

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, January 27, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Judge Una Keenon History Room 2:10 PM

Ms. Shaheed called the meeting to order at 2:04 PM.

MP3
RBOT20240127

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Harris, Dr. Jordan, Ms. Blade
A quorum exists. Present – 7

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

Dr. Harris motions to approve the agenda.

Dr. Jordan seconds the motion.

Dr. Harris
moved, and
Dr. Jordan
seconds
approving the
agenda.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The agenda is approved.

IV. SELECTION AND SWEARING IN OF BOARD OFFICERS

Mr. Latimer swears in Board President, Ms. Carol Shaheed; Vice President, Mr. O. Mays; Secretary, Ms. Sheila Sharpley; and Fiscal Officer, Mr. Ross Cockfield.

V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM DECEMBER 16, 2023.

Dr. Jordan makes a motion for the approval of the December 16, 2023, Regular Board Meeting Minutes.

Mr. Mays seconds the motion.

Discussion: None

Dr. Jordan moved, and Mr. Mays seconds the approval of the 12-16-2023 minutes.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The
12-16-2023
minutes are
approved.

VI. COMMUNICATIONS.

Mr. Latimer stated that was one communication from a former ECPL Board member relating to the passing of her mother. Mr. Latimer stated that the information relating to the funeral service will be shared with the Trustees.

VII. PRESIDENT'S REPORT

Ms. Shaheed started her report by informing the Board about the upcoming American Library Association Conference in San Diego, California from June 27th thru July 2nd, 2024. She added that the purpose of this conference is to promote leadership, and the development of library information services. Ms. Shaheed also added that early registration saves the library money.

Ms. Sharpley, Mr. Paige, Mr. Mays, Ms. Shaheed, Ms. Blade, and Dr. Harris expressed interest in going to the 2024 ALA conference.

Ms. Shaheed then informed the Board that the Black Caucus American Library Association conference will be held in New Orleans, Louisiana from July 24th thru July 27th, 2024.

Mr. Mays, Ms. Sharpley, Ms. Shaheed, Mr. Cockfield, and Mr. Latimer expressed interest in going to the 2024 BCALA conference.

Ms. Shaheed again stressed the importance of early registration to save money.

Ms. Shaheed then introduced the Chairs and Co-chairs of each committee:

Building and Grounds

O. Mays Chair
Shelia Sharpley Co-chair

Finance

Nathan Paige Chair
Dr. MaryAnn Harris Co-chair

Library Services

Dr. Joy Jordan Chair
Tyisha Blade Co-chair

Personnel

Shelia Sharpley Chair
Carol Shaheed Co-chair

Strategic Planning

Dr. MaryAnn Harris Chair
All Trustees Co-chair

Mr. Latimer stated that the Strategic Planning committee relates to the library’s long-term planning and that items will be directed from that committee to the other perspective committees for more detailed review and discussion before being brought to the full Board for voting.

Ms. Shaheed also mentioned that the committee meetings will now be scheduled to take place on the 2nd Saturday of each month.

Mr. Latimer added that the new committee meeting format will allow for each committee meeting to roll into the next without having to wait long periods of time between each meeting. This format is used by other libraries and should be less of a burden on everyone’s schedule.

VIII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer started his report by informing everyone that the new Trustee photos are up on ECPL’s new website as well as all the digital monitors inside the library.

Mr. Latimer also informed the Board that this past Thursday, the East Cleveland Public Library hosted visitors from the Smithsonian's National Museum of African-American History. Former ECPL staff member, filmmaker, and archivist Rita Knight-Grey gave a presentation on the history of the Iccabod Flewellen collection. This event was a part of a series by the Cleveland History Center as part of the Western Reserve Historical Society. This is all a part of a community curation program that may allow for funding for the digitization of various collections within the library.

Mr. Latimer also mentioned that each Trustee has received a copy of ECPL's annual statistics for 2023 that will be submitted as part of the state library report that is due in March.

