

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, September 17, 2022
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium 2:00 PM

Mr. Rashid called the meeting to order at 2:02 PM.

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RBOT20220917

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. Silvera motions for the removal of resolution "09-02-2022: Approval of the Meeting Room Policy" from the agenda.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the removal of resolution 09-02-2022 from the agenda.

Discussion:

Mr. Mays asks why this needs to be removed from the agenda?

Mr. Latimer replies that administration is still in the process of reviewing the resolution.

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

Yes – 5

Motion passes.

Resolution
09-02-2022 is
removed
from the
agenda.

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

Ms. Shaheed seconds the motion.

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

Discussion: None

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

Yes – 5

Motion passes.

The amended agenda is approved.

IV. APPROVAL OF THE EMERGENCY BOARD MEETING MINUTES FROM JUNE 30, 2022.

Mr. Mays makes a motion for the approval of the June 30, 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)

Yes – 5

Motion passes.

Mr. Mays moved, and Mr. Silvera seconds the approval of the 06-30-2022 minutes.

The 06-30-2022 minutes are approved.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM AUGUST 20, 2022.

Ms. Shaheed makes a motion for the approval of the August 20, 2022, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Ms. Shaheed moved, and Ms. Sharpley seconds the approval of the 08-20-2022 minutes.

Discussion: None

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

Yes – 5

Motion passes.

The
08-20-2022
minutes are
approved.

VI. COMMUNICATIONS.

Mr. Latimer reported out that each trustee has received a flyer for “Home is Where the Harvest is”. The is a program sponsored by the Cuyahoga County Land Bank and they see us as an asset and asked for representation from the East Cleveland Public Library and several other organizations around East Cleveland.

VII. PRESIDENT’S REPORT

Mr. Rashid started his report by saying that ECPL has been awarded the property behind the buildings and that the title company that ECPL is using informed him that the titles for the 5-parcels will be transferred over to the East Cleveland Public Library within the next week. Mr. Rashid continued that the next thing that needs to be done is to have surveys done on the property in order to know where the property lines are. He went on to say that he wanted to reach out to state and county representatives for possible funding to support our expansion plans. Mr. Rashid later stated that much of the work finding financing for this project would be driven by ECPL’s foundation.

VIII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began his report by informing the Board of Trustees that the library is in great conditions and is thriving after a good summer. There have been significant increases in usage of library services like Wi-Fi usage, hotspots check outs, notaries, computer usage, YouTube followers, printing at the circulation desk all possibly due to students returning to school and coming to the library. Mr. Latimer complimented the Youth Services department for the great job they're doing with afterschool programs. Mr. Latimer also stated that there will be a Wallace Coleman concert on September 18, 2022, and a Ron Brown concert on October 23, 2022, and by popular demand Hub's Groove will be performing and ECPL again on November 20, 2022. The library's Director went on to say that staff has been diligently working to put together ECPL's big Halloween program.

Mr. Mays inquired about the demand for notary services.

Mr. Latimer responded that August has been the month with the most usage of notary services, possibly due to word of mouth and the library promoting in on the digital display outside.

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)

Yes – 5

Motion passes.

Mr. Mays moved and Mr. Silvera 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 September 2022.

August's reconciled total cash/fund balances are \$1,881,351.27. Reconciled General Fund balances are \$1,730,940.93. As a footnote, because of the \$10,000 monthly transfers to our other Star Ohio account we now have a balance of \$254,502.23 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, classified as "Intergovernmental" on the report, is showing approximately 76% of budgeted revenue received through eight months as against a 66% benchmark. Property tax revenue is also strong showing 107% of budgeted revenue received for the year..

On the expenditure side we're at budget with year-to-date general fund expenditures being at 64% of budget against a 66% benchmark through eight months. Last month the Board was presented with a budget revision. Unfortunately, I discovered an error with one of the line items which prevented me from entering the changes. Consequently, I'm reintroducing the revisions with some additional changes due to discussion with the managers. The requested revision of \$2,710,217.56 from \$2,642,456.68 will increase our General Fund budget by \$67,760.88 instead of the previously requested \$50,779.15.

To improve the accuracy of reporting our expenditures I've initiated a change in our purchase requisition process. The change is designed to improve the recording of expenditures and more accurately track purchase requests and budget balances. The change was initiated in September. I also want to make a change in how we appropriate our funds and will bring this up to the Finance Committee next month

Our Copy/Print Center pricing has been finalized for the items most frequently requested. Prices are competitive and take into account our community needs.

Lastly, the audit is being wrapped up. The Auditors however have asked that we be put on hold while they perform other more complex audits. I expect for them to get back to me within a few weeks.

This completes my report.

