

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, August 20, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

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

MP3
RBOT20220820

I. CALL TO ORDER
A. ROLL CALL

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

A quorum exists. Present – 5; Absent - 2

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 for the approval of the agenda.

Mr. Silvera seconds the motion.

Discussion: None

Mr. Mays moved, and Mr. Silvera seconds the approval of the agenda.

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

Yes – 5

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JUNE 18, 2022.

Mr. Mays makes a motion for the approval of the June 18, 2022 Regular Board Meeting Minutes.

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)

Yes – 5

Motion passes.

Mr. Mays moved, and Ms. Shaheed seconds the approval of the 06-18-2022 minutes.

The 06-18-2022 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that the communications will be shared in the President's report in reference to the presidential letters.

VI. PRESIDENT'S REPORT

Mr. Rashid started his report by saying that Councilmen Nathaniel Martin delivered the deeds for the five parcels of land behind the library at the ECPL Board's community event the previous week. Mr. Turner digitized the documents and sent them over to the library's attorney. There is a requirement for the library to make improvements to the land within 1-year's time. The library will survey the community to get their feedback on how they would like to see the library move forward with the property.

Mr. Rashid continues his report by discussing the library's meeting room policy. He goes on to say that there has been some controversy around this policy and because of that, it gives the Board an opportunity to take a closer look at the policy and figure how to be accommodating to the community without being dragged into the political battles that are happening at throughout the city.

Mr. Latimer elaborates that policies relating to meeting rooms have to fit the community. He suggested creating an Ad Hoc committee consisting of 2-Board members and 2-staff members to further develop this policy.

Mr. Mays recounts an incident that came up with a patron that reserved one of the library's meeting rooms.

Mr. Latimer stated that the patron being referenced was in violation of the library's meeting room policy and the policy needs to be updated for clarity and to better fit the community's needs.

Ms. Shaheed added, that the policy should be clear and in writing to eliminate any confusion or misunderstandings.

Mr. Rashid asked for Trustee volunteers to join the Ad Hoc committee.

Mr. Latimer suggested Ms. Green and Mr. Turner be included in the Ad Hoc committee.

(Dr. Harris joins the meeting at 2:27PM)

Mr. Rashid continued his report by informing the Board that the Cleveland Museum of Art has reached out to administration to clarify and formally affirm an agreement that they would

continue to store the East Cleveland Public Library's presidential. He continued that the library's insurance would have to be modified to accommodate the letters and that we need to confirm how the letters are being stored before entering into a formal agreement.

Mr. Latimer added that the Cleveland Museum of Art has responded to our questions about how the presidential letters are being stored and even included pictures of the items being stored. Also, Mr. Cockfield has already made provisions for the letters to be covered under the library's insurance.

Ms. Sharpley asked if the library will be required to pay for the storage of these items and if the library previously paid for their storage?

Mr. Latimer replied that there was never a charge nor is one being proposed now.

Mr. Rashid suggested that the library's attorney look over the agreement before we move forward with it.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by thanking the Board of Trustees for securing the property for future development, the digital sign / marquee, the support for the Copy / Print center, the stimulus for the staff in the middle of the year and the creation of the library foundation that will allow the library to receive money from donors.

Mr. Latimer went on to say that this one of the library's most successful summers in years with more than 300 people attending Founder's Day, hundreds of children participated in the Summer Reading Club. The Back to School Giveaway assisted hundreds of families by providing 800 book bags to East Cleveland students.

Mr. Latimer also thanked everyone who took part in the Board of Trustees community day event. He went on to mention the amazing support the Friends of the East Cleveland Public Library have provided.

Mr. Latimer informed everyone about upcoming programs including the Evelyn Wright concert on August 28th and Line Dance Wednesdays that begins at the end of August and goes on until October. He concluded his report and said that a full list of upcoming programs are available in ECPL's Fall Program Guide.

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

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.

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

The Director's report is approved.

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

Mr. Cockfield read from his report prepared August 2022.

July's reconciled total cash/fund balances are \$1,697,847.04. Reconciled General Fund balances are \$1,594,206.56. 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 \$244,011.67 which started out as \$183,164.39.

Our fund balances have been strong principally due to unexpected increases in the PLF distribution and more than expected revenue from property tax settlements. PLF revenue is showing approximately 66% of budgeted revenue received through seven months as against a 58% benchmark. Property tax revenue is also strong.

We've received the 2023 estimate of PLF distributions from the State Department of Taxation. "Statutorily, the Public Library Fund (PLF) receives 1.66 percent of all state General Revenue Fund tax sources. However, HB 110 (134th General

Assembly) temporarily increased this percentage to 1.70 percent for the FY 2022-2023 period." Based on this estimate, the East Cleveland Library is to receive 2.59% - per our agreement with the other libraries - of the County distribution or \$1,849,767.87. Our estimated entitlement for CY 2022 is \$1,544,43.52. If projections are accurate, we can potentially see a \$300,000 increase in PLF revenue in 2023.

