

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, February 17, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium

Ms. Shaheed called the meeting to order at 2:09 PM.

MP3
RBOT20240217

I. CALL TO ORDER
A. ROLL CALL

Present: Ms. Shaheed, Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Harris, Dr. Jordan

A quorum exists. Present – 6; Absent - 1

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 (absent)

Yes – 6

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM JANUARY 27, 2024.

Dr. Jordan makes a motion for the approval of the January 27, 2024, Regular Board Meeting Minutes.

Ms. Sharpley 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 (absent)

Yes – 6; Absent - 1

Motion passes.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of the 01-27-2024 minutes.

The 01-27-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there were no communications.

VI. PRESIDENT'S REPORT

Ms. Shaheed began by informing the Board of the upcoming trustee workshop being offered by the Ohio Library Council on March 9th from 8:45am to 4:30pm, this is a hybrid event and can be attended virtually or in person in Dublin, Ohio.

Ms. Shaheed also informed the Board of the upcoming Northeast Ohio Regional Library System trustee dinner on May 2nd, 2024, at 6pm in Independence, Ohio. This is an opportunity for library trustees and administrators to discuss the challenges and opportunities ahead for public libraries.

Mr. Latimer added that email reminders will be sent out as we get closer to the date of the dinner and that Mr. Turner will be doing the registering for this event.

Mr. Latimer also stated that the library would provide a gift card to cover lunch and other expenses for those who want to attend the conference virtually on March 9th.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began by saying the Black history programs are underway and going well. He added that one of the programs (Blax Museum) is taking place at the same time as this Board meeting.

Mr. Latimer informed the Board that the Cleveland Foundation will be making a site visit on March 7th to discuss the future of ECPL's performing arts concert series, Mr. Greg Reese

will also take part in this meeting. Also, members of the Cleveland Foundation and Key Bank Foundation will be in attendance at tomorrow's concert featuring the Unit Band.

Mr. Latimer shared that he attended a meeting on February 14th at the City Club where several prominent people in the library world discussed access and programing related to bridging the digital divide. Mr. Latimer found it to be informative and stated that he shared a link about the event with ECPL's Board.

Dr. Harris added that she was in attendance and also found it to be informative.

Mr. Latimer also shared that ten staff members will be attending a Public Library Association conference in Columbus for professional development and that Dr. Harris will also be accompanying them.

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

Mr. Mays 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 (absent)

Yes – 6; Absent – 1

Motion passes.

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

The Director's report is approved.

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

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

Our financials are not reconciled with the bank through January 31, 2024. Due to the 2023 annual report not having been filed, the January 31 month end cannot be closed. A final review of outstanding purchase orders for last year is the only thing holding up the filing of the report. That will be accomplished next week. Once the annual report is filed, I'll close the books for 2023 and January 31, 2024 and send copies to the Board.

All transactions for January 2024 have been reviewed and reports were presented and discussed in the Finance Committee meeting. Our total fund balance at the end of January 31st is \$1,946,548.32. Our General Fund balance is \$1,842,153.85. Again, a completed set of financials will be emailed to the Board once January is closed.

In preparation for setting our permanent appropriations, I'm preparing a comparison of our spending for the last four years. While I don't anticipate any major changes to the temporary budget, the Director and I will be evaluating the impact of some major projects on the budget and deciding which to present this year and which to postpone to the future.

This completes my report.

Dr. Harris motions to approve the Fiscal Officer'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 (absent)

Yes – 6; Absent – 1

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

Motion passes.

The Fiscal
Officer's
Report is
approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that on Saturday, February 10th the Finance Committee met as a part of the rolling committee meetings and discussed the financials for January.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reviewed the Personnel report and pointed out that there was one resignation and a part-time opening in the Facilities department.

Mr. Latimer added that there is a temporary hiring freeze in place until Administration has a chance to look at the upcoming budget. He also added that he wanted to open a conversation with the Personnel Committee about the possibility of adding another security monitor due to increased incidents.

C. Library Services Committee Update (Chairperson)

Dr. Jordan informed everyone of the upcoming library programming.

- 02/17/24 Blax Museum
- 02/18/24 the Unit Band
- 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

Dr. Jordan also made special mention of the well-attended African dance program that took place on February 10th at the library that was hosted by Mr. Frank Ross.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee met on February 10th, 2024.

- 1. Resolution 02-01-2024: Authorizing the Director to Spend up to \$21,000 to Repair the HVAC System.**

Mr. Mays introduces the resolution.

Resolution 02-01-2024: Authorizing the Director to Spend up to \$21,000 to Repair the HVAC System.

Sponsored by O. Mays, 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 February 17, 2024:

WHEREAS, *the East Cleveland Library's Director and Facility Manager have brought to the attention of the library's Board of Trustees that the library's HVAC system is in need of repair; and*

WHEREAS, *fully serving the community requires that the library have properly functioning heating, cooling, and ventilation within its facility; and*

NOW, THEREFORE, *the East Cleveland Public Library Board of Trustees hereby authorizes the East Cleveland Public Library's Director to spend up to \$21,000 to repair the library's HVAC system.*

Mr. Mays makes a motion to approve Resolution 02-01-2024.

Dr. Jordan seconds the motion.

Mr. Mays moved, and Dr. Jordan seconds approval of Resolution 02-01-2024.

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 (absent)

Yes – 6; Absent – 1

Motion passes.

Resolution
02-01-2024 is
approved.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris turned the floor over to the Director.

Mr. Latimer reviewed the strategic planning document that was shared with the Trustees. He added that the purpose of this is to prioritize what the library should do and function as road map for the library to move forward in the upcoming years.

Mr. Latimer added that the Strategic Planning Committee seeks the input of all library Trustees, and each item will be sent to its prospective committees.

X. NEW BUSINESS

Mr. Latimer asked for input from the Trustees about the new rolling committee meeting format.

Dr. Jordan said they went well.

Ms. Shaheed stated that we were still able to get work done, like we always do.

Ms. Sharpley stated that she was happy with the committee meetings being moved to Saturday, because it works better with her schedule.

Dr. Harris added that she was donating a signed copy of "The Trees" a book by Percival Everett. She also gave a short summary of the book.

XI. OLD BUSINESS

Mr. Latimer informed the Board that Administration will be responding to a public records request for Board minutes for the last 2-years and information from a personnel file.

XII. AUDIENCE PARTICPATION

Myrtle Mitchell of the Friends of the East Cleveland Public Library reminded everyone in the Board meeting that the Friends are having a book sale and that everyone is invited to stop by and buy a book.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

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 (absent)

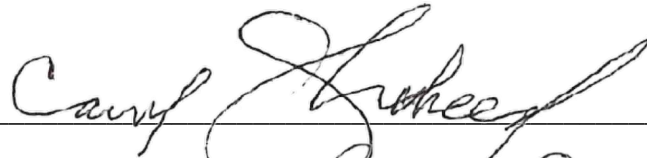
Yes – 6; Absent – 1

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

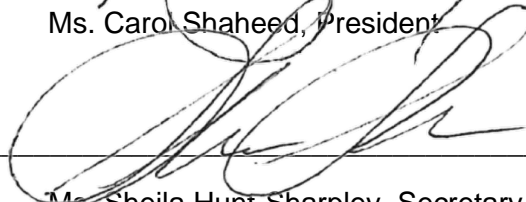
The meeting is adjourned.

[Meeting is adjourned at 2:55 PM]

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 03/16/2024.