Mr. Latimer stated that program for March thru May is set and a new program guide is in the works and should be ready by the end of February.

Mr. Latimer informed the Board that this year he is on more panels relating to libraries like the Ohio Library Council's Diversity, Equity and Inclusion committee, the Clevnet Executive Panel, and the Northeast Ohio Regional Library Board. He added that negotiations around the Public Library Fund is beginning, and it is very important that ECPL representation be at the table for those negotiations.

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

Dr. Jordan seconds the motion.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Dr. Harris moved and, Dr. Jordan seconds approving the Director's report.

The Director's report is approved.

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

Mr. Cockfield read his report that was prepared in January 2024.

Our financials are reconciled with the bank through December 31, 2023. Our reconciled total cash/fund balance at 12/31/23 is \$2,009,155.61. Our General Fund balance is \$1,904,761.14. Our remaining funds make up the difference.

Total revenue for the year was \$3,165,905.87 and was matched against total expenditures of \$2,858,562.43 for an increase in total fund balance of \$307,343.44 from 2022. While there was an increase in property tax revenue from last year of \$27,378.13 and an increase in PLF revenue from last year of \$27,699.79 the increased difference in fund balance is due in large part to increases in contributions and donations and interest income generated from Star Ohio. Total contributions and donations increased from 2022 to 2023 by \$95,464.08 and earned interest increased by \$72,012.57. Property taxes and PLF revenue, however, continue to be our two main sources of revenue.

There were no budget adjustments last year and we spent 95% of our original budget appropriations. On the expenditure side, there was an overall increase in expenses from 2022 of \$255,226.60. Once I finalize the report to the State, I'll prepare a comprehensive comparison report of 2022 vs. 2023 for the February board meeting.

The board is being presented with a resolution to approve an adjustment to our Temporary Appropriations for 2024. I've added appropriations for the remaining funds. Temporary appropriations set out budget for the first three months of the year after which a permanent resolution must be passed for the balance of the year.

Lastly, as has been my practice, I've engaged the services of Mr. Kevin Penn, CPA to perform a final review of our 2023 activity and assist with preparing the notes to the financial statements. The final report is due to the State Auditor by February 28th. I expect to have the report filed by the second week of February.

This completes my report.

Dr. Harris motions to approve the Fiscal Officer's report.

Dr. Jordan seconds the motion.

Dr. Harris moved, and Dr. Jordan seconds approval of the Fiscal Officer's report.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

The Fiscal
Officer's
Report is
approved.

X. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that Later in this meeting, under “New Business”, the Finance committee will present a resolution to amend the temporary appropriations. The temporary appropriations will be in place for the next two months, then the permanent appropriations for the balance of the year will be presented to the Board for approval.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reviewed the Personnel report. The report included 7 - salaried employees, 14 – full-time hourly employees, 6 – part-time employees, and 6 – Pages.

Mr. Latimer added that it was suggested that a part-time security officer be brought on board, this is currently being considered by Administration, but there is a hiring freeze until the permanent appropriations are finalized in March. This will be brought to the Personnel committee for consideration if it is determined than another person is needed.

C. Library Services Committee Update (Chairperson)

Dr. Jordan informed everyone of the upcoming Black history library programs.

- Every Wednesday in February “Natural Hair Symposium”
- Every Thursday in February “Real Black History”
- 02/01/24 Black Superhero Celebration
- 02/07/24 Movie “My Friend Martin”
- 02/10/24 African American Dance Workshop
- 02/17/24 Blax Museum
- 02/22/24 African Collage Art
- 02/24/24 Family Feud: Black History Month Edition
- 02/24/24 Play “The Seventh Example”
- 03/05/24 Black History 101

Ms. Shaheed added that she has spoken with Dr. Rice of the East Cleveland City School District, and we are expecting to have middle school and high school aged children attending the Black History 101 program on March 5th, 2024.

