

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, May 18, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium

Ms. Shaheed called the meeting to order at 2:02 PM.

MP3
RBOT20240518

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. 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 approve the agenda.

Dr. Jordan seconds the motion.

Mr. Mays 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 APRIL 20, 2024.

Dr. Jordan makes a motion for the approval of the April 20, 2024, Regular Board Meeting Minutes.

Mr. Paige seconds the motion.

Dr. Jordan moved, and Mr. Paige seconds the approval of the 04-20-2024 minutes.

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 04-20-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer shared that recently Dr. Eugene Jordan (Dr. Joy Jordan's Father) was inducted into the Cleveland International Hall of Fame.

VI. PRESIDENT'S REPORT

Ms. Shaheed stated that there is nothing to report.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer spoke about the Ohio Library Council Trustee dinner that most of the Trustees attended. He then added that he will be compiling the worksheets from the library board to give to David Hughes, the architect hired by the library to design the property behind the building. The worksheets will provide the architect with the library board's input.

Mr. Latimer turned the floor over to Mr. Turner for the American Library Association conference update.

Mr. Turner stated that those attending the conference will be leaving on June 26th and he encouraged everyone to arrive 2 hours early due to the length of the lines. He also suggested that attendees who will be checking luggage arrive an additional hour early.

Mr. Turner said that most of the Trustees attending the conference will be returning late in the evening on July 3rd. He also added that more information on the classes offered at the conference will be available as we get closer to the conference date and that travel packets will be available at the next board meeting.

Mr. Latimer concluded his report by suggesting that the Buildings and Grounds committee work with Mr. Cooper to get ideas on updating the furniture in the main reading area.

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. Paige read the report that Mr. Cockfield prepared in May 2024.

Our financials are reconciled with the bank through April 30,2024. Our reconciled cash fund balance is \$2,075,517.75.

Financial reports have been distributed and reviewed by the Board.

Appropriations are on average below budget and will be reviewed by the Director and me within the next month. Going into the summer months we plan to make the necessary adjustments to carry us through the

most active part of the year. Our goal will be to structure the balance of our spending to carry forward two million dollars into 2025 in our general fund.

The audit of our financial records for the years 2022/2023 has started. I received word from the Auditor that they will be working on another audit and will be temporarily suspending ours. He plans to restart our audit sometime in July.

I received notice of our annual reevaluation of medical insurance rates. Major medical rates will be increasing by 6.48% and dental rates will be increasing by 3.95%. There will be no increase in vision rates. Per library policy, 80% of major medical premium expenses is paid by the library and the total cost of dental and vision is picked up by the library for all full-time employees who elect coverage. The increase will be effective in July and will be a part of our budget reevaluation.

This completes my report.

Mr. Paige motions to approve the Fiscal Officer'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. Paige moved, and Dr. Harris 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 there are several resolutions to be reviewed.

1. Resolution 05-01-2024: Acceptance of \$20,000 Donation from KeyBank.

Mr. Paige introduces the resolution.

Resolution 05-01-2024: To Accept the \$20,000 Donation from the KeyBank Foundation to support the Greg L. Reese Performing Arts Center.

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

Members of the East Cleveland Public Library's Board of Trustees have discussed and reviewed the following items in an open meeting on May 18, 2024:

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director to accept the \$20,000 donation from the KeyBank Foundation; and

WHEREAS, the donation accepted from the KeyBank Foundation has been designated to be used for the operation and support of the Greg L. Reese Performing Arts Center of the East Cleveland Public Library; and

NOW BE IT RESOLVED; Adoption of Resolution 05-01-2024 for the acceptance of the donation of \$20,000 from the KeyBank Foundation will be added to the library's Performing Arts Center fund.

Mr. Paige makes a motion to approve Resolution 05-01-2024.

Dr. Harris seconds the motion.

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 05-01-2024.

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 (yes)

Yes – 7

Motion passes.

Resolution
05-01-2024
is approved.

2. Resolution 05-02-2024: Acceptance of \$10,000 Grant from the Cleveland Foundation’s Lenoard Krieger Fund.

Mr. Paige introduces the resolution.

Resolution 05-02-2024: To Accept the \$10,000 Grant from the Cleveland Foundation’s Lenoard Krieger Fund to Support the Library’s General Operations.