On the expenditure side we're at budget with year-to-date general fund expenditures being at 57% of budget against a 58% benchmark through seven months. A review of our budget with consideration for adjustments for reclassifying a contract with ADP, modifying the travel budget and accounting for some additional building projects warrants a revision. As such, the Board is being presented with a resolution to amend our appropriations which should carry us to December at which time I would ask for a final revision if necessary. The requested revision will increase our General Fund budget by \$50,779.15.

Lastly, the audit is being wrapped up and I anticipate receiving a draft document within the next week. I would suspect that the Auditors will forward a copy to all Board members when it's complete. One matter that needs to be resolved is the dissolving of the Putnam Fund and merging the balance with the General Fund. This matter was commented on in the last audit and will be repeated. The Putnam Fund was created in the 1980's and represented an endowment for which the Library was to spend the interest on treats for the children's programs. The actual fund has been dissolved but we're still carrying it as part of our records. I have to research prior Board actions and report my findings to the Auditor and Prosecutor for further action.

Mr. Cockfield stated that this completes his report.

Mr. Rashid inquired about the Putnam fund and the ownership of the monies and or the interest from the money.

Mr. Cockfield replied that he will have to research it through the library's minutes.

Mr. Mays asked if the fund is drawing interest?

Mr. Cockfield answered that it is not drawing interest.

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

Mr. Mays, seconds the motion.

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

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.

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Silvera started by reporting out on his 2022 American Library Association Conference experience. He stated that he attended the library based financial literacy initiative. One of the items discussed was the Bureau of Consumer Financial Protection creates booklets for libraries to pass out to the community. Mr. Silvera also stated that he also attended events at the conference relating to nonprofits and how they are utilized as well as other events relating to raising capital.

1. Resolution No. 08-01-2022: PLF Agreement

Mr. Silvera introduces Resolution 08-01-2022: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2023-2025.

Mr. Silvera makes a motion to amend Resolution 08-01-2022 to include Mr. Rashid as the cosponsor.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the amending resolution 08-01-2022.

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 08-01-2022 is amended.

Members of the East Cleveland Public Library’s Board of Trustees have, met, discussed and reviewed the following items in an open meeting on August 20, 2022:

Resolution No. 08-01-2022: Approval to Enter the Public Library Fund Agreement Between the Nine Libraries of Cuyahoga County 2023-2025.

Sponsored by G. Silvera, Co-sponsored by Z. Rashid

This Agreement (“Agreement”) is entered into in Cuyahoga County, Ohio by and between the various free public libraries in Cuyahoga County, Ohio, including: Cleveland Heights-University Heights Public Library, Cleveland Public Library, Cuyahoga County Public Library, East Cleveland Public Library, Euclid Public Library, Lakewood Public Library, Porter (Westlake) Public Library, Rocky River Public Library, Shaker Heights Public Library (“the libraries”) and the Cuyahoga County Budget Commission, pursuant to resolutions duly adopted by the above-referenced Boards of Library trustees, and the Cuyahoga County Budget Commission (copies of which are attached).

WHEREAS, the libraries constitute all of the libraries in Cuyahoga County entitled to participate in the fund presently referred to in R.C. 5705.28 and R.C. 5705.32 as the county Public Library Fund, formerly known as the county Library and Local Government Support Fund (hereinafter referred to as the “Fund”); and

WHEREAS, the libraries have in the past found that the statutory framework for allocating that fund has not always resulted in satisfactory allocations, and has led to appeals and litigation involving the libraries; and

WHEREAS, trustees and directors of the various libraries have met together in good faith to agree upon specific percentage allocations of the Fund for each library in order to eliminate disputes and litigation with regard to such allocations; and

WHEREAS, the libraries have agreed that for the three-year period commencing January 1, 2023 through December 31, 2025, the libraries will receive percentage allocations with regard to distributions from the Fund as set forth in this Agreement;

NOW, THEREFORE, subject to the approval of the Cuyahoga County Budget Commission, the libraries hereby agree that the Budget Commission shall order an

allocation of the Fund for the years 2023, 2024, and 2025 (the “subject years”) in accordance with the following percentages:

