

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, June 15, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Judge Una Keenon History Room

Ms. Shaheed called the meeting to order at 1:11 PM.

MP3
RBOT20240615

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), Ross Cockfield (Fiscal Officer), Mr. E.F. Turner III (Exec. Admin. Assistant)

In the Audience were: Mr. William Aden, Mr. Cooper, Ms. Flood, Ms. Green

II. LIFT EVERY VOICE AND SING

(Everyone is invited to sing.)

III. APPROVAL OF THE AGENDA

Dr. Jordan motions to approve the agenda.

Ms. Sharpley seconds the motion.

Dr. Jordan moved, and Ms. Sharpley 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 – 7

Motion passes.

The agenda is approved.

IV. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

Dr. Harris makes a motion to go into executive session.

Ms. Sharpley seconds the motion.

Dr. Harris moved, and Ms. Sharpley seconds going into executive session.

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.

Meeting goes into executive session.

(Meeting goes into executive session at 1:16 PM)

Mr. Mays motions to come out of executive session.

Dr. Jordan seconds the motion.

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

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.

Executive session ends and the regular meeting resumes.

(Meeting comes out of executive session at 1:58 PM)

**V. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM
MAY 18, 2024.**

Mr. Mays makes a motion for the approval of the amended May 18, 2024, Regular Board Meeting Minutes.

Dr. Harris seconds the motion.

Mr. Mays moved, and Dr. Harris seconds the approval of 05-18-2024 minutes.

Discussion:

Dr. Harris stated that there are errors that need to be corrected relating her presence at the meeting.

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 amended 05-18-2024 minutes are approved.

VI. COMMUNICATIONS.

Mr. Latimer opened the floor to William Aden.

Mr. Aden introduces himself as an East Cleveland native who attended Shaw High. Despite his tumultuous start in life he has gone to be homecoming king, captain of the football team, he received a division one scholarship and is now a coach and motivational speaker.

Mr. Aden added that he is now an author and is releasing a book covering his incredible journey to success. Mr. Aden offers to help the East Cleveland Public Library help the young people of East Cleveland through teaching about overcoming bullies or providing school supplies.

VII. PRESIDENT’S REPORT

Ms. Shaheed started her report by opening the floor to Mr. Turner to share information about the upcoming American Library Association Conference in San Diego.

Mr. Turner passed out packets to those attending the conference. Each packet contains information about the conference, flights and hotel.

VIII. DIRECTOR’S REPORT (C. LATIMER)

Mr. Latimer stated that he is waiting for feedback from the architect. Mr. Latimer added that he did share with the architect the surveys that the Trustees completed that limited the budget, garden seating, and number of parking spaces

Mr. Mays 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.

Mr. Mays 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 from his report that was prepared in June 2024.

Our financials are not reconciled with the bank through May 31,2024, as there is a minor difference between our bank and book balance that must be traced and corrected. Once the correction is made, I'll send a full set of financials to the Board. Our total unreconciled cash fund balance is \$2,055,390.99.

A partial set of financials has been presented for your review.

On average our spending is below budget with salaries and wages – the largest budget item – being between 37% and 42% against a 42% benchmark. The budget was reviewed by the Administration and suggested changes are requested to carry us through the balance of the year – the summer months being the most active. Also, considering the mandated salary changes communicated to us by the Ohio Library Council, a budget adjustment was warranted. The resolution is before you for consideration.

The audit of our financial records for the years 2022/2023 will resume next month with the Auditor planning on wrapping things up by the end of July.

This completes my report.

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

Dr. Jordan seconds the motion.

Discussion:

Mr. Latimer inquired about the projected carry over dollars into 2025.

Mr. Cockfield replied that we attempted to carry forward more than \$2 million, but it looks as if we may fall short of that goal. But he added that he'll have an adjusted figure closer to the end of the summer and can provide more information then.

Mr. Mays inquired about the finances not being reconciled.

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

Mr. Cockfield replied that there is currently about \$900 that he has not yet been able to identify. The bank has \$900 more than the books currently show.

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 the Finance Committee has a resolution.

1. Resolution 06-01-2024: Acceptance of Appropriations Adjustment.

Mr. Paige introduces the resolution.

Resolution 06-01-2024: Authorization to Amend the 2024 Permanent Appropriations.

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 June 15, 2024:

WHEREAS, The East Cleveland Library Board of Trustees is required to make salary changes; and,

WHEREAS, the Library administration is requesting to increase the General Fund budget to accommodate facilities improvements, public service offerings and minor salary adjustments to cover spending through December 31, 2024;

NOW, THEREFORE, the East Cleveland Public Library Board of Trustees hereby authorizes the following amended appropriation:

General Fund \$3,378,827

Mr. Paige makes a motion to approve Resolution 06-01-2024.

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 06-01-2024.

Resolution 06-01-2024 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley read the Personnel report that showed the library has 34 employees.

- 1. Resolution 06-02-2024: Acceptance of Salary Adjustments from the Department of Labor Effective July 1, 2024.**

Ms. Sharpley introduces the resolution.

Resolution 06-02-2024: Acceptance of Salary Adjustments from the Department of Labor

Effective July 1, 2024.

Sponsored by Sharpley, Co-sponsored by C. Shaheed

Members of the East Cleveland Public Library’s Board of Trustees have met, discussed and reviewed the following items in an executive session and open meeting on June 15, 2024.

