

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, April 20, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium

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

MP3
RBOT20240420

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 (absent), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; Absent - 1

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM MARCH 16, 2024.

Mr. Mays makes a motion for the approval of the March 16, 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 (absent), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 7; Absent - 1

Motion passes.

Mr. Mays moved, and Ms. Sharpley seconds the approval of the 03-16-2024 minutes.

The 03-16-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there were no written communications to report, but there is someone who would like to speak to the Board.

Ms. LaToya Witcher Mosley of Black Women of Excellence introduces herself and informs every one of her organization. She later presented the East Cleveland Public Library with a certificate of appreciation for the library hosting their Women Speaks Conference on March 30th, 2024.

VI. PRESIDENT'S REPORT

Ms. Shaheed reminded the Board of the Northeast Ohio Trustee dinner on May 2nd, 2024 starting at 6:00pm at the Embassy Suites on Rockside road in Independence Ohio.

Ms. Shaheed also thanked the staff of the East Cleveland Public Library for the great job they did on April 8th's solar eclipse program.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer announced the success of the library's chess tournament. He also stated that the staff and Dr. Harris provided thank you letters to the Board for allowing them to participate in the Public Library Association's conference in Columbus.

Mr. Latimer also asked for the Board's feedback on how the property behind the library should be developed and which of the concepts, previously presented by Mr. David Hughes, they preferred.

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

Dr. Harris 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.

Mr. Mays moved and, Dr. Harris 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 April 2024.

Our financials are reconciled with the bank through March 31, 2024. Our reconciled cash fund balance is \$2,326,864.89.

Our tax budget has been submitted to the School Board and has been approved.

The audit of our financial records for the years 2022/2023 has started. I have signed the engagement letter and the auditors have begun requesting information. I will keep the Board apprised of their progress.

Lastly, there are quite a few old records that need to be destroyed to free storage space. To comply with our records retention policy, next month I will be presenting a list of records which can be destroyed. A resolution will be needed to go forward.

This completes my report.

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

Mr. Paige seconds the motion.

Discussion:

Mr. Mays expressed some concern over the destruction of records.

Mr. Cockfield stated that the records that will be destroyed will be in line with the library's Retention Policy. Mr. Cockfield added that it could be a good idea for each trustee to sit in on the Attorney General's Sunshine Law record retention class.

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 Mr. Paige seconds approval of the Fiscal Officer's report.

The Fiscal Officer's Report is approved.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that due to the Chess tournament, there was no Finance Committee meeting this month and nothing to report.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley stated that due to the Chess tournament, the Personnel Committee did not meet. She later reviewed the Personnel report and informed the Board that there five new employees hired, two in Circulation, one in Reference, one in Facilities, and one in Security.

C. Library Services Committee Update (Chairperson)

Ms. Blade reviewed the library's Statistics report. She also inquired as to why there were no museum passes given out.

Mr. Latimer replied that he believes the monies that fund that program have been exhausted.

Dr. Jordan informed the board of the following programs:

- April 23rd the Rise of Hip Hop
- May 9th Mommy and Me Tea Party
- May 4th Alpha Kappa Alpha Sorority, Alpha Omega chapter's family empowerment program
- May 5th Tri-C Jazzfest
- May 25th Founder's Day

Mr. Cockfield commended Ms. Cook and Ms. Green for the success of the library's Wednesday plant program.

Ms. Blade informed and invited everyone to attend the Karkamike event on May 1st at Cleveland State.

1. Resolution 04-01-2024: Authorizing the Director of the East Cleveland Public Library to Purchase a Patron Counter.

Mr. Latimer explained the reason for the patron counter is to help collect the analytics that are necessary to provide the real numbers the state requires the library to report. He also added that this could be helpful during the PLF negotiations.

Dr. Jordan introduces the resolution.

Resolution 04-01-2024: Authorizing the Director of the East Cleveland Public Library to Purchase a Patron Counter.