CLEVELAND HEIGHTS – UNIVERSITY HEIGHTS PUBLIC LIBRARY	4.80750 %
CLEVELAND PUBLIC LIBRARY	41.18430 %
CUYAHOGA COUNTY PUBLIC LIBRARY	38.23690 %
EAST CLEVELAND PUBLIC LIBRARY	2.59000 %
EUCLID PUBLIC LIBRARY	3.30830 %
LAKEWOOD PUBLIC LIBRARY	3.64400 %
PORTER (WESTLAKE) PUBLIC LIBRARY	2.14310 %
ROCKY RIVER PUBLIC LIBRARY	1.25070 %
SHAKER HEIGHTS PUBLIC LIBRARY	2.83520 %

When a budget for each library has been adopted in accordance with Ohio Revised Code Section 5705.28, the Budget Commission shall fix the amount of the fund to be distributed to each library board of trustees pursuant to Section 5705.32 for the ensuing calendar year in accordance with this Agreement, or as otherwise unanimously agreed to in writing by the libraries and the Budget Commission.

When the Budget Commission orders an allocation distribution of the Fund in accordance with the terms of this agreement and any agreement of the libraries provided for herein, each library shall refrain from challenging and/or appealing the distribution of the fund to the Board of Tax appeals, or to any other agency or court of competent jurisdiction. The only basis upon which any library may challenge any such distribution shall be on the basis that the Budget Commission failed to follow the provisions of this Agreement and any agreement of the libraries provided for herein for any of the subject years.

In the event that during the term of this agreement one library should cease to operate or be included with another, the libraries and the Cuyahoga County Budget Commission agree to meet to discuss any revision to the allocation set forth above and amend the agreement accordingly.

In addition to the foregoing, the libraries agree that they will do the following:

- (a) The directors of each library will attend a meeting to be held at least once per year during calendar years 2023 through 2025 in order to discuss the percentage share of the Fund to be allocated amongst the libraries after 2025 and to foster continued good faith and cooperation between the libraries. The directors will also explore ways and opportunities to utilize more effectively their resources to better serve their patrons and to achieve the goals of this agreement;
- (b) The libraries will work together through available political, civic and media channels to maintain and increase the level of financial support Ohio law provides for public libraries in Ohio; and
- (c) The libraries will work jointly to meet the needs of users in the present and in the future, with careful attention to population growth, circulation, disparities between the libraries, and particular requirements of different communities and neighborhoods.

This Agreement is executed by each of the libraries and the Budget Commission by their appropriately designated representatives for the purpose of effecting an agreed allocation and distribution of the Fund for years 2023, 2024, and 2025. This Agreement shall be introduced into evidence at the Board of Tax Appeals without objection by any library or the Budget Commission when it is claimed that any library has attempted an appeal pursuant to Ohio Revised code 5705.37 or when it is claimed that the Budget Commission has failed to make an allocation and distribution of the Fund in accordance with the terms of this agreement. Any amendment to this Agreement must be made in writing and be signed by the libraries and the Cuyahoga County Budget Commission.

This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed an original, but such counterparts together shall constitute but one and the same instrument.

Mr. Silvera motions for adoption of this resolution.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the adoption of amended resolution 08-01-2022.

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 08-01-2022 as amended is adopted.

2. Resolution No. 08-02-2022: Appropriations

Mr. Silvera makes a motion to amend Resolution 08-02-2022 to include Mr. Rashid as the cosponsor.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the amending resolution 08-02-2022.

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
08-02-2022 is
amended.

Mr. Silvera makes another motion to amend the end of Resolution 08-02-2022 to read as follows:

“NOW, THEREFORE, be it resolved that the total General Fund appropriations of fiscal year 2022 of \$2,642,456.68 be increased by \$50,779.15 for the new fiscal year of 2022 total of \$2,693,235.83.”

Mr. Silvera
moved, and
Mr. Mays
seconds
amending the
end of
resolution
08-02-2022.

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.

The end of
Resolution
08-02-2022 is
amended.

Members of the East Cleveland Public Library’s Board of Trustees have, met
discussed and reviewed the following items in an open meeting on
August 20, 2022:

Resolution No. 08-02-2022: Resolution to Amend Permanent Appropriations.

Sponsored by G. Silvera, Co-sponsored by Z. Rashid

WHEREAS, after a review of mid-year spending totals; and

WHEREAS, it is necessary to bring appropriations in line with current and projected spending and to reclassify transactions; and

NOW, THEREFORE, be it resolved that the total General Fund appropriations of fiscal year 2022 of \$2,642,456.68 be increased by \$50,779.15 for the new fiscal year of 2022 total of \$2,693,235.83.

Mr. Silvera motions for adoption of this twice amended resolution.

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.

Mr. Silvera moved, and Mr. Mays seconds the adoption of the twice amended resolution 08-02-2022.

The twice amended Resolution 08-02-2022 is adopted.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed stated that the Personnel Committee did not meet this month. However, there was a prior discussion of Personnel matters. She then reviewed the Personnel report and informed the Board that there were six resignations of staff members within a short period of time.