Dr. Jordan added that the African American Dance Workshop on February 10th will be hosted by Frank Ross, M.A.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays began by listing the challenges that Facilities needs to address:

- The front fence that was damaged by a vehicle hitting it.
- The freight elevator that is no longer working
- The HVAC system isn't properly working
- The camera and security systems need updating

Mr. Mays asked for a resolution to be presented to the board to vote on for the approval of the library Director to repair the HVAC system.

E. Strategic Planning Committee Update (Chairperson)

Mr. Latimer stated that there will be more information around this committee in February. He continued that the Board will be presented with a spreadsheet of items that Administration has discussed and deemed important to the organization through surveys from the community.

Mr. Latimer added that these items are in reference to the library's longer-term goals over the next few years. After a project is determined to be important in the Strategic Planning committee, the project will be moved to the appropriate committee then later the full Board.

XI. NEW BUSINESS

A. Resolution 01-01-2024: To Amend the Temporary Appropriations

Mr. Paige introduces the resolution.

Resolution No. 01-01-2024: To Amend Temporary Appropriations for 2024

Sponsored by N. Paige, Co-sponsored by M. Harris

Members of the East Cleveland Public Library's Board of Trustees have, met discussed and reviewed the following items in an open meeting on January 27, 2024:

WHEREAS, The East Cleveland Library Board of Trustees is required to pass either a Temporary or Permanent Appropriations Budget for 2024; and

WHEREAS, The Administration is presenting the Board with Temporary Appropriations to cover spending through March 31st, 2024

NOW, THEREFORE, The East Cleveland Public Library Board of Trustees amends the Temporary Appropriations measure for the following funds:

General Fund	\$2,889,497
Performing Arts Center Fund	\$20,246.89
Coronavirus Relief Fund	\$7,420.66

Mr. Mays makes a motion to approve Resolution 01-01-2024.

Dr. Jordan seconds the motion.

Discussion: None

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7

Motion passes.

Ms. Sharpley moved, and Mr. Mays seconds approval of Resolution 01-01-2024.

Resolution 01-01-2024 is approved.

XII. OLD BUSINESS

There is no old business.

XIII. AUDIENCE PARTICPATION

Ms. Sharpley informed everyone of a lead safety initiative that is being presented by the Cuyahoga County Board of Health. This program gives homeowners up to \$8,000 to repair their homes to lower lead levels.

Mr. Turner informed the Trustees of the possible ramifications of using personal email addresses instead of the library issued email while conducting library business. Mr. Latimer added that the system presents challenges when the library issued email address isn't frequently used.

XIV. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

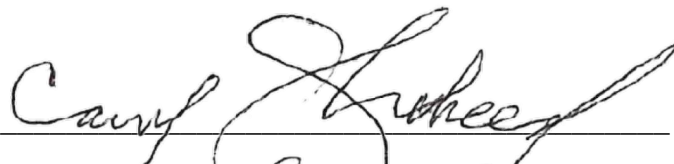
Discussion: None

The meeting is adjourned.

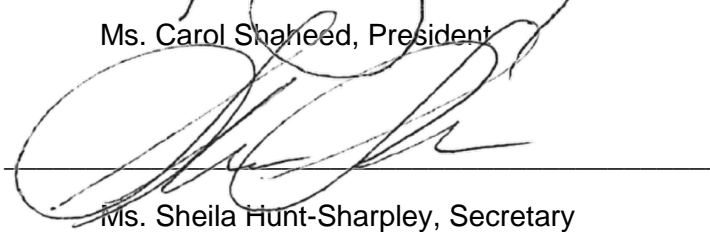
[Meeting is adjourned at 3:16 PM]

Dr. Harris moves and, Dr. Jordan seconds for adjournment.

Meeting is adjourned.



Ms. Carol Shaheed, President



Ms. Sheila Hunt-Sharpley, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 02/17/2024.