WHEREAS, the Department of Labor has mandated, effective April 1st, that salary thresholds be raised for being exempt from overtime as of July 1, 2024; and

WHEREAS, the East Cleveland Public Library has identified its key administrative employees as affected by this ruling - representing the “Highly Compensated” classification; and

WHEREAS, the Director, with support from the Fiscal Officer, seeks to reduce the salary range disparity among the remaining management team members by authorizing a five percent (5%) salary increase; and

NOW, THEREFORE RESOLVED, the Board of Trustees of the East Cleveland Public Library approves the mandated and recommended salary increases effective July 1st.

Ms. Sharpley makes a motion to approve Resolution 06-02-2024.

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

Ms. Sharpley moved, and Dr. Harris seconds approval of Resolution 06-02-2024.

Motion passes.

Resolution
06-02-2024
is approved.

C. Library Services Committee Update (Chairperson)

Dr. Jordan began her report by bringing attention to the library's statical report for the month. The report shows that the library's virtual program views have gone from 0 in January to 12,336 in May. Dr. Jordan asked Mr. Latimer to expand on what this number means.

Mr. Latimer replied that ECPL's Technology team did a series of engaging and creative videos that went viral on social media.

Dr. Jordan mentioned that Akron's Real Deal will be performing in the library's Performing Arts Center in August.

Mr. Latimer mentioned that ATT sent an email stating that they were going to give the library a grant.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays inquired about the progress with the property behind the library.

Mr. Latimer stated that the architect is currently preparing for an out of town conference and we will hear back from him when he returns. Mr. Latimer also added that we do have some time as we are not looking to break ground until 2025.

Mr. Mays opened the floor to Mr. Cooper to discuss the installation of a traffic barrier.

Mr. Cooper informed the board that over the past few years the fence has been hit several times and while the fence does look nice, it offers little to no protection to the building from out of control vehicles. Mr. Cooper also stated that the fence is custom and very expensive to repair.

Mr. Cooper introduced using multiple large boulders that weigh around 3,000 pounds each to form a traffic barrier. He added that the fence would not be tossed out, but repurposed.

Dr. Harris expressed concern about vandalism to the boulders.

Mr. Turner states that the resolution needs to be amended to reflect the correct amount of \$32,800.

1. Resolution 06-03-2024: Authorization to Install Traffic Barrier.

Ms. Sharpley introduces the resolution.

Resolution 06-03-2024: Authorizing the Installation of a Boulder Traffic Barrier.

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 June 15, 2024:

WHEREAS, the front fence of the library has been damaged multiple times due to vehicles jumping the curb; and continued repair of the front fence has become costly and ineffective in protecting the building; and

WHEREAS, a permanent solution is needed to protect the building from wayward vehicles; and

WHEREAS, the Director, and Facilities manager have reviewed and recommends the solution and quote given by Bremec Garden Center; and

NOW BE IT RESOLVED; the East Cleveland Public Library Board of Trustees Authorizes the installation of a boulder traffic barrier by Bremec Garden Center for a cost of \$32,800.00 as stated in the quote dated May 14, 2024.

Mr. Mays makes a motion to approve the amended Resolution 06-03-2024.
Dr. Jordan seconds the motion.

Discussion: None

Mr. Mays moved, and Dr. Jordan seconds approval of Resolution 06-03-2024 as amended.

Roll Call Vote: Ms. Shaheed (yes), Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (no), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; No - 1

Motion passes.

Resolution
06-03-2024 is
approved as
amended.

E. Strategic Planning Committee Update (Chairperson)

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

XI. NEW BUSINESS

Mr. Latimer stated that a regularly disruptive patron has signed off on an agreement stating that he would abide by the library's Code of Conduct or be dismissed from the library. Mr. Latimer stated that the mental health of some of the library's patrons is a growing problem and the East Cleveland Public Library is moving to be proactive in dealing with this issue.

XII. OLD BUSINESS

No old business

XIII. AUDIENCE PARTICPATION

None

XIV. 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)

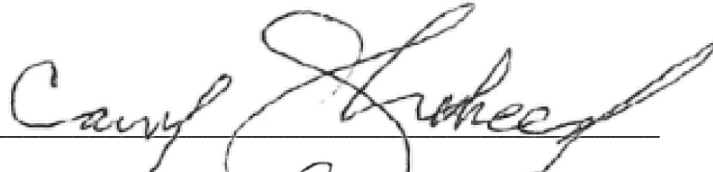
Yes – 7

The meeting is adjourned.

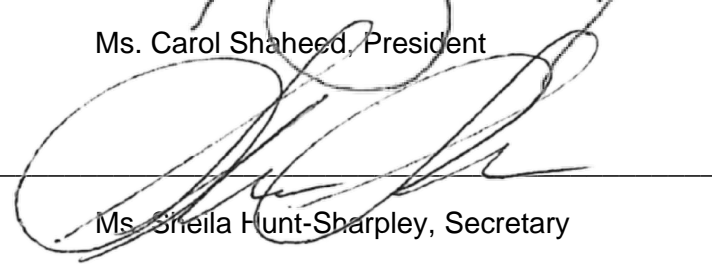
[Meeting is adjourned at 3:13 PM]

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

Meeting is adjourned.

A handwritten signature in cursive script, appearing to read "Carol Shaheed", written above a horizontal line.

Ms. Carol Shaheed, President

A handwritten signature in cursive script, appearing to read "Sheila Hunt-Sharpley", written above a horizontal line.

Ms. Sheila Hunt-Sharpley, Secretary

Meeting minutes were approved in an open meeting by the East Cleveland Public Library Board of Trustees on 08/17/2024.