

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

Ms. Shaheed called the meeting to order at 2:08 PM.

MP3
RBOT20240817

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)

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 – 6; Absent -1

Motion passes.

The agenda is approved.

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM
June 15, 2024.**

Dr. Jordan makes a motion for the approval of the amended June 15, 2024, Regular Board Meeting Minutes.

Ms. Sharpley seconds the motion.

Dr. Jordan moved, and Ms. Sharpley seconds the approval of 06-15-2024 minutes.

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 06-15-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there were three brief communications. The first was a letter from the Greater Cleveland Regional Transit Authority (GCRTA) letting us know that they were awarded grant money for electric buses and a charging infrastructure. GCRTA asked ECPL for a letter of and this communication was a thank you and acknowledgement from them.

Mr. Latimer continued with the second communication which was an article written by Trustee Nathan Paige that was published in _____ and it covered ECPL's concert series.

Mr. Latimer concluded his communications by mentioning the Shaw High School band is trying to raise \$250,000 to perform in Hawaii and is asking for donations from the community.

VI. PRESIDENT'S REPORT

Ms. Shaheed started her report by informing everyone that she attended the teacher's convocation meeting with Ms. Sharpley, Dr. Harris, Mr. Latimer, and Mr. Cockfield on the morning of August 14th. The CEO of the Schools outlined the future goals of the failing system.

Ms. Shaheed reminded the Board that they received ECPL Policy manuals at the committee meetings and the library policies need to be reviewed so that they can then be approved.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer started his report by giving kudos to the Youth Services Department for doing an excellent job with the Summer Reading Club activities. Mr. Latimer added that over the 80 days of summer the library has had an attendance of 1,922, there were 53 programs with 623 participants. The summer lunch program served 1,419 lunches and there are still a couple of weeks left before the end of summer. Mr. Latimer stated at the next Board meeting that there will be an update from the architect relating to the parking lot project.

Mr. Latimer focused everyone's attention to the following upcoming event:

- Prison-Based Rites of Passage: Rites, Re-entry and Restoration Film Screening & Panel Discussion on 08/31/24
- Line Dance Wednesdays starting on 09/05/24.
- Estate Planning on 09/11/24
- 3 - Murals temporarily on display in front of the library from Circle East and the student artists from the Cleveland Ingenuity Festival.

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 (yes)

Yes – 7

Motion passes.

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

Our financials are not reconciled with the bank through July 31, 2024, as there is a minor difference between our bank and book balance that

must be traced and corrected. The difference is due to multiple credit card adjustments that occurred between April, May and June that were booked between the three months. I have been trying to unravel their effect to make the necessary adjustments. Once the correction is made, I will send a full set of financials to the Board. Our total unreconciled cash fund balance is \$1,950,379.93.

A partial set of financials has been presented for your review. The bank reconciliation report has been left out.

The recent board approved appropriation adjustment allowed us to attend to some unexpected facility repairs and adjust salaries to allow for the Department of Labor mandate. Major projects still left to be completed are the Childrens room and the kitchen and we are closely monitoring our spending to make sure these projects fall within our projections.

The audit of our financial records for the years 2022/2023 is still taking place and had been delayed due to the Auditor's vacations. I am still working with the auditors to get the information they need and answer any questions they have. They said they hope to have everything wrapped up by the end of August.

The recent property tax reappraisal should improve our tax revenue receipts. How much at this point I cannot estimate. We will see the change with our first tax advance in 2025.

This completes my report.

Mr. Mays motions to approve the Fiscal Officer's report.

Dr. Jordan seconds the motion.

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

Discussion:

Mr. Mays inquired about the difference between the books and the bank.

Mr. Cockfield replied that the bank is showing \$6,000 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.

IX. COMMITTEE UPDATES

A. Finance Committee Update (Chairperson)

Mr. Paige stated that the Finance Committee has a resolution.

1. Resolution 08-01-2024: Acceptance of \$36,000 From Cleveland Foundation.

Mr. Paige introduces the resolution.

Resolution 08-01-2024: To Accept the \$36,000 Grant from the Cleveland Foundation

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 August 17th, 2024:

WHEREAS, the East Cleveland Public Library's Board of Trustees hereby accepts the recommendation of the Executive Director and Fiscal Officer to accept the \$36,000 donation from the Cleveland Foundation; and

WHEREAS, the grant accepted from the Cleveland Foundation has been designated to provide free programming in the Greg L. Reese Performing Arts Center of the East Cleveland Public Library; and

NOW BE IT RESOLVED; Adoption of Resolution 08-01-2024 for the acceptance of the donation of \$36,000 from the Cleveland Foundation will be added to the library's Performing Arts Center fund #2002.

Mr. Paige makes a motion to approve Resolution 08-01-2024.