Sponsored by J. Jordan, Co-sponsored by T. Blade

Members of the East Cleveland Public Library’s Board of Trustees have discussed and reviewed the following items in an open meeting on April 20, 2024:

WHEREAS, public libraries in the state are required to complete annual statistical surveys as a mandate under Ohio Administrative Code §3375.02; and

WHEREAS, Resource is a real-time patron counting solution for public libraries that will allow administration to make data-driven decisions to efficiently operate and grow the East Cleveland Public Library; and

WHEREAS, The Executive Director needs Board approval to enter this contract that exceeds \$12,000; and

WHEREAS, The SenSource quotation of a one-time cost of \$14,519 includes all items, installation description, quantity and price for execution; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees agrees to authorize the Director to spend \$14,519 on a patron counter for the library, as quoted by SenSource.

Dr. Jordan makes a motion to approve Resolution 04-01-2024.

Ms. Sharpley seconds the motion.

Ms. Dr. Jordan moved, and Sharpley seconds approval of Resolution 04-01-2024.

Discussion:

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.

Resolution
04-01-2024
is approved.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee met today (April 20th) to discuss the property behind the library. He also encouraged the Board to focus on getting a parking lot and not get distracted.

Mr. Mays also reviewed facility update report. This includes updates to the electrical boxes, data lines, and carpet replacement.

1. Resolution 04-02-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 05/09/2024 for an ECCAMP Event.

Mr. Mays introduces the resolution.

Resolution No. 04-02-2024: Authorizing the Director of the East Cleveland Public Library to Open the Library After Hours on 05/09/2024 for an ECCAMP Event.

Sponsored by O. Mays, 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 April 20, 2024:

WHEREAS, the East Cleveland Public Library works to serve its community and support its partners; and

WHEREAS, the Friends of the East Cleveland Public Library and ECCAMP are partners and a part of the of East Cleveland's community; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees, agrees to authorize the Director to open the library outside of business hours on the evening of 05/09/2024 at 6:00 PM for a performance in the Performing Arts Center from ECCAMP.

Mr. Mays makes a motion to approve Resolution 04-02-2024.

Ms. Sharpley seconds the motion.

Mr. Mays moved, and Ms. Sharpley seconds approval of Resolution 04-02-2024.

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 (yes)

Yes – 7

Motion passes.

Resolution 04-02-2024 is approved.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris stated that the Strategic Planning committee did not meet.

Dr. Harris shared that she attended the Public Library Association (PLA) conference in Columbus Ohio recently along with about 10 ECPL staff members. She stated that the conference was a worthwhile event and that she's happy she attended.

Mr. Dillard added that he was one of the staff members that attended the conference and he also got an opportunity to meet several people from other libraries around the country. He also stated that many of the urban libraries have similar issues.

Mr. Latimer shared that during the conference they spoke about how nationwide Black women in leadership positions are under attack and it was also apparent in libraries as well. He said that there was even a Black female director who was fired during the conference.

X. NEW BUSINESS

No new business

XI. OLD BUSINESS

No old business

XII. AUDIENCE PARTICPATION

None

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 (yes)

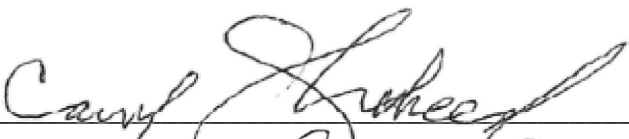
Yes – 7

The meeting is adjourned.

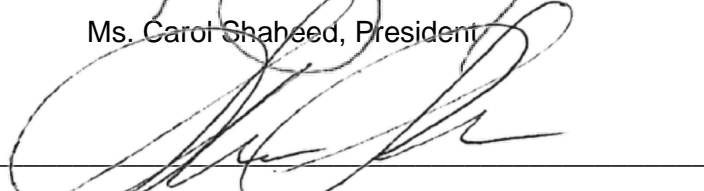
[Meeting is adjourned at 2:55 PM]

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 05/18/2024.