Mr. Mays inquired about the Putnam account.

Mr. Cockfield responded by saying the \$3,792 in the Putnam fund must still be researched from the board minutes before it can be moved to the general fund per the state auditors.

Mr. Mays also inquired about an error in the accounting.

Mr. Cockfield replied that it was a minor error on his part and that's why he is asking for another revision with some additional increases based on his conversations with Mr. Cooper and Ms. Flood.

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)

Yes – 5

Motion passes.

The Fiscal Officer's Report is approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

1. Resolution No. 09-01-2022: To Amend Appropriations

Mr. Silvera introduces the resolution.

Resolution to Amend Permanent Appropriations

Sponsored by G. Silvera, 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 September 17, 2022:

Resolution No. 09-01-2022: Resolution to Amend Permanent Appropriations.

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 \$67,760.88 for the new fiscal year of 2022 total of \$2,710,217.56.

Mr. Silvera makes a motion to approve Resolution 09-01-2022 to include Mr. Rashid as the cosponsor.

Mr. Mays seconds the motion.

Mr. Silvera moved, and Mr. Mays seconds the amended resolution 09-01-2022.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 09-01-2022 as amended.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed stated that there was no Personnel Committee and nothing to report.

C. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee did not meet this month. He asked if the work on the roof has been completed?

Mr. Latimer stated that the roofers ran into an obstacle and are in the process of getting back on track with the completion of the roof.

Mr. Mays reminded the board that the library must take extra steps in order to lay claim to the property behind the library. Mr. Mays later asked Mr. Rashid to update the board on the cost of the title company

Mr. Rashid suggested spending \$1,069.50 with the title company. For that price, it includes the title, exam commitment, service fee, recording fee charges and title insurance for up to \$35,500.

Mr. Cockfield stated that he will talk to the library's insurance company to see what kind of liability insurance will be needed for the newly acquired property.

Mr. Mays moved to accept invoice #22-236N from Surety Title Agency to record the title in the name of the East Cleveland Public Library for the amount of \$1069.50.

Mr. Silvera seconds Mr. Mays' motion.

Mr. Mays moved, and Mr. Silvera seconds the accepting invoice #22-236N from Surety Title Agency.

Discussion: None

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

Yes – 5

Motion passes.

Invoice #22-236N from Surety Title Agency has been approved for payment.

D. Library Services Committee Update (Chairperson)

Ms. Sharpley stated that Library Services did not meet and there is nothing to report at this time.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated there was no meeting this month.

XI. OLD BUSINESS

(None)

XII. EXECUTIVE SESSION TO DISCUSS BOARD MATTERS

Mr. Mays makes a motion to go into executive session.

Ms. Sharpley seconds Mr. Mays' motion.

Mr. Mays moved, and Ms. Sharpley seconds going into executive session.

Discussion: None

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

Yes – 5

Motion passes.

(Meeting goes into executive session at 2:56 PM)

Meeting goes into executive session.

Mr. Mays motions to come out of executive session.

Mr. Silvera seconds Mr. Mays' motion.

Mr. Mays moved, and Mr. Silvera seconds coming out of executive session.

Discussion: None

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

Yes – 5

Motion passes.

Executive session ends and the regular meeting resumes.

(Meeting comes out of executive session at 3:21 PM)

Mr. Mays makes a motion to move Resolution 09-03-2022 to New Business
Mr. Silvera seconds the motion

Mr. Mays moved, and Mr. Silvera seconds moving resolution 09-03-2022 to new business.

Discussion: None

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

Yes – 5

Motion passes.

Resolution 09-03-2022 is moved to new business.

XIII. NEW BUSINESS

Ms. Sharpley reads the resolution into the record.

1. Resolution No. 09-03-2022: To Support the Project Development Officer (Temporary)

Ms. Sharpley introduces the resolution:

Resolution in Support of the Project Development Officer (Temporary)

Sponsored by C. Shaheed, Co-sponsored by S. Sharpley

Members of the East Cleveland Public Library’s Board of Trustees have, met discussed and reviewed the following items in an open meeting on 09/17/2022:

Resolution No. 09-03-2022: Resolution in Support of the Project Development Officer (Temporary).

WHEREAS, the East Cleveland Public Library will receive five parcels of land from the city of East Cleveland and,

WHEREAS, having the Project Development Officer is an important, necessary, and critical complement to the Board, staff and community to having the possessed knowledge and expertise of the process to while assisting the Board of Trustees and library administration in the fundraising and development of such parcels; and

NOW BE IT RESOLVED, the East Cleveland Public Library Board of Trustees, hereby accepts the attached job description for Project Development Officer (temporary) to fulfill the requirements of the East Cleveland Public Library Foundation.

