

East Cleveland Public Library
Regular Board of Library Trustees Meeting Minutes
Saturday, September 21, 2024
14101 Euclid Ave., East Cleveland, Ohio 44112
Lower Auditorium

Mr. Mays called the meeting to order at 2:08 PM.

MP3
RBOT20240921

I. CALL TO ORDER
A. ROLL CALL

Present: Mr. Mays, Ms. Sharpley, Mr. Paige, Dr. Jordan, Ms. Blade

A quorum exists. Present – 5; Absent - 2

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

Ms. Sharpley motions to approve the agenda.

Dr. Jordan seconds the motion.

Ms. Sharpley moved, and Dr. Jordan seconds approving the agenda.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 5; Absent -2

Motion passes.

The agenda is approved.

IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES FROM August 17, 2024.

Dr. Jordan makes a motion for the approval of the amended August 17, 2024, Regular Board Meeting Minutes.

Mr. Paige seconds the motion.

Dr. Jordan moved, and Mr. Paige seconds the approval of 08-17-2024 minutes.

Discussion:

None.

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 5; Absent -2

Motion passes.

The 08-17-2024 minutes are approved.

V. COMMUNICATIONS.

Mr. Latimer stated that there are no communications to report at this time.

VI. PRESIDENT'S REPORT

Mr. Mays stated there is no report.

VII. DIRECTOR'S REPORT (C. LATIMER)

Mr. Latimer began the Director's Report by informing the Board that he, Mr. Cockfield, and Mr. Cooper attended a meeting to discuss the next phases of the parking lot construction.

What came out of the meeting was the cost of the project has been significantly reduced from the initial \$400,000 to around \$160,000.

The project is expected to go through the bid process in January, with construction starting in the spring and completion by Founder's Day. Mr. Latimer went on to say that we have completed phase 1, which was agreeing on a preliminary design, and we are now in phase 2, the design development stage. He added that the parking lot will be built and an open space for the garden will be created where it can be built at a later time.

Mr. Latimer then reported that the architect is tasked with bringing construction documents, permits, and bidding information to the October meeting.

Mr. Latimer mentioned that he, Step Forward CEO, Dr. Chisholm, and City Council President, Twon Billings (who is in attendance to this meeting) had previously discussed the need for the city to take responsibility for the sidewalk behind the building.

(Dr. Harris joins the meeting at 2:16 PM)

Mr. Billings suggests having discussions with the city of East Cleveland's Property and Contracts to ensure the sidewalk and street is addressed.

Dr. Jordan raises concerns about parking issues during events and suggested using the empty field for temporary parking.

Mr. Latimer agrees and mentions the need to discuss this further in upcoming Buildings and Grounds meetings.

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

Ms. Sharpley seconds the motion.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; Absent - 1

Motion passes.

Dr. Harris moved and, Ms. Sharpley 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 September 2024.

Our total cash/fund balance as of August 2024 is \$2,054,331.95. Our General Fund balance is \$1,912,012.48

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

The audit of our financial records for the years 2022/2023 has been completed. There is one issue that is holding up the issuance of the report, but I expect it to be resolved soon. The official report will then be made available to the Board. I was informed there are no findings and but a few minor comments.

I take the audits as an opportunity for our financial policies and procedures to be thoroughly reviewed. As such, I will be presenting a revision of our Internal Control policies in keeping with some Auditor suggestions and procedural weaknesses that can be improved.

Lastly, the Director and I will be performing a final review of our appropriations to close out the year. We expect a final appropriation adjustment to be presented to the Board in October which will lay the foundation for our Temporary appropriations for 2025.

This completes my report.

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

Dr. Jordan seconds the motion.

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

Discussion:

Mr. Mays inquired about the delay in reporting.

Mr. Cockfield replied that there were some concerns relating to the bonuses and incentives that were issued in 2022 and 2023 and he is waiting to hear back from the auditors.

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; Absent – 1

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 09-01-2024: Authorization to Amend the 2024 Appropriations for the Performing Arts Center Fund.

Mr. Paige introduces the resolution.

Resolution 09-01-2024: Authorization to Amend the 2024 Appropriations for the Performing Arts Center Fund.

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 September 21st, 2024:

WHEREAS, The Cleveland Foundation has awarded the East Cleveland Public Library \$36,000 for the grant period 7/1/24 to 6/30/25 for the Performing Arts Center and;

WHEREAS, the Library requires to increase the appropriations for the Performing Arts Center Fund to allow for grant spending;

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

Performing Arts Center Fund	\$36,000
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Mr. Paige makes a motion to approve Resolution 09-01-2024.

Dr. Harris seconds the motion.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; Absent – 1
Motion passes.

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

2. Resolution 09-02-2024: Authorization to Accept the \$10,000 Grant from the Cuyahoga County Board of Developmental Disabilities.

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 09-01-2024.

Resolution 09-01-2024 is approved.

Mr. Paige introduces the resolution.

Resolution 09-02-2024: Authorization to Accept the \$10,000 Grant from the Cuyahoga County Board of Developmental Disabilities.