Ms. Shaheed continued her report by reminding the Board that it is time again to start the evaluation process for the Executive Director and Fiscal Officer. Ms. Shaheed asked the Board to review the evaluation forms and return them to Mr. Turner in a timely manner.

Mr. Mays inquired about staff turn-over.

Mr. Latimer replied that the current post pandemic economic climate is undergoing drastic changes that are creating new narratives that employers are working to adapt to globally. Mr. Latimer went on to ask Dr. Rice if the school district was having any issues with personnel.

Dr. Rice answered by saying there is a teacher shortage across the nation. Some school systems are paying large amounts of money as a sign on bonus for teachers.

Ms. Shaheed added that this is one of the reasons why the Board elected to provide the library staff with a \$400 stimulus back in June.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays started the Buildings and Grounds Committee update by stating that the committee met on Thursday, August 18, 2022. Some of the items discussed include the property behind the library, roof repairs, the digital display, the front stairs.

Mr. Rashid added that an architect should be engaged to help oversee the restoration of the stairs and possibly other aspects of ECPL's historic building. Mr. Rashid also went on to say that security upgrades are on the horizon and they will work seamlessly with the upgrades that will take place on the newly acquired property.

Ms. Sharpley warned that removing the stairs would jeopardize the library's historic status.

Mr. Latimer interjected that many libraries across the nation are moving out of historic buildings for modern, energy efficient buildings. He continued that making the decision to make upgrade means keeping the library's historic status will come with a cost.

Mr. Rashid asked for comprehensive facilities plan to allow us to be proactive in maintaining the building.

D. Library Services Committee Update (Chairperson)

Dr. Harris started by saying that she has been busy visiting other libraries. She later stated that Library Services did not meet this month. However, Dr. Harris did make reference to how busy of a summer this has been for the library.

Mr. Latimer directed everyone's attention to the screen with a revolving slideshow of pictures from many of the library events that took place over the summer.

Mr. Mays asked what Dr. Harris gained from her visits to the other libraries.

Dr. Harris answered that each library is different and reflective of its local community.

Ms. Sharpley reported on her experience at the 2022 American Library Association conference. She spoke with a woman who wrote a book about Bessie Coleman as well as several other authors who would be interested in speaking at the library. She concluded that going to the conference was a great experience.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated there was no meeting this month. However, staff has surveyed and tallied the responses of the community on how they would like to see the library develop the newly acquired property behind the library.

F. Ad Hoc Committee Update (Chairperson)

Mr. Silvera stated that the Ad Hoc Committee has met its objective. He also added that this committee should be dissolved and the Board can move on to other tasks.

X. NEW BUSINESS

(None)

XI. OLD BUSINESS

(None)

XII. AUDIENCE PARTICPATION

Dr. Rice stated that the Friends of the Library gave-a-way bicycles to some of the children who took part in the Summer Reading Club. She congratulated the Board and staff on their acquisition of the property behind the library. Dr. Rice complimented the library on the Board's Summer Community event as well as the electronic digital display.

Dr. Rice also invited everyone to come and join the East Cleveland School Board in clapping the students in on August 22nd.

Dr. Rice agreed with Mr. Rashid about having a comprehensive facilities plan.

Current employees Mr. Slaughter and Mr. Dillard were also in attendance.

XIII. ADJOURNMENT

Mr. Mays 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)

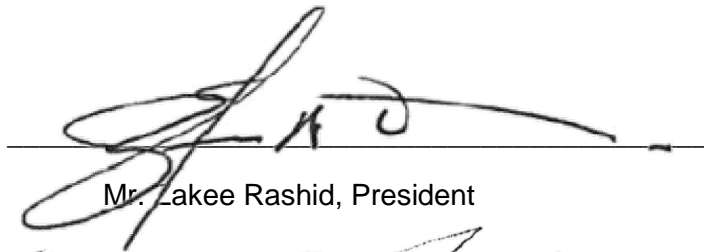
Yes – 6

Motion passes.

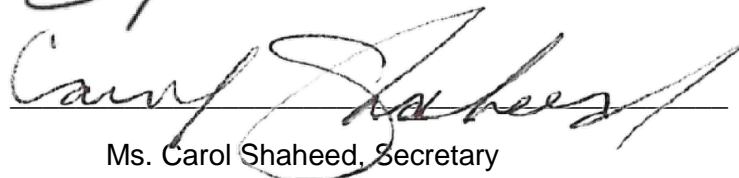
[Meeting is adjourned at 4:06 PM]

Mr. Mays
moved and
Mr. Silvera
seconds
adjournment.

Meeting is
adjourned.



Mr. Lakee Rashid, President



Ms. Carol Shaheed, Secretary