Below is the attached job description:

**EAST CLEVELAND PUBLIC LIBRARY
PROJECT DEVELOPMENT OFFICER (TEMPORARY)
JOB DESCRIPTION**

Job Title: (Temp.)	Project Development Officer	FLSA Status:
Reports To: Director	Executive	Grade:
Department: Foundation	ECPL	Last Revision: 09/17/2022
Approved By: Trustees	ECPL	

GENERAL SUMMARY:

Under the supervision of the library's Executive Director, the Project Development Officer is responsible for creating and implementing the development of the library's property through fundraising and management strategies for the East Cleveland Public Library and while leading the East Cleveland Public Library Foundation.

ESSENTIAL JOB RESPONSIBILITIES:

- Work closely with the library's Board of Trustees, ECPL Foundation, Executive Director, and Fiscal Officer in creating, developing, and managing a Capital Improvement Plan for the East Cleveland Public Library.
- Lead all fundraising and donor strategies.
- Establish comprehensive short-term and long-range goals for funding sources.
- Develop a customized approach to encourage individuals, businesses, and foundations to donate to the annual campaign, give major gifts, and participate special events and/or grants.
- Research public and private grant sources to identify sources of funding.
- Organize individual donor campaigns.
- Build and maintain a donor database using specialized software.
- Produce donor solicitation promotional materials to secure, retain, or upgrade gifts and cultivate donors by producing specialized correspondence, preparing timely letters of acknowledgment, and scheduling and attending in-person visits.
- Evaluate and report all fundraising and grant activities to the Library Director.
- Evaluate and report all donor activities through the ECPL Foundation to the library's Board of Trustees.
- Attend the East Cleveland Public Library Board of Trustees and the Friends of the Library monthly board meetings.
- Work closely with vendors and contractors associated with the Capital Improvement and expansion plans.
- Other duties may be assigned.

QUALIFICATIONS:

Bachelor's degree or equivalent years of work experience in marketing, business administration or a closely related field preferred or three (3) years progressively responsible experience in business development, fundraising, grant writing, coordinating special events, communications, or public relations; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Experience with public libraries is desirable.

SKILLS:

Knowledge of acceptable practices and standards of public relations, principles, and practices of effective communication; grant writing and grant administration; donor development and fundraising; and of the laws and regulations that impact the work performed.

Excellent skill in public relations and in maintaining effective working relationships; making public presentations; advanced skill in using Microsoft Outlook, Word, Excel, PowerPoint, and donor management software; analyzing and solving problems; written and oral communications; performing research; skill in fundraising databases preferred.

Ability to seek innovative methods of fundraising; prepare financial reports; identify problems, collect data, establish facts, and draw valid conclusions.

Knowledge of trade contractors include electricians, carpenters, plumbers, and brick masons, all that work on the construction, renovation, or repair of buildings and other structures

OTHER REQUIREMENTS:

Valid Ohio driver's license.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and occasionally required to stand, walk, and use hands and fingers to handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. The noise level in the work environment is usually quiet.

Ms. Shaheed makes a motion to approve Resolution 09-03-2022.

Mr. Silvera seconds the motion.

Ms. Shaheed moved, and Mr. Silvera seconds the resolution 09-03-2022.

(Dr. McDonald arrives at 3:27 PM)

Discussion:

Mr. Latimer goes over the process of posting the job, interviewing, and hiring a candidate for this position.

Dr. McDonald suggested a change to the job description for clarity.

Mr. Cockfield and Mr. Latimer agree to meet on the process required to put the job description on the Organizational Chart.

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

Yes – 6

Motion passes.

Resolution 09-03-2022 is approved.

XIV. AUDIENCE PARTICPATION

Dr. Brooks thanks the library's staff, Director, board. She also expresses some concern over the library's celebration of Halloween.

Mr. Mays takes a moment to acknowledge and congratulate Dr. Cassandra McDonald.

Mr. Latimer replied to Dr. Brooks' concerns by saying that this holiday provides an opportunity for programming for children, and it gives them an opportunity to have fun and to be engaged at the library.

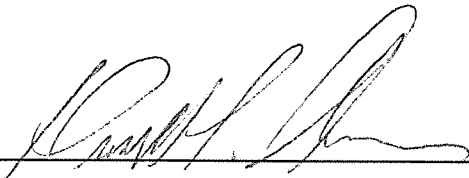
XV. ADJOURNMENT

(The meeting is adjourned by consensus.)

Discussion: None

[Meeting is adjourned at 3:41 PM]

Meeting is
adjourned.



Gerald Silvera, President

Dr. Cassandra McDonald, Secretary