, the only bid that was returned was reviewed and evaluated to meet the needs of the library in a cost-effective manner; and

**NOW BE IT RESOLVED**; the East Cleveland Public Library Board of Trustees, agrees to accept the bid from Iman Roofing, located at 7032 Hough Ave., Cleveland, OH 44103 for the amount of \$69,200 to do the roof repair work needed to preserve the library and the health and safety of those within the facility.

Mr. Mays motions for adoption of this resolution.

Mr. Silvera seconds the motion.

Mr. Mays moved, and Mr. Silvera second the adoption of resolution 06-03-2022.

Discussion: None

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

Yes – 6

Motion passes.

Mr. Rashid introduces resolution 06-04-2022 by reading it into the record.

Resolution 06-03-2022 is adopted.

**Resolution No. 06-04-2022: To Accept the Preventative Maintenance Agreement Plan for Smith & Oby**

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

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on June 18, 2022:

**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 Preventative 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 June 21, 2022.

Mr. Mays motions for adoption of this resolution.

Mr. Silvera seconds the motion.

Discussion: None

Mr. Mays moved, and Mr. Silvera second the adoption of resolution 06-04-2022.

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

Yes – 6

Motion passes.

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Resolution  
06-04-2022 is  
adopted.

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

Dr. Harris presented the board with a Karamu survey to complete and return.

Mr. Latimer stated that relating to outreach, the ECPL has resumed classes at McGregor and the library's new teen associate has attended several events at Shaw Highschool.

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

Mr. Latimer stated there was no meeting this month. He also stated that the library has begun to send out surveys to the community for feedback to help build the vision plan for the library and the foundation.

Ms. Sharpley asked if information about programming was being submitted to the schools.

Mr. Latimer replied that staff is actively going to the school events and bringing fliers to distribute to the students about current library programming.

Ms. Sharpley asked if the library has partnerships with schools that bring the children to the library.

Mr. Latimer responded by saying that some of the schools do walk the children to the library, but the frequent speeding police cars is a deterrent.

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

Mr. Rashid stated that for the purposes that the Ad Hoc Committee was established, the library has had great results.

**X. NEW BUSINESS**

Mr. Latimer mentioned that the school board takes 2-months off and he suggested that the library board may want to do the same. He also went on to say that the board will be invited to participate at the library during that time for the school supply bookbag give-a-way and the Board Community day the following week.

The board agrees to keep the current meeting schedule.

**XI. OLD BUSINESS**

(None)

**XII. AUDIENCE PARTICPATION**

Dr. Harris asked the audience members to introduce themselves.

Dr. Brooks of the East Cleveland School board introduces herself and states that she is delighted with the library's work.

Ms. Gowdy from the East Cleveland City Council introduces herself and states that she is proud of the work that the library is doing and glad to see everyone working together.

Dr. Blochowiak from the East Cleveland City Council stated that they made sure the library would be on City Council's meeting agenda and it looks like the library has the support it needs from City Council to override the mayor's veto.

Ms. Dawn Jones also introduced herself.

**XIII. ADJOURNMENT**

Dr. Harris motions for adjournment.

Mr. Silvera seconds the motion.

Discussion: None

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

Yes – 6

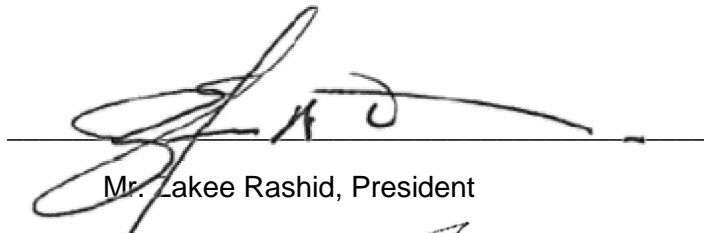
Motion passes.

**[Meeting is adjourned at 4:13 PM]**

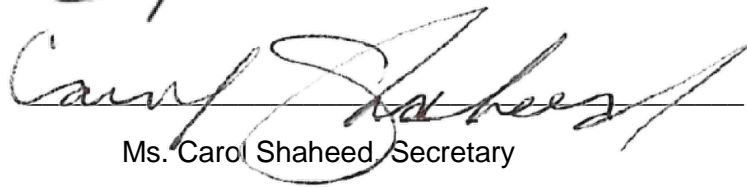
Dr. Harris moved and Mr. Silvera seconds adjournment.

Meeting is adjourned.



A handwritten signature in black ink, appearing to be 'Lakee Rashid', written over a horizontal line.

Mr. Lakee Rashid, President

A handwritten signature in black ink, appearing to be 'Carol Shaheed', written over a horizontal line.

Ms. Carol Shaheed, Secretary