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

Members of the East Cleveland Public Library’s Board of Trustees have discussed and reviewed the following items in an open meeting on May 18, 2024:

WHEREAS, the East Cleveland Public Library’s Board of Trustees hereby accepts the recommendation of the Executive Director to accept the \$10,000 donation from the Cleveland Foundation; and

WHEREAS, the grant accepted from the Cleveland Foundation’s Leonard Krieger Fund has been designated to be used for the general operating support of the East Cleveland Public Library; and

NOW BE IT RESOLVED; Adoption of Resolution 05-02-2024 for the acceptance of the donation of \$10,000 from the Cleveland Foundation will be added to the library’s general fund.

Mr. Paige makes a motion to approve Resolution 05-02-2024.

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. Paige moved, and Dr. Harris seconds approval of Resolution 05-02-2024.

Resolution 05-02-2024 is approved.

3. Resolution 05-03-2024: Approval to Purge Outdated Records.

Mr. Paige introduces the resolution.

Resolution 05-03-2024: To Purge Outdated Records.

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

Members of the East Cleveland Public Library’s Board of Trustees have discussed and reviewed the following items in an open meeting on May 18, 2024:

WHEREAS, the Attorney General mandates that public institutions have and adhere to a records retention policy. See attached policy and identified outdated records; and

WHEREAS, the East Cleveland Public Library has identified outdated records which need to be destroyed and will free storage space.

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees grants the Fiscal Officer authorization to destroy the identified attached records for the reasons stated above.

Mr. Paige makes a motion to approve Resolution 05-03-2024.
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.

Mr. Paige moved, and Ms. Dr. Jordan seconds approval of Resolution 05-03-2024.

Resolution 05-03-2024 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Shaheed read the Personnel report and stated that nothing has changed.

C. Library Services Committee Update (Chairperson)

Dr. Jordan stated that there is nothing to report.

D. Buildings and Grounds Committee Update (Chairperson)

1. **Resolution 05-04-2024: Authorization to Repair Freight Elevator**

Ms. Sharpley introduces the resolution.

Resolution 05-04-2024: Authorization to Repair the Freight Elevator.

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 May 18, 2024:

WHEREAS, the freight elevator is essential for the internal operation of the library and is in need of repair; and

WHEREAS, the Buildings and Grounds Committee, the Director, and Facilities manager have reviewed and agreed with the quote given by KONE for the repairs to the freight elevator; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees Authorizes the repairs to the library's freight elevator by KONE for a cost of \$20,585.83 as stated in the quote dated May 9, 2024.

Ms. Sharpley makes a motion to approve Resolution 05-04-2024.
Mr. Mays seconds the motion.

Discussion:

Mr. Latimer thanked the Trustees for allowing him to have the freight elevator repaired instead of a much more costly replacement.

Ms. Sharpley moved, and Mr. Mays seconds approval of Resolution 05-04-2024.

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
05-04-2024 is
approved.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris stated that there is nothing to report at this time.

X. NEW BUSINESS

Dr. Harris informed the board of the Cuyahoga County Aging Project collaboration that the library may be interested in joining.

Dr. Jordan stated that she will be donating a piano to the library in preparation of the “Green Piano” project.

Mr. Latimer reminded everyone of Founder’s Day on May 25th and the upcoming Jazz Keepers concert being held at the library on June 2nd.

Ms. Blade stated that she was working hard to have the next edition of “The East Clevelander” available in time for Founder’s Day.

XI. OLD BUSINESS

No old business

XII. AUDIENCE PARTICPATION

None

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

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 (yes)

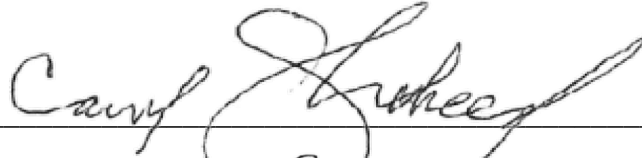
Yes – 7

The meeting is adjourned.

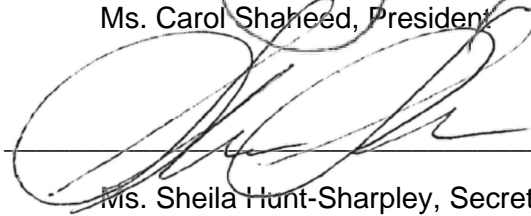
[Meeting is adjourned at 2:44 PM]

Dr. Harris moves and, Ms. Sharpley 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 06/15/2024.