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 08-01-2024.

Resolution 08-01-2024 is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley shared the library's staffing compliment of 32 and informed the Board that there have been three resignations and no terminations. Of the 32 employees, 8 employees are salaried, 14 are full-time hourly, 8 are parti-time, and there are 2 Page positions.

Ms. Sharpley added that there is currently a Network Administrator / IT position on hold.

C. Library Services Committee Update (Chairperson)

Dr. Jordan started her report by bringing attention to the library's new program guide and new digitalization services where patrons can bring in items like family films and have them digitized.

Dr. Jordan reminded everyone of the low-cost services of the library's Copy / Print Center.

She also pointed out some upcoming events like the East Side Chess tournament, the "Halloweek" program (that will include both teen and adult escape rooms), a book discussion of "The Miseducation of the Negro", a book authored by Carter G Woodson, the father of African American History. and Akron's Real Deal concert on August 25th, 2024.

Dr. Jordan also pointed out that WIFI usage for the month was 2,865, and there were 7,439 library visitors for the past month,

Ms. Shaheed inquired about sending ECPL program guides to the school district.

Mr. Latimer replied that it would be a very costly endeavor. However, individual fliers are currently being sent to the school district. He added that everything has to go through the school district's Communication Department and approval process which may not be as time sensitive as the programs at the library, resulting in expired fliers by the time they reach those whom they were intended.

Dr. Harris suggested that ECPL partner with the Salvation Army to assist students.

Dr. Jordan acknowledged the partnership with the school district and the Back-to-School program, but more can be done like making sure that all students have library cards.

Mr. Latimer replied that ECPL has been invited to assist with Shaw High School's new media center.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the Buildings and Grounds Committee met on August 10th and discussed the boulders that were placed in front of the library to protect the building from wayward traffic. There was also discussion about the freight elevator repairs and the parking lot project.

1. Resolution 08-02-2024: Approval to Purchase Furniture for the Children's Department

Ms. Sharpley introduces the resolution.

Resolution 08-02-2024: Approval to Purchase Furniture for the Children's Department

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 August 17th, 2024:

WHEREAS, in an effort to better serve the community the East Cleveland Public Library's Board of Trustees hereby accepts the recommendations of the Executive Director and Deputy Director to purchase new furniture for the Children's Department; and

WHEREAS, the Fiscal Officer is approved to provide purchase orders for the furniture (see attached itemized list) that will be purchased from Contract Source Inc. at a quoted cost of \$45,018.63; and

NOW BE IT RESOLVED; The East Cleveland Public Library’s Board of Trustees approves the purchase of furniture for the Children’s Department from Contract Source Inc. at a cost totaling \$45,018.63.

Ms. Sharpley makes a motion to approve Resolution 08-02-2024.
Dr. Harris seconds the motion.

Ms. Sharpley moved, and Dr. Harris seconds approval of Resolution 08-02-2024.

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 08-02-2024 is approved.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris reminded the Trustees that they have received draft copies of ECPL's Policy Manual during the committee meetings this month, and to review so it can be approved. She said that comments and concerns should be sent to her or directly to the Director.

Dr. Harris added that she was able to attend the Black Caucus of ALA Conference in New Orleans. She stated that it was a really nice conference, and she was happy to see an increase in the number of African American males taking part in the female dominated conference.

Dr. Harris brought T-shirts for everyone.

Mr. Latimer interjected that ECPL is waiting for the school district’s strategic plan to make sure the library’s strategic plan aligns with the school district’s.

X. NEW BUSINESS

Mr. Latimer informed the Trustees that the auditors are requiring all staff members to complete training and that the Trustees should also take the training too. This will be facilitated immediately after the Board meeting today.

XI. OLD BUSINESS

Ms. Shaheed reminded the Trustees to complete and return the Director's evaluation and the Fiscal Officer's evaluation.

XII. AUDIENCE PARTICPATION

Ms. Price and Ms. Fason express concern over being put out of the library by staff after the power went out, during a very bad storm on August 6th with tornado warnings. They requested a reevaluation of the library's evacuation procedures.

Everyone thanked the ladies for coming to the meeting to bring this to the Board's attention. Ms. Shaheed apologized for their treatment and assured them that the policy would be reevaluated.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

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

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.

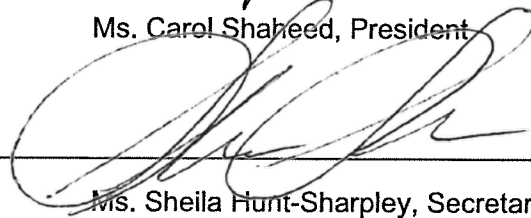
[Meeting is adjourned at 3:11 PM]

Meeting is
adjourned.



9-21-2024

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 09/21/2024.