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 September 21st, 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 \$10,000 grant from the Cuyahoga County Board of Developmental Disabilities; and

WHEREAS, the grant is to be used to increase library accessibility with universal changing tables; and

NOW BE IT RESOLVED; Adoption of Resolution 09-02-2024 for the acceptance of the grant of \$10,000 from the Cuyahoga County Board of Developmental Disabilities will be added to the library’s General fund #1000.

Mr. Paige makes a motion to approve Resolution 09-02-2024.

Dr. Harris seconds the motion.

Discussion:

Mr. Latimer informed the Board that each table costs \$10,000 and the installation cost is about \$1,800. He added that he initially thought the library would be able to install several universal changing tables, but given the cost only one will be installed.

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

Yes – 6; Absent – 1

Mr. Paige moved, and Dr. Harris seconds approval of Resolution 09-02-2024.

Motion passes.

Resolution
09-02-2024
is approved.

B. Personnel Committee Update (Chairperson)

Ms. Sharpley reported that there were no resignations, and no terminations. She stated that there are two open part-time Page positions that are currently open. She also added that the Network Administrator position is currently on hold.

Ms. Sharpley stated that the total staff complement of the East Cleveland Public Library is thirty-two employees.

1. Director and Fiscal Officer Evaluation Process

Evaluations for the Fiscal Officer and the Director are still pending, and members are reminded to turn them in to Ms. Shaheed or Ms. Sharpley.

Ms. Sharpley emphasizes the importance of using whole numbers in evaluations and not half numbers. She also stated to ignore the last page and to add any additional comments on the back of the document.

C. Library Services Committee Update (Chairperson)

Dr. Jordan and Ms. Blade discuss upcoming events at the library, including an expungement clinic scheduled for October 19th at 1 PM, a voter suppression program called “Suppressed and Sabotaged the Fight to Vote” scheduled for September 30th at 4 PM, and an event, presented by the Case Western Reserve’s Climate Action Network scheduled for October 12th at 12 PM. There was also mention of the upcoming jazz concert by the band Forecast coming up on October 20th at 4 PM.

Dr. Jordan highlights the increased usage of library services, such as Wi-Fi, snack programs, TikTok views, notaries, and faxing.

Dr. Jordan added that the library has distributed 372 COVID-19 kits in August, reflecting a significant increase in demand.

D. Buildings and Grounds Committee Update (Chairperson)

Mr. Mays stated that the library is currently updating its emergency closing policy due to public concern.

Mr. Latimer reviewed some of the itemized costs relating to the parking lot that resulted in a total of around \$164,500.

There was also mention of the freight elevator repair being on hold until a part arrives.

Mr. Latimer also stated that Mr. Cooper is developing a Facilities Plan to better inform the Board of upcoming maintenance schedules.

E. Strategic Planning Committee Update (Chairperson)

Dr. Harris discusses the strategic planning process and the need for a work group to review and update library policies. She stated that anyone with suggestions about policies should contact the Director.

X. NEW BUSINESS

Dr. Harris reported that she attended a workshop for presentations and public speaking.

XI. OLD BUSINESS

None.

XII. AUDIENCE PARTICPATION

Ms. Price thanked the library for reviewing its emergency evacuation policy.

Mr. Billings emphasizes the importance of community engagement and collaboration between the library, school board, and city council.

He calls for better communication and cooperation to address issues such as expungement clinics and community education.

Ms. Francis Caldwell introduces herself as the head of the African American Museum and discusses the museum's history and future plans.

Dr. Harris distributes anniversary cards for Alpha Kappa Alpha Sorority Incorporated Great Lakes 100th anniversary to everyone in attendance.

XIII. ADJOURNMENT

Dr. Harris motions for adjournment.

Dr. Jordan seconds the motion.

Discussion: None

Roll Call Vote: Mr. Mays (yes), Ms. Sharpley (yes), Mr. Paige (yes), Dr. Harris (yes), Dr. Jordan (yes), Ms. Blade (yes)

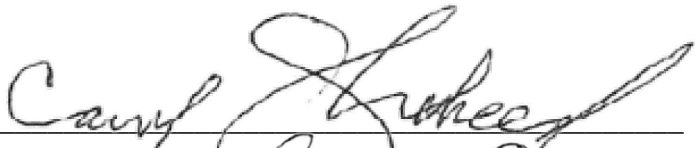
Dr. Harris moves and, Dr. Jordan seconds for adjournment.

Yes – 6; Absent – 1

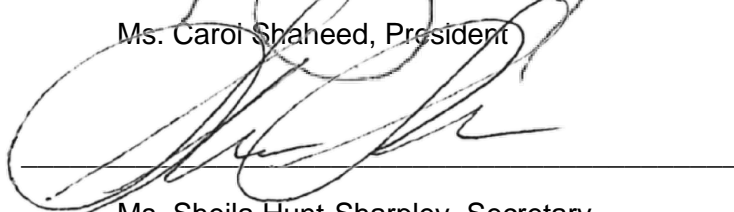
The meeting is adjourned.

[Meeting is adjourned at 3:18 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 